

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

April 13, 2023, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Sacramento Sexual Health Center, 4600 Broadway, Conference Room 2020, Sacramento, CA 95820

Facilitator: Richard Benavidez –Council Chair

Scribe: Danielle Caravella – County Staff

Committee Member Attendees:

Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Kristina Kendricks-Clark – Vice Chair, Richard Benavidez – Council Chair,

Members Excused: Melissa Willett – AdAC Chair, Michael Ungeheuer – Governance Chair, Ronnie Miranda – NAC Chair, and Chelle Gossett - Recipient

Members Absent: N/A

Guests: Angelina Olweny – Valley Vision and Alan Lange – Valley Vision

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:10 p.m.</p> <p>Richard Benavidez complimented Sunburst Projects on their expansion and open house and said it was a wonderful event with a great turnout. He commended supervisors Rich Desmond and Phil Serna for their donations. He appreciates that many of the staff are HIV-positive.</p> <p>Jake Bradley-Rowe announced that Sunburst Projects is holding its annual Golf tournament on May 13th. City Council members, the Mayor, and County Supervisors will be participating. There will be an after-party for \$25 with food and an auction that starts at 3 pm.</p> <p>Richard shared that Aaron from the LGBT Center reached out about a new HIV Prevention Coalition that is forming that will be sponsored by One Community Health and the LGBT Center. The Coalition is committed to ending the HIV epidemic by advocating for policies and sharing internal practices that promote prevention, testing, treatment, and care for all individuals impacted by HIV. Their mission is to work collaboratively with community-based organizations, healthcare providers, policymakers, and individuals affected by HIV to ensure access to comprehensive and culturally appropriate HIV services, reduce stigma and discrimination, and advance HIV research. They believe that by empowering communities and building partnerships, they can reduce barriers to community members accessing HIV Prevention and care. For more information or to attend please reach out to Richard.</p>
Public Comments-Agenda Items	N/A
April 2023 Agenda	A copy of the April 2023 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Jake Bradley-Rowe

Topic	Minutes
Review*	<p>with a second by Zach B. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p>
March 2023 Minutes Review*	<p>A copy of the March 2023 Committee Minutes were presented for review and approval. A motion to approve the Minutes as presented was made by Richard Benavidez with a second by Kristina Kendricks-Clark. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p>
Recipient Report: ➤ FY22 Feb. 2023 Part A Monthly Fiscal Report*	<p>Paula Gammell presented the FY22 February 2023 Part A Monthly Fiscal Report for review and approval. Jake Bradley-Rowe motioned to accept the FY22 February 2023 Part A Monthly Fiscal Report as presented and Kristina Kendricks-Clark seconded the motion. El Dorado County spent 88.1% of its annual allocations and Placer spent 96.4%. Sacramento spent 93.69% with an overall expenditure of 93.54% for the Transitional Grant Area (TGA). Paula explained that there will be some final year-end changes to be done to true up things. El Dorado County is waiting on an oral health invoice to come in to bill a large portion of their remaining money in that category. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p>

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<ul style="list-style-type: none"> ➤ FY22 Feb. 2023 Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>Paula Gammell presented the FY22 February 2023 Part B Monthly Report for informational purposes. Yolo County is underspent at 60.5%. Sacramento County has spent 98.44% with total expenditures for the total TGA at 94.6%.</p> <p>Paula Gammell shared that the SOA is almost ready to release the final version of the Integrated Strategic Plan and that they will want to meet with the Planning Council again once it is ready.</p> <p>The work plan and budget for year 4 for HRSA Part A ETE are due next Friday, the County was awarded some additional funds this year and they are discussing internally how to best utilize the money.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee ➤ Affected Communities Committee <ul style="list-style-type: none"> ○ ACC Overview* 	<p>Melissa Willett shared that AdAC will next meet on June 15th for the FY22 year-end review.</p> <p>ACC will be hosting its next Community Forum in May and Zach is working on the event details and creating an outreach flier. Reflectiveness is currently at 28%. The HRSA project officer is working with the County on this and is understanding of the situation. There is a new applicant who wants to interview after the next Planning Council meeting. No legislation specifies a timeframe in which a member had to receive Part A services to be counted for reflectiveness.</p> <p>The ACC Overview was presented for review and approval. Zach B motioned to approve the document as presented and Kristina Kendricks-Clark seconded the motion. After discussion, an edit was suggested to change the meeting frequency to reflect the new meeting schedule which is the first Monday of</p>

