

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Agenda

May 25, 2022 10:00am-12:00pm

Meeting Minutes

May 25, 2022

10:09 a.m. to 11:38 a.m.

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

Zoom Teleconference Info: 1-669-900-6833

Zoom Conference ID: 912 5123 7390

Zoom Passcode: 836671

Facilitator: Richard Benavidez, Council Chair

Scribe: Paula Gammell, County Staff and Emitai Bishop, County Staff.

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

Members Excused: Jake Bradley-Rowe, Janet Parker, Judy Vang, Michael Ungeheuer, Ronnie Miranda & Tracy Jenkins

Members Absent: Beth Valentine & Jose Vega

Guests: Kaye Pulupa, Tracy Lee, Wanda Vasquez, Becky Gonzales, & Lili Joy

| Topic | Minutes |
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| <p>Welcome, Introductions and Announcements</p> | <p>A Moment of Silence was observed for the victims of the Uvalde School Shooting.</p> <p>The NorCal AIDS Cycle raised over \$147,000 with approximately 45 riders and 45 crew members.</p> <p>The California Department of Public Health’s Ending the Epidemics Community Engagement meeting happening on Tuesday, May 31st from 1-4pm at Sacramento State Downtown, 304 S Street, Sacramento, CA 95811. This plan will serve as a guidance document for California’s work to address HIV, HCV, and STIs and a desire to be stigma free.</p> <p>Historical AIDS Memorial Quilt Display- June 11-12, 2022 10am. This event will take place at Robin Williams Meadow. 320 Bowling Green Drive, San Francisco, CA. This is a free public event that will run from 10:00am – 5:00pm each day. An opening ceremony and traditional quilt unfolding will start at 9:30 am on the 11th, followed by the continuous reading of names of lives lost to AIDS aloud by the public on both days. There will be a closing ceremony at 4:00 pm on Sunday the 12th where newly made panels will be presented to be added to the Quilt.</p> |
| <p>May 2022 Agenda*</p> <p>Minutes Of May 2022*</p> | <p>Motion to approve Agenda as presented was made by Dennis Poupart with a second by Steve Austin. The agenda was amended to delete the report on the Part B and COVID monthly fiscal reports. Steve Austin amended the motion to approve the agenda with the changes noted. The motion was seconded by Zach B. and approved by consensus.</p> <p>Motion to approve Minutes as presented was made by Richard Benavidez with a second by Steve Austin and was approved by consensus.</p> |

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| Office of AIDS (OA) Update May 2022 | <p>Tracy Lee presented an overview of the OA Voice Update for May 2022.</p> <p>California Department of Public Health, Office of AIDS, STD Control Branch are pleased to report that the roll-out of the California Strategic Plan to address the syndemic of HIV, HCV and STIs continues with our ongoing provider needs assessment being implemented through May and our planned regional listening sessions scheduled May through July 2022.</p> <p>In April, the Federal Ending the Epidemic counties met with the Federally Qualified Health Centers (FQHCs) funded with Health Resources and Services Administration Ending the Epidemics funding. The FQHCs are increasing routine opt-out testing to identify individuals who have not been aware of their HIV status and link them to care, as well as expand the use of PrEP among their patient populations.</p> <p>For questions regarding this issue of <i>The OA Voice</i>, please send an e-mail to angelique.skinner@cdph.ca.gov</p> |
| CPG/HIV/STI Prevention Updates | <p>California Planning Group (CPG):</p> <p>The Office of AIDS (OA) and the CPG hosted a four day virtual meeting on May 11, 13, 18 and 20th. The meeting was comprised of four separate Zoom sessions (three hours each day, 1pm-4pm). On May 11th, they hosted their fourth CPG Leadership Academy which focused on skills and capacity building for its CPG members; open to OA and CPG members only. Beginning May 13th, the public was encouraged to attend to learn about CPG and to see what they are working on, and discover opportunities to join their HIV & Aging, Meth, Youth and Women’s Committees. There was a 10-minute public comment period held May 12th, 18th and 20th.</p> <p>During the virtual meeting, CPG members also elected a new Community Co-Chair to succeed outgoing chair Natalie Sanchez. This role requires a high level of dedication to being available for discussions regarding the direction and goals of the CPG.</p> |

