

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

March 23, 2022 10am-12pm

Meeting Location: Via Teleconference. No in-person meeting.

Zoom Teleconference Info: 1-669-254-5252

Zoom Conference ID: 161 057 8708

Zoom Passcode: 454131

Facilitator: Richard Benavidez, Council Chair

Scribe: Paula Gammell, County Staff

Council Member Attendees via Teleconference: David Contreras, Dennis Poupart, Janet Parker, Kane Ortega, Kristina Kendricks-Clark, Melody Law, Melissa Willett, Michael Wofford, Minerva Reid, Richard Benavidez, Ronnie Miranda, Steve Austin, Tracy Thomas, William Rhodes, and Zachary B.

Members Excused: Chelle Gossett, Jake Bradley-Rowe, Michael Ungeheuer and Tracy Jenkins

Members Absent: Beth Valentine and Judy Vang

Guests: Tara Raoufi, Tracy Lee, Wanda Vasquez, Lili Joy, Paul Curtis, Danielle Caravella, Amanda Rehn, Becky Gonzalez and Rashida Green

Topic	Minutes
Welcome, Introductions and Announcements	<p>Meeting began at 10:06 a.m.</p> <p>Janet Parker advised that One Community Health is experiencing technical difficulties with their telephone system.</p> <p>Richard Benavidez advised that the NorCal AIDS Cycle is in need of crew members for the upcoming event in May 2022.</p>
Agenda and Minutes Review*	<p>Motion to approve the March 2022 Agenda was made by Steve Austin with a second by Dennis Poupart. Motion was approved by consensus.</p> <p>Motion to approve February 2022 Minutes was made by Ronnie Miranda with a second by Zach B. Discussion noted a correction on Page 3 of 5, under the CPG/HIV/STI Prevention Updates, second paragraph, second line, "...has a mobile van" should be "...as a mobile van". Two corrections on Page 4 of 5, under the Fiscal Agent Monthly Report for Part B and COVID, changing the first line of each from "review and approval" to "review". The Part B and COVID are not action items for the Council. Ronnie Miranda amended his motion to approve the Minutes as correction which seconded by Zach B. and approved by consensus with three abstentions.</p>
Presentation: Mechanics of the Planning Council	<p>Staff presented a training on the Mechanics of the Planning Council which highlighted the duties and responsibilities of the Planning Council and Fiscal Agent.</p>
Office of AIDS (OA) Update March 2022	<p>Tracy Lee with the State Office of AIDS provided an overview of the March 2022 OA Voice. Questions regarding the OA Voice can be directed to Angelique.skinner@cdph.ca.gov.</p>
CPG/HIV/STI Prevention Updates	<p>Richard Benavidez advised that he is part of the California Planning Group (CPG). The California Planning Group (CPG) is the statewide HIV planning body that enables key stakeholders, communities, and providers to engage in active and ongoing dialogue with the Office of AIDS (OA) to reach the goals of the National HIV/AIDS Strategy and</p>

Topic	Minutes
	<p>the statewide Integrated Plan. CPG welcomes the participation and input of the general public. Members of the public are welcome and encouraged to attend and observe.</p>
<p><u>Fiscal Agent Reports</u> FY21 January 2022 Monthly Part A Fiscal Report*</p> <p>FY21 January 2022 Monthly Part B Fiscal Report</p> <p>FY21 January 2022 Monthly COVID Fiscal Report</p>	<p>Monthly Fiscal Reports: A copy of the FY21 January 2022 Part A Monthly Fiscal Report was presented for review and approval. Overall, the TGA is presently under-spending. This is nationwide and not just an issue for the Sacramento TGA. COVID has impacted service delivery and the increase in additional funding has minimized TGA expenditures. Motion to accept the FY21 January 2022s Part A Monthly Fiscal Report as presented was made by Richard Benavidez with a second by Melissa Willett. Motion passed by consensus.</p> <p>A copy of the FY21 January 2022 Part B Monthly Fiscal Report was presented for informational purposes. Overall, the TGA is presently under-spending. COVID has impacted service delivery and the increase in additional funding has minimized TGA expenditures.</p> <p>A copy of the FY21 January 2022 COVID Monthly Fiscal Report was presented for informational purposes. Overall, the TGA is presently under-spending. These are funds directly related to COVID and have allowed for additional services to meet the needs of clients impacted by COVID. These funds have also permitted a cost-savings for Part A and Part B services.</p> <p>SOA Ending the HIV Epidemic Update The mobile van has been secured by Sacramento County Primary Health Services and is the process of being registered as a mobile clinic service site.</p> <p>HRSA Part A Ending the Epidemic Update The County is still trying to move forward with the build-out of the Ryan White HIV Clinic. Construction is scheduled to begin April 1st.</p>

