

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

June 9, 2022, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council Chair

Scribe: Paula Gammell - Staff

Committee Member Attendees:

Via Teleconference: Richard Benavidez –Council Chair, Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Ronnie Miranda – NAC Chair, Janet Parker – QAC Chair, and Melissa Willett – AdAC Chair,

Members Excused: Chelle Gossett - Recipient, Kristina Kendricks-Clark – Vice Chair, and Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: N/A

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>Meeting began at 3:04 p.m.</p> <p>The AIDS Quilt will be on display in Golden Gate Park June 11th and 12th. Parking is limited and participants are requested to use ride share services.</p> <p>Sacramento Pride is also June 11th and 12th from 11 a.m. to 8 p.m.</p> <p>Camp Sunburst is being held July 1 – July 6th for youth ages 5 – 17 years. Applications are due by June 15th.</p> <p>The NorCal AIDS Cycle has raised an estimated \$150,000.</p> <p>The California Department of Public Health’s Community Engagement Session was postponed.</p> <p>A new voting process is being implemented for Committees and the Council. Voting will now be by a roll call vote.</p>
<p>June 2022 Agenda Review*</p> <p>May 2022 Minutes Review*</p>	<p>A copy of the June 2022 Agenda was presented for review and approval. Motion to approve the Agenda was made by Zach B. with a second by Richard Benavidez. Motion was approved with one abstention.</p> <p>A copy of the May 2022 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Jake Bradley-Rowe with a second by Janet Parker and were unanimously approved.</p>

Topic	Minutes
<p>FY22 April Part A Fiscal Report* FY22 April Part B Fiscal Report</p> <p>State Office of AIDS – Ending the Epidemic Grant Update</p> <p>HRSA – Ending the Epidemic Grant Update</p> <p>RFP Update</p>	<p>Copies of the Monthly Fiscal Reports were unavailable. The Recipient just finalized the FY21 expenditures and year-end reports. The FY22 Award has been received and the Recipient is working on the budgets/allocations. While the expenditures could be reported, since the allocations have not been determined, the expenditures would be irrelevant. Motion to present the Fiscal Report at the June Council meeting, if available, was made by Zach B. with a second by Richard Benavidez. Motion was unanimously approved.</p> <p>The Wellness without Walls mobile van has been delivered. It is still in the process of being registered as a mobile service site.</p> <p>Construction has begun at the Clinic. Renovations are expected to take 6-8 weeks. There will be four new exam rooms when the construction is finished.</p> <p>The RFP is presently pending management review. Upon feedback, it will be routed for division approval and forwarded to contracts to finalize the timeline and release date.</p>
<p>Committee Updates:</p>	<p>Administrative Assessment Committee (AdAC): The next meeting is scheduled for June 10, 2022. Participants must sign a Confidentiality Agreement to participate.</p> <p>Affected Communities Committee (ACC): Zach B. informed that Reflectiveness is 38.1% due to recent membership changes. Two additional members are awaiting appointment which will reduce the reflectiveness figures. Please recruit new non-aligned consumers.</p>

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QAC Overview*	<p>Two concerns were presented at ACC including the lack of HIV support groups and survey responses.</p> <p>Discussion noted that the various HIV Support Groups are not inclusive for all people living with HIV. Rather there tend to be groups for targeted populations, such as, women, Senior Men, Latinos, and/or others. It would be of value to have a list of support groups including meeting dates and times.</p> <p>As for the poor survey response rate, the Committee discussed how to increase response rates. One of the biggest issues the past two years has been the COVID-19 pandemic which resulted in telehealth appointments which limited the opportunity to distribute paper surveys.</p> <p>Jake Bradley-Rowe stated that Sunburst Projects has begun using Jotform, which is a secure online application that allows the easy creative of custom online forms for client responses. Pricing plans vary depending on the number of forms needed and anticipated number of responses.</p> <p>Priorities and Allocations Committee (PAC): Jake Bradley-Rowe informed that the Priorities and Allocations Committee will meet on June 13th and discuss the FY23 Service Priorities. Zach B. motioned to move the FY23 Service Priorities forward to the June Council meeting for final approval. The motion was seconded by Melissa Willett and unanimously approved.</p> <p>Quality Advisory Committee (QAC): Janet Parker advised that QAC met and updated the various documents listed with a terminology change from</p>