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| <p><u>Recipient Reports</u> FY21 Feb Part A Monthly Fiscal Report*</p> | <p>A copy of the FY21 Feb. 2022 Part A Monthly Fiscal Report was presented for review and approval. El Dorado County spent 99.5% of their annual allocations and Placer spent 96.6%. Sacramento only spent 89.8% with an overall expenditure of 88.7% for the Transitional Grant Area (TGA). There is an estimated carryover of approximately \$460,000. The Recipient must reconcile individual provider contracts and actual expenditures to ensure that providers have not overspent their contracted budget. This has caused a delay in the final reporting process. Motion to approve the Part A Fiscal Reports as presented was made by Zach B. with a second by Melissa Willett. Motion passed by consensus.</p> <p>The Recipient reports that there is a remaining balance of approximately \$4,400 from the COVID Grant. Unfortunately, the grant has ended.</p> <p>SOA Ending the HIV Epidemic Update: Discussion for staffing the mobile van continues.</p> <p>HRSA Part A Ending the Epidemic Update: The build-out at the County Sexual Health Clinic is underway. There are HIV providers five days a week and they are accepting walk in appointments.</p> <p>RFP Update: The Ryan White Request for Proposals (RFP) has been reviewed and will be forwarded to the Contracts Unit for further review.</p> |
| <p>Committee Updates</p> <p>ACC03 Community Outreach*</p> | <p>Administrative Assessment Committee (AdAC): The FY21 AdAC Year End Review will be held virtually on 6/10/2022. There is an AdAC Training on May 26th if anyone is interested in participating. The training will provide an overview of the documents to be reviewed and review process.</p> <p>Affected Communities Committee (ACC): Drafts of ACC03 Community Outreach and ACC04 Community Forums were presented</p> |

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| ACC04 Community Forums* | <p>for review and approval. The documents were updated to correct the terminology from Fiscal Agent to Recipient. Motion to approve both documents was made by Zach B. with a second by Dennis Poupart and were approved by consensus.</p> |
| FY22 Service Directives* | <p>Reflectiveness is presently at 36.4%. Kaye Pulupa with the State Office of AIDS has applied to the Council to fill the State Part B seat.</p> <p>Priorities and Allocations (PAC): A draft of the FY22 Service Directives was presented for review and approval. The Medical Case Management Service Directive 1 was updated by eliminating the reference to a minimum funding percent for office or field based services. The minimum funding requirement was established in 2006, when the Recipient maintained cost reimbursement and negotiated rate contracts with subrecipient. Field-based case services are more expensive, thus a minimum funding level was set. However, since that time, all contracts are cost reimbursement contracts nullifying the need for a minimum funding based on service type, office vs field. Michael Ungeheuer recommended a grammatical change in Medical Case Management Directive 2 as well. Motion to approve the FY22 Service Directives with the changes noted was made by Zach B. with a second by Dennis Poupart and approved by consensus.</p> |
| FY22 General Directives* | <p>A draft of the FY22 General Directives was presented for review and approval. In addition to terminology changes from Fiscal Agent to Recipient, a General Directive 7 was added to include the availability of telehealth/telemedicine services by subrecipients for telemedicine appropriate services. Discussion noted that telehealth services are billed as office visits. Motion to approve the FY22 General Directives was made by Steve Austin with a second by Richard Benavidez and was approved by consensus.</p> |
| PAC Overview* PAC01 Priority Setting and Resource Allocation* | <p>Drafts of the PAC Overview, PAC01 Priority Setting and Resource Allocation, PAC02 General Policy Directives regarding Reallocation, and FY22 PAC Work Plan were presented for review and approval. The documents were updated to correct the</p> |