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FY22 – 24 EIIHA Plan	<p>EIIHA Plan A copy of the FY22-24 EIIHA Plan was presented for informational purposes. This is the Plan that was submitted with the FY22-24 Part A Grant Application.</p> <p>RFP Update There were three Letters of Interest (LOI) were released on February 23, 2022, for Ryan White CARE Program services in Yolo, Placer and El Dorado Counties, as well as, for Pediatric services. CommuniCare was awarded in Yolo County, the Sierra Foothills AIDS Foundation was awarded in both Placer and El Dorado County and UC Davis Pediatric Infectious Disease was awarded the pediatric services.</p> <p>The RFP for contract year 2023 – 2026 is being finalized and should be released within a couple months.</p>
<p>Committee Updates</p> <p>ACC Overview*</p> <p>FY22 ACC Work Plan</p>	<p>Administrative Assessment Committee: Melissa Willett advised that the Committee did not meet this month. The Committee will meet next on June 10, 2022, to complete the FY21 year-end assessment.</p> <p>Affected Communities Committee: Zach B. advised that the Committee met and reviewed the ACC Overview and Work Plan. Reflectiveness Update 38.1%</p> <p>The ACC Overview was presented for review and approval. The only change was the name of the Council Chair. Motion to approve the ACC Overview as presented was made by Dennis Poupart with a second by Steve Austin and was approved by consensus.</p> <p>A copy of the FY22 ACC Work Plan was presented for informational purposes.</p> <p>Priorities and Allocations: Council Staff advised that the met and reviewed several documents which will be presented to the Executive Committee at its next meeting.</p> <p>Quality Advisory Committee: Janet Parker advised that the Quality Advisory</p>

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QAC Overview*	<p>Committee met and reviewed its QAC Overview which is presented for review and approval. The only change was the name of the Council Chair. Motion to approve the QAC Overview as presented was made by Dennis Poupart with a second by Richard Benavidez and was approved by consensus.</p> <p>Needs Assessment Committee: Ronnie Miranda advised that the Committee met and discussed the Needs Assessment Survey, NAC Overview and NAC Work Plan.</p>
NAC Overview*	<p>The NAC Overview was presented for review and approval. The only change was the name of the Council Chair. Motion to approve the NAC Overview as presented was made by Janet Parker with a second by Melissa Willett and was approved by consensus.</p>
FY22 NAC Work Plan	<p>A copy of the FY22 NAC Work Plan was presented for informational purposes.</p> <p>Governance: Council Staff advised that Governance reviewed Governance documents 12, 14 and 15 as it was determined that there are some “due date” inconsistencies between the documents. In some instances, the Fiscal Year was the basis of the due date. In other instances, the calendar year was the basis as members are seated by the calendar year.</p>
Gov 12 Member Acknowledgements*	<p>Governance 12 was presented for review and approval. The updates included a change to the Council Chair Name and that members will resubmit a signed Policy Acknowledgment form in <i>January</i> annually. Motion to approve Governance 12 as presented was made by Dennis Poupart with a second by Melissa Willett. Motion was approved by consensus.</p>
Gov 14 Code of Conduct*	<p>Governance 14 was presented for review and approval. The updates included a change to the Council Chair Name, that members will resubmit a signed Code of Conduct form in <i>January</i> annually and any references to Co-Chair was amended to</p>

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<p>Gov 15 Conflict of Interest*</p> <p>FY22 Member Conflict Declaration*</p>	<p>Vice Chair. Motion to approve Governance 14 was made by Ronnie Miranda with a second by Dennis Poupart. Motion was approved by consensus.</p> <p>Governance 15 was presented for review and approval. The updates included a change to the Council Chair Name, that members will submit a signed Conflict of Interest form in <i>January</i> annually, and any references to Co-Chair was amended to Vice Chair. Motion to approve Governance 15 as presented was made by Melissa Willett with a second by Richard Benavidez. Motion was approved by consensus.</p> <p>The FY22 Member Conflict Declaration was presented for review and approval. The Member Conflict Declaration was updated to include check box with the following statement: "By checking the following box, I am stating that I do not have any conflicts of interest". Motion to approve the FY22 Member Conflict Declaration as presented was made by Steve Austin with a second by Richard Benavidez. Motion was approved by consensus.</p>
<p>April Meeting Schedule</p>	<p>Richard Benavidez advised that the HRSA Site Visit is April 4 – 8, 2022. It meets during the regularly scheduled ACC and QAC meetings. ACC and Exec will be participating in the Site Visit. PAC is not scheduled to meet again until May 2022. As such, there does not be any pressing business to conduct in April. Motion to cancel all Committee and Council meetings in April was made by Ronnie Miranda with a second by Dennis Poupart. Motion was approved by consensus.</p>
<p>Binder Updates</p>	<p>Council Staff advised that most members were requesting electronic copies of the Policy and Procedure Manual. However, there was confusion over the Committee and Council documents as to whether or not they would be electronic only as well. Only the Policy and Procedure Manual and Priorities and Allocations Binders were intended to be considered for electronic only versions. Council Staff will continue to send Committee and Council documents via the U.S. Mail unless otherwise notified by the members.</p>
<p>Technical Assistance Needs</p>	<p>Please address all questions and/or concerns to Richard Benavidez or Kristina Kendricks-Clark.</p>

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Public Comments	Ronnie Miranda advised that there is a housing issue in Sacramento. He believes that housing should be a core service; not a support service. Many housing programs have wait lists.
Adjournment	Meeting adjourned 11:31 am Next meeting: May 25, 2022