

HIV HEALTH SERVICES PLANNING COUNCIL – Priorities and Allocation Committee (PAC)

Meeting Minutes

March 14, 2022, 10:00 a.m. to 12:00 p.m.

Meeting Location:

Via teleconference only

Facilitator: Jake Bradley-Rowe, PAC Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

Jake Bradley-Rowe, Liane Bruckstein, Dennis Poupart, Chelle Gossett (Ex-Officio), Melissa Willett, Tami Emslie, and Zach B.

Members Excused: Janet Parker and Tracy Jenkins

Members Absent: None

Guests: Amanda Rehn and Danielle Caravella

Topic	Minutes
Welcome, Introductions and Announcements	Meeting began at 10:04 a.m.
Agenda and Minutes	The Agenda was presented for review and approval. Dennis Poupart motioned to approve the Agenda as presented with a seconded by Zach B. Motion was approved by consensus.

Topic	Minutes
	<p>A copy of the March 2022 Minutes was presented. Dennis Poupart motioned to approve the Minutes as presented with a second by Liane Bruckstein. Motion was approved by consensus.</p>
Conflicts of Interest	<p>Council Staff recited the Conflicts of Interests for each attendee.</p> <p>Jake Bradley-Rowe: Medical Case Management, MAI Medical Case Management, Mental Health, Child Care, Emergency Financial Assistance, and Medical Transportation</p> <p>Liane Bruckstein: Medical Case Management, MAI Medical Case Management, and Medical Transportation</p> <p>Dennis Poupart: None</p> <p>Chelle Gossett (Ex-Officio): None</p> <p>Melissa Willett: Medical Case Management, Ambulatory Care, Mental Health, Emergency Financial Assistance, Housing, Outpatient Substance Abuse Services, Oral Health and Medical Transportation</p> <p>Tami Emslie: Medical Case Management, Ambulatory Care, and Transportation</p> <p>Zach B.: None.</p>

Topic	Minutes
FY22 General Directives*	<p>A draft of the FY22 General Directives was presented for review and approval. Motion to approve the FY22 General Directives as presented was made by Zach B. with a second by Tami Emslie. Discussion resulted in changes to General Directive 3. The service categories were updated to reflect the HRSA service category names and behavioral/mental health was added to the list. Zach B. amended the motion to approve the FY22 General Directives with the changes to General Directive 3. The amended motion was seconded by Tami Emslie and approved by consensus.</p>
FY22 Service Directives*	<p>A copy of the FY22 Service Directives was presented for review and approval. Motion to approve the FY22 Service Directives as presented was made by Dennis Poupart with a second by Liane Bruckstein. Discussion resulted in changes to the Medical Transportation Service Directive 1. Which form of transportation depends on the client's acuity and were ranked in the order specific in the Medical Transportation Service Standard. Dennis Poupart amended the motion to approve the FY22 Service Directives as discussed. The motion was seconded by Liane Bruckstein and approved by consensus.</p>
FY22 General Directives* (Revisited)	<p>Zach B. motioned to revisit the FY22 General Directives after a discussion regarding telehealth/tele-services during the FY22 Service Directives topic. Tami Emslie seconded the motion.</p> <p>After discussion, the Committee added a new General Directive:</p> <p><i>General Directive 7</i> All Ryan White funded providers shall make telehealth/tele-services available for medical case management, non-medical case management, outpatient ambulatory care, and/or behavioral/mental health.</p> <p>Zach B. motioned to approve the revisited FY22 General Directives with the newly added directives. The motion was seconded by Tami Emslie and approved by consensus.</p>

Topic	Minutes
PAC Overview*	A copy of the PAC Overview was presented for review and approval. Motion to approve the FY22 PAC Overview as presented was made by Dennis Poupart with a second by Liane Bruckstein. There was a discussion regarding the frequency of meetings. Due to HRSA's new three-year award notice, the Planning Council does not know how funding is to be awarded over the three-year grant period. As such, the Committee is unable to decide how frequently the Committee needs to meet. Motion to table the PAC Overview until the May meeting was made by Zach B. with a second by Melissa Willett. It is hoped that there will be more information regarding the award funding available at that meeting.
FY22 PAC Work Plan	A copy of the FY22 PAC Work Plan was presented for review and approval. Motion to table the FY22 PAC Work Plan as presented was made by Zach B. with a second by Liane Bruckstein. The Work Plan will be revisited at the May meeting.
Technical Assistance	Jake Bradley-Rowe advised members that if they are in need of technical assistance, members can reach out to the Council Chair, Richard Benavidez, or Council Staff for assistance.
Public Comments	
Adjournment	11:14 a.m.