Topic	Minutes
SSC01 Medical Case Management* SSC02 Respite Standards* SSC03 Oral Health* SSC04 Support Services* SSC06 Substance Abuse Outpatient* SSC08 Child Care* SSC11 Medical Transportation* SSC14 Mental Health* SSC15 Housing* SSC16 Emergency Financial Assistance* SSC17 Psychosocial Support Groups* SSC19 Outreach Services* SSC22 Health Insurance Premium Payment* SSC23 Substance Abuse Residential* NAC Overview* NAC01 Needs Assessment Committee*	<p data-bbox="701 256 1944 1055">Fiscal Agent to Recipient. Motion to approve the documents as presented was made by Ronnie Miranda with a second by Jake Bradley-Rowe and was unanimously approved.</p> <p data-bbox="701 1055 1944 1385">Needs Assessment Committee (NAC): Ronnie Miranda advised that NAC met and reviewed the NAC Overview and NAC01 Needs Assessment Committee documents. The documents were updated with the terminology change from Fiscal Agent to Recipient as well as the updated Council Chair. Motion to approve the documents are presented was made by Richard Benavidez with a second by Zach B. Motion was unanimously approved.</p>

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FY22 Bylaws*	<p>Council Staff advised that 12 copies of the surveys have been distributed with more being distributed tomorrow. Arrangements are being made to distribute additional copies.</p> <p>Governance (Gov): Governance presented two documents for review and approval.</p> <p>Council Staff presented an updated version of the Council Bylaws for review and approval. A sample of bylaws from five other Ryan White programs were also presented for informational and reference purposes. The Committee agreed on the following new language regarding term limits:</p> <p style="padding-left: 40px;">Planning Council seats are set by the Board of Supervisors for a term of three years. Terms begin January 1 and end three years later on December 31. Example. January 1, 2005 – December 31, 2007.</p> <p style="padding-left: 40px;">Members can serve no more than three consecutive three-year terms. The exceptions are the Health Officers, the state Part B and Medi-Cal representatives or a designated member for a service provider, who shall serve by virtue of their office, with no fixed term.</p> <p style="padding-left: 40px;">A member who is selected to fill an unexpired term will serve for the remainder of that term, and is eligible to serve two additional three-year terms if his/her membership is renewed.</p> <p style="padding-left: 40px;">Upon completion of the maximum terms outlined above, an</p>

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Gov05 Grievances*	<p>individual is eligible to immediately re-apply for Planning Council membership for additional three-year term and subsequently must re-apply every three years.</p> <p>Members believe it maintains the integrity of the Council’s business needs while meeting the requirements of the legislation. Motion to approve the Bylaws was made by Zach B. with a second by Melissa Willett. Motion was unanimously approved.</p> <p>Gov05 Grievances was presented for review and approval. During the recipient site visit with HRSA, HRSA requested the filing fee not be the burden of the consumer but rather an expense for the Planning Council. The document was updated accordingly. Motion to approve Gov05 was made by Ronnie Miranda with a second by Melissa Willett and unanimously approved.</p>
Set June 22, 2022 HHSPC Agenda*	<p>A draft copy of the June 22, 2022 HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Ronnie Miranda with a second by Zach B. Discussion resulted in adding the topic of Voting Process Update to the agenda. Motion to approve the amended Agenda as presented was made by Ronnie Miranda with a second by Jake Bradley-Rowe and was unanimously approved.</p>
Technical Assistance	<p>Richard Benavidez encouraged anyone needing technical assistance to contact himself prior to reaching out to Paula Gammell due to her workload.</p>
Public Comments	<p>It is difficult for the Chair and Council Staff to field direct messages via Zoom during meetings. Members are encouraged to respond to the group during the meeting.</p>

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Adjournment	The meeting adjourned at 4:36 p.m.