

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

December 8, 2022, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council Chair

Scribe: Danielle Caravella, Paula Gammell – County Staff

Committee Member Attendees:

Via Teleconference: Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Chelle Gossett - Recipient, Kristina Kendricks-Clark – Vice Chair, and Richard Benavidez – Council Chair

Members Excused: Michael Ungeheuer – Governance Chair and Ronnie Miranda – NAC Chair

Members Absent: N/A

Guests: Beth Valentine – VOA, Liane Bruckstein – HRS, Lenore Gotelli – RxHealthCare, Keshia Lynch – OCH, and Steve Austin – Not Affiliated

Topic	Minutes
Welcome, Introductions and Announcements	<p>The meeting began at 3:06 p.m.</p> <p>No announcements were made.</p>
Public Comments	<p>Richard Benavidez shared Ronnie Miranda’s public comment since he was unable to make the meeting. He wanted to share that he is having serious concerns regarding this issue at the last minute, as a Planning Council Executive Committee member and Council member he will not be voting on this at this time. He also shared that respectfully he is getting really tired of all of these changes regarding carryover and HRSA making these changes, he will not be at the next Executive Committee meeting due to a doctor’s appointment and will not be voting on this matter. He expressed that he was not happy with the project officer and felt that all of the Council’s hard work on the carryover was invalidated.</p>
December 2022 Agenda Review*	<p>A copy of the December 2022 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Melissa Willett with a second by Jake Bradley-Rowe. The motion passed by a majority.</p> <p style="padding-left: 40px;">Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
November 2022 Minutes Review*	<p>A copy of the November 2022 Committee Minutes were presented for review and approval. A motion to approve the Minutes as presented was made by Jake Bradley-Rowe with a second by Kristina Kendricks-Clark. The discussion resulted in one correction being made to the minutes. On page 1 under guests: “Leroy” was changed to “LeRoy”. An amended motion was made by Jake Bradley-Rowe and Melissa Willett seconded the amended motion. The motion was passed by a majority.</p>

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	<p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
Carryover Discussion*	<p>Chelle Gossett discussed the Carryover situation. She explained that the Carryover request was initially submitted to HRSA on 8/26. On 10/28 the Recipient inquired to HRSA at their monthly call about what was happening with the Carryover request of around \$170,000 that was approved by the Council. At that time the Recipient was told that HRSA was understaffed and that they should wait a couple more weeks before inquiring again. The Recipient inquired again by email around Thanksgiving and the email was never responded to. On the Recipient Monthly Call report for December that is sent to HRSA, the recipient wrote that they were unsure what was happening with the carryover, and on 12/02 HRSA scheduled a meeting for 12/05. During that call, the HRSA Project Officer informed the Recipient that they had returned the request for changes on 10/13, however, neither Chelle nor Paula received an electronic notification of a change request, therefore the carryover request was in limbo. The Project Officer never informed the recipient during their original inquiry that the carryover was sent back and only stated they were short-staffed. The recipient reported that the TGA is 9% underspent, which is reflected in the October Monthly reports. There is the liability of unexpended funds and the time frame in which they would need to be spent, as well as the uncertainty that HRSA would even accept the Carryover request at this point. The penalty for not spending these funds could result in a loss of over \$1 Million. Another alternative would be to do a second reallocation to shift funds to the categories that need it from the categories that are underspending.</p>

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	<p>Jake Bradley-Rowe stated that it would be imperative to ask the agencies whom the carryover would have been going to, to see if they can make things work without the carryover funding. He discussed that Sunburst Projects could make it work without the carryover. Melissa Willet agreed that SFAF could make it work without the carryover if there was a reallocation done ASAP, as she would not want to risk the penalty for having unexpended funds. Jake explained that without any additional funding, clients will have to wait much longer for services as they won't be able to hire additional providers, but that we have to look at the bigger picture if the money isn't spent and the penalty for that.</p> <p>Chelle also highlighted that she does not have the authority to move more than 10% of a service category without the Council's authorization. Several agencies have zero dollars spent in some service categories and the money could be moved around if the planning council gave her the authority to do so.</p> <p>The FY22 October monthly report was looked at to analyze the 9% underspending and see where needs could be met with a reallocation.</p> <p>Jake Bradley-Rowe motioned to not submit the Carryover request back to HRSA and Melissa Willet seconded the motion. The motion was passed with a majority.</p> <p>Approved: Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: Gossett and Kendricks-Clark</p> <p>Jake Bradley-Rowe made a motion to vote on a 2nd reallocation at the Priorities and Allocations Committee on December 12th. Melissa Willett</p>

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	<p>seconded the motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p>Keshia Lynch from One Community Health joined the call and a summary of the situation and the next steps moving forward were explained. She indicated she would reach out to Chelle later with information on where OCH stands.</p> <p>Chelle asked that agencies please reach out to her explaining where they are at with their current expenditures and where they stand in regard to Reallocation for their organization.</p> <p>Zach B. motioned to send the 2nd FY22 Reallocation determined and approved at PAC on December 12th, straight to Council on December 14th for approval. Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
December 14, 2022, HHSPC Agenda*	<p>A draft copy of the December 14, 2022, HHSPC Agenda was presented for review and approval. The 2nd FY22 Reallocation was added under the Priorities and Allocations Committee as an action item and to the attachments section. Motion to approve the Agenda as presented was made by Zach B. and</p>

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	<p>seconded by Richard Benavidez. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	There was no public comment
Adjournment	The meeting adjourned at 4:10 p.m.