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<ul style="list-style-type: none"> ○ FY23 ACC Workplan ➤ Priorities and Allocations <ul style="list-style-type: none"> ○ FY23 Re-Allocations* 	<p>even months. Zach B. amended his motion to include the changes discussed and Kristina Kendricks-Clark seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p>The FY23 ACC Workplan was presented for information-only purposes.</p> <p>PAC met to discuss the memo from the recipient regarding FY23 Allocation Areas to Review. The FY23 Allocations were determined in September 2022, at the same time the FY23 RFP had been in process. While determining the initial allocations for FY23 with the partial award from HRSA, the recipient identified some areas that the Planning Council (PC) might like to review. These areas are identified below. The areas are for Part A services in the Sacramento TGA and do not pertain to/include Part B Yolo County.</p> <ol style="list-style-type: none"> 1. Health Education/Risk Reduction (HE/RR)-There was \$4,768 allocated by the PC to Health Education/Risk Reduction. However, no one applied for the service during the RFP. There is no service provider for this service. If the Council wishes to proceed with funding this category, the Recipient will need to release a Letter of Intent (LOI) process for this service. 2. Non-Medical Case Management-The PC allocated \$54,582 to Non-Medical Case Management. This was flat funding from the prior fiscal year. In the prior fiscal year, there were two providers for Non-Medical Case Management. Upon conclusion of the RFP process, there are now three providers. The Planning Council may want to review the allocation and decide

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	<p>if the flat funding is still where the committee wants to stay.</p> <p>3. Food Bank/Home Delivered Meals- This is the first year the PC has allocated Part A funds to this service category in several years. As a reminder, HRSA’s PCN 16-02 and the Sacramento TGA’s Service Standard SSC12, the Food Bank/Home Delivered Meals service category includes the provision of essential non-food items that are limited to personal hygiene products and household cleaning supplies.</p> <p>Jake Bradley-Rowe presented the PAC Memo to go to the Planning Council for review and approval. In consideration of the Recipient’s Memo and further discussion, PAC voted to de-fund the Health Education/Risk Reduction Service Category as there was no applicant during the RFP process, which just concluded several months ago. Given the RFP process just concluded, it was determined that there should not be a Letter of Intent issued, as any agency that had wanted to apply, would have already done so.</p> <p>As Health Education/Risk Reduction was de-funded, those funds were voted to be applied to Non-Medical Case Management. As a result of the RFP, three agencies passed the RFP process to be awarded funds; compared to two in the prior year(s).</p> <p>No action was taken regarding Food Bank/Home Delivered Meals. It was considered informational in nature.</p> <p>Zach B. motioned to accept the document as presented and Kristina Kendricks-Clark seconded the motion. The motion was passed with a majority.</p> <p>Approved: Kendricks-Clark, Benavidez, and Zach B.</p>

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<ul style="list-style-type: none"> <li data-bbox="323 380 548 451">○ PAC Overview* <li data-bbox="323 651 527 722">○ FY23 PAC Workplan <li data-bbox="323 768 548 875">○ FY23 General Directives* <li data-bbox="323 1032 548 1140">○ FY23 Service Directives* <li data-bbox="205 1300 527 1372">➤ Quality Advisory Committee 	<p data-bbox="611 266 1016 337">Opposed: None Abstained: Bradley-Rowe</p> <p data-bbox="611 380 1864 493">The PAC overview was presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p data-bbox="611 535 1686 643">Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="611 688 1738 722">The FY23 PAC Workplan was presented for information-only purposes.</p> <p data-bbox="611 768 1860 881">The FY23 General Directives were presented for review and approval. Kristina Kendricks-Clark motioned to accept the document as presented and Zach B. seconded the motion. The motion passed with a majority.</p> <p data-bbox="611 924 1686 1031">Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="611 1076 1806 1304">The FY23 Service Directives were presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Richard Benavidez seconded the motion. The motion passed with a majority. Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="611 1349 1850 1383">The QAC Overview was presented for review and approval. Zach B. motioned</p>

Topic	Minutes
<ul style="list-style-type: none"> ○ QAC Overview* ○ FY23 QAC Workplan ➤ Needs Assessment Committee <ul style="list-style-type: none"> ○ NAC Overview* ○ FY23 NAC Workplan ➤ Governance 	<p>to accept the document as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p>The FY23 QAC Workplan was presented for information-only purposes.</p> <p>The NAC Overview was presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p>The FY23 NAC Workplan was presented for information-only purposes.</p> <p>It was discussed that Governance needs to meet to update the Bylaws regarding teleconferencing. Exec will meet in May to do some Governance updates. The mandated Council Seats should also be looked at for updating.</p>
<p>April 26, 2023, HHSPC Agenda*</p>	<p>A draft copy of the April 26, 2023, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Zach B. and seconded by Kristina Kendricks-Clark. After discussion, it was suggested to add attendance as a topic under Exec and add housekeeping to the beginning of the agenda. An amended motion to accept the agenda with the changes discussed was made by Jake Bradley-Rowe and Kristina</p>

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	<p>Kendricks-Clark seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, 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	<p>There were public comments regarding meeting conduct and maintaining Roberts’s Rules of Order during meetings. Discussions around where improvement can be made were had. There were suggestions to create laminated copies of meeting conduct to be displayed on the tables during meetings.</p> <p>It was shared that the LGBT Center has released the registration for Booth sign-ups for PRIDE.</p>
Adjournment	The meeting adjourned at 4:30 p.m.