

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

### **Meeting Minutes**

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

### **Meeting Location:**

Via teleconference only

**Facilitator:** Jake Bradley-Rowe, Chair

**Scribe:** Danielle Caravella and Paula Gammell, Council Staff

### **Committee Member Attendees:**

Chelle Gossett, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Melissa Willett, Richard Benavidez, and Tami Emslie.

**Members Excused:** Ronnie Miranda

**Members Absent:** Keshia Lynch and Josh Kooman

**Guests:** Christopher Kendrick-Stafford

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and Announcements	<p>Meeting began at 10:05 a.m.</p> <p>Richard Benavidez announced that Christi Gray at the LGBT center contacted him and he will be assisting them in putting together an event for World AIDS Day.</p> <p>There will be a Press Conference with the Mayor at City Hall and is asking agencies to prepare a 2-minute presentation on what their agency specializes in.</p> <p>Richard shared that he learned you have to recertify your Ryan White (RW) eligibility at every RW provider that you utilize. He was surprised to have a new appointment at One Community Health for eligibility without being contacted about it. Paula shared that service standards were recently updated to only having to re-certify once a year instead of twice and this takes place in your birth month to align with ADAP's recertification process for continuity of care.</p> <p>Jake announced that the Autumn update with AETC is happening in Tahoe this weekend and that some people might be going up to that.</p> <p>There was an email that went out listing all of the places giving out free turkeys for Thanksgiving.</p> <p>The LGBT center is putting on a Thanksgiving dinner on November 24<sup>th</sup>. HRS is doing a Thanksgiving meal on November 16<sup>th</sup> from 12-2 and is making to-go meal containers open to all.</p>
Public Comments	N/A
Agenda and Minutes*	<p>The Agenda was presented for review and approval. Dennis Poupart motioned to approve the Agenda as presented with a second by Liane Bruckstein. Danielle Caravella noted that the Meeting frequency Discussion should be made as an action item. Dennis Poupart amended his motion to include the change made and</p>

Topic	Minutes
	<p>Liane Bruckstein seconded the amended motion The motion was unanimously approved.</p> <p>A copy of the September 2022 Minutes was presented. Richard Benavidez motioned to approve the Minutes as presented with a second by Dennis Poupart. No corrections or changes were noted. The motion was unanimously approved.</p>
Meeting Frequency Discussion*	<p>Paula reported that PAC used to meet on the first Wednesday of the month from 10 AM-12 PM, but had changed it to the second Monday of the month due to a meeting conflict for the Planning Council Staff Member. Conducting the PAC meeting on the first Wednesday of the month allows for information to be sent timely to the Executive Committee which meets on the second Thursday of the month. There is also the fact that PAC will most likely have nothing to discuss until December or January when we revisit Reallocation. The Council doesn't want to give the perception to the community that they are frequently canceling meetings, but the reality is that there is no business to be discussed. Other committees meet on a quarterly basis and this could be realistic for PAC aligning with when PAC has business to conduct.</p> <p>Melissa Willett motioned to have quarterly PAC meetings and Richard Benavidez seconded the motion. Discussion ensued and Dennis Poupart motioned to amend it to Quarterly PAC meetings offset from the other Quarterly meetings so that they are not all conducted in the same month, Tami Emslie seconded the amended motion. Discussion continued that Mondays are not always the best days for providers and that many Holidays fall on Mondays. Discussion ensued about the day and time of the meeting to make it easier for individuals for when we go back to in person. Further discussion was had on having the meetings in the months business needs to be conducted and to call another meeting if something comes up on a month that is not scheduled. Jake Bradley-Rowe made a motion to amend</p>

<b>Topic</b>	<b>Minutes</b>
	<p>the current motion to have PAC meet in March, May, July, September, and January from 9-11 am on the first Wednesday of those Months. Dennis Poupart seconded the amended motion. Discussion on when to implement the new schedule was had and Jake amended his motion to have PAC meet in March, May, July, September, and January from 9-11 am on the first Wednesday of those Months, effective March 2023 in the new contract year. Dennis seconded the motion and it was passed unanimously.</p>
<p>Technical Assistance</p>	<p>If in need of technical assistance, members can reach out to the Council Chair, Richard Benavidez, or Council Staff for assistance.</p>
<p>Adjournment</p>	<p>11:03 a.m.</p>

County of Sacramento - Ryan White CARE Program  
 Sacramento TGA HIV Health Services Planning Council  
 Priorities and Allocations Committee

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<b>Seated Members</b>	<b>Signature</b>	<b>Agency/Affiliation</b>
Chelle Gossett	Teleconference	Sacramento County Public Health
Dennis Poupart	Teleconference	N/A
Jake Bradley-Rowe	Teleconference	Sunburst Projects
Josh Kooman	Absent	N/A
Keshia Lynch	Absent	One Community Health
Liane Bruckstein	Teleconference	HRS
Melissa Willett	Teleconference	Sierra Foothills AIDS Foundation
Richard Benavidez	Teleconference	Sierra Foothills AIDS Foundation
Ronnie Miranda	Excused	N/A
Tami Emslie	Teleconference	UCD Pediatrics
Staff: Paula Gammell	Teleconference	Sacramento County Public Health
Staff: Danielle Caravella	Teleconference	Sacramento County Public Health

Guests

Christopher Kendrick-Staffor	Teleconference	N/A

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Seated Members	Aug-22	Sep-22	Agenda			Minutes			Meeting Frequency/Day		
			Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain
Chelle Gossett	Yes	Yes	x			x			x		
Dennis Poupart	Yes	Yes	x			x			x		
Jake Bradley-Rowe	Yes	Yes	x			x			x		
Josh Kooman	No	No									
Keshia Lynch	Yes	Excused									
Liane Bruckstein	Yes	Yes	x			x			x		
Melissa Willett	Yes	Excused	x			x			x		
Richard Benavidez	Yes	Yes	x			x			x		
Ronnie Miranda	Yes	Yes									
Tami Emslie	Yes	Yes	x			x			x		

Motion	Dennis Poupart	Richard Benavidez	Melissa Willett
Second	Liane Bruckstein	Dennis Poupart	Richard Benavidez
Amended Motion	Dennis Poupart		Dennis Poupart
Amended Second	Liane Bruckstein		Tami Emslie
Amended Motion			Jake Bradley-Rowe
Amended Second			Dennis Poupart
Amended Motion			Jake Bradley-Rowe
Amended Second			Dennis Poupart