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| <p>PAC02 General Policy Directives regarding Reallocation* FY22 PAC Work Plan</p> <p>Universal Service Standards SSC05 Eligibility and Fees* SSC20 Health Education/ Risk Reduction* SSC21 Non-Medical case Management*</p> <p>FY21 Client Satisfaction Survey Findings</p> <p>FY21 Post Card Survey Findings</p> <p>Governance Overview* Gov 02 Policy Manual* Gov 06 Conflict of Interest* Gov 07 Open Meetings*</p> | <p>terminology from Fiscal Agent to Recipient. Motion to approve the four documents was made by Melissa Willett with a second by Minerva Reid and were approved by consensus.</p> <p>Quality Advisory Committee (QAC): QAC submitted the Universal Service Standards, SSC05 Eligibility and Fees, SSC20 Health Education/Risk Reduction, and SSC21 Non-Medical Case Management for review and approval. The documents were updated to incorporate the State Office of AIDS' changes to its Common Standards, as well as, the change in eligibility recertification from six months to annually as updated by HRSA. Motion to approve the four documents as presented was made by Zach B. with a second by William Rhodes and was approved by consensus.</p> <p>A copy of the FY21 Client Satisfaction Survey Findings was presented for informational purposes.</p> <p>A copy of the FY21 Post Card Survey Findings was presented for informational purposes.</p> <p>A discussion regarding the low participation rate on the surveys noted that while participation may be limited, all efforts should be exhausted to encourage survey participation/responses.</p> <p>Needs Assessment Committee (NAC): NAC will be meeting next month. Council Staff advised that 100 copies of the surveys have been printed and Staff will begin coordinating with providers to administer the survey in June.</p> <p>Governance: Governance presented drafts of the Governance Overview, Gov 02 Policy Manual, Gov 06 Conflict of Interest, Gov 07 Open Meetings, Gov 08 Document Handling, Gov 13 Public Information Policy, and Gov 16 Council Staff Scope of Services, which were updated to reflect the terminology changes from Fiscal Agent to</p> |

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| <p>Gov 08 Document Handling* Gov 13 Public Information Policy* Gov 16 Council Staff Scope of Services*</p> <p>HHSPC Council Overview* Acronyms and Roberts Rules Chart* Exec02 Decision Making*</p> | <p>Recipient. Motion to approve the documents was made by Melissa Willett with a second by Zach B. and approved by consensus.</p> <p>Tracy Thomas called "Point of Order" regarding the voting process. At the onset of the COVID-19 Pandemic, the Council opted to vote by consensus rather than by polling each member. The vote is made by asking if anyone is against or abstains from the vote and the others are deemed in favor of the action item. This was decided as a time saving process.</p> <p>HHSPC Council Overview, Acronyms and Roberts Rules Chart, and Exec02 Decision Making were also presented for review and approved. They were updated to reflect the terminology changes from Fiscal Agent to Recipient. Motion to approve the documents as presented was made by Zach B. with a second by Melissa Willett and approved by consensus.</p> |
| <p>Planning Council Self-Assessment Findings</p> | <p>A copy of the Planning Council Self-Assessment Findings were presented for informational purposes.</p> |
| <p>Binder Updates</p> | <p>Today's updates will be forthcoming electronically.</p> |
| <p>Technical Assistance</p> | <p>Richard Benavidez encouraged anyone needing technical assistance to contact himself prior to reaching out to Paula Gammell.</p> |
| <p>Public Comments</p> | <p>Richard Benavidez reminded members to review the Code of Conduct.</p> <p>Tracy Thomas reminded participants of the need for Diversity, Equity and Inclusion.</p> |
| <p>Adjournment</p> | <p>Meeting adjourned 11:38 a.m. Next meeting: June 22, 2022</p> |