

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

May 11, 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: Kristina Kendricks-Clark –Council Vice-Chair

Scribe: Paula Gammell – County Staff

Committee Member Attendees:

Zach B. – ACC Chair, Kristina Kendricks-Clark – Vice Chair, Ronnie Miranda – NAC Chair

Members Excused: Richard Benavidez – Council Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Michael Ungeheuer – Governance Chair, and Chelle Gossett - Recipient

Members Absent: N/A

Guests: Angelina Olweny – Valley Vision

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:05 p.m.</p> <p>Sunburst Projects is holding its annual Golf tournament on May 13th. There will be an after-party for \$25 with food and an auction that starts at 3 pm.</p> <p>On May 17 from 6 p.m. to 7:30 p.m., there is a presentation by Gilead on <i>Taking Care of Your Sexual Health if you are LGBTQ+ and Under 30</i>.</p> <p>The NorCal AIDS Cycle (NCAC) cycling event fundraiser is being held May 20 and 21, 2023.</p> <p>The US Conference on HIV/AIDS is being held September 6 -9, 2023 in Washington DC. The website is: https://uscha.life/</p> <p>The 2024 National Ryan White Conference on HIV Care and Treatment is being held August 20-23, 2024. The event will be hybrid with both in-person and virtual sessions.</p>
Public Comments-Agenda Items	None noted.
April 2023 Agenda Review*	<p>A copy of the April 2023 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Zach B with a second by Ronnie Miranda. Discussion resulted in the addition of Executive Committee June meeting being added to the agenda as well as a discussion on the Code of Conduct and Annual Acknowledgements. Motion to approve the agenda as amended was made by Zach B with a second by Ronnie Miranda.</p> <p>The motion passed unanimously.</p>

Topic	Minutes
	<p>Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None Abstained: None</p>
March 2023 Minutes Review*	<p>A copy of the April 2023 Committee Minutes were presented for review and approval. A motion to approve the Minutes as presented was made by Kristina Kendricks-Clark with a second by Zach B. The motion passed with one abstention.</p> <p>Approved: Kendricks-Clark and Zach B. Opposed: None Abstained: Miranda</p>
Recipient Report: <ul style="list-style-type: none"><li data-bbox="205 805 520 915">➤ FY22 Feb. 2023 Part A Monthly Fiscal Report* <li data-bbox="205 1192 520 1302">➤ FY22 Feb. 2023 Part B Monthly Fiscal Report	<p>Paula Gammell advised that the Part A final allocations are still in the process of being “true’d up” to align with subrecipient actual expenditures. The Part A final FY22 report will be available at the May Council Meeting. Motion to move forward the Part A FY22 Report to Council was made by Ronnie Miranda with a second by Zach B. Motion was unanimously passed.</p> <p>Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None Abstained: None</p> <p>Paula Gammell advised that the Part B final allocations are still in the process of being “true’d up” and the revised budget approved by the State Office of AIDS. The Part B final FY22 report will be available at the May Council Meeting.</p>

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<ul style="list-style-type: none"> ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>The Wellness Without Walls van continues to provide sexual health services.</p> <p>The work plan and budget for year 4 for HRSA Part A ETE were submitted.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee ➤ Affected Communities Committee ➤ Priorities and Allocations ➤ Executive Committee 	<p>Melissa Willett shared that AdAC will next meet on June 15th for the FY22 year-end review. Participants must be seated Council Members and sign a Confidentiality Statement. It is a closed (not open to the public) meeting and will be hosted via Zoom.</p> <p>Zach B has coordinated with Gilead who will be hosting a Community Information Session on <i>Taking Care of Your Sexual Health if you are LGBTQ+ and Under 30</i> which will be held on May 17th.</p> <p>Reflectiveness is approximately at 28%.</p> <p>PAC met and discussed their upcoming meeting schedule. The schedule was previously set to include a PAC meeting in July. However, it was determined that the annual 4th of July holiday may create scheduling conflicts. It was determined by the Committee to change the meeting from July to June annually. This will allow the Committee to continue setting the annual Service Priorities and Allocations prior to the release of the annual grant application process.</p> <p>The Executive committee previously modified its monthly schedule as well.</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance ➤ Governance Overview* 	<p>Given the nature of PAC’s work in June, a motion was made by Ronnie Miranda to change the annual July Executive Committee meeting to June. The motion was seconded by Kristina Kendricks-Clark and was unanimously approved.</p> <p style="padding-left: 40px;">Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None Abstained: None</p> <p>The Executive Committee noted that no Committees will be meeting in July and the Council may wish to discuss its July schedule as well.</p> <p>The QAC Committee will meet next on June 6, 2023.</p> <p>The NAC Committee will meet next on June 6, 2023.</p> <p>Governance discussed the following items: Governance Overview, Gov01, Gov10, Gov11, and the Acronyms and Roberts Rules of Order.</p> <p>The Governance Overview was presented with changes to the Council Staff contact information. The Committee was asked if there were any additional changes to the document suggested. There were none noted. Motion to approve the Governance Overview as presented was made by Zach B with a second by Kristina Kendricks-Clark. The motion was unanimously approved.</p> <p style="padding-left: 40px;">Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None</p>

Topic	Minutes
<ul style="list-style-type: none"> <li data-bbox="260 337 426 367">➤ Gov01* <li data-bbox="260 781 426 810">➤ Gov10* <li data-bbox="260 1227 405 1256">➤ Gov11 <li data-bbox="260 1304 562 1365">➤ Acronyms and Roberts Rules of 	<p data-bbox="688 266 957 295">Abstained: None</p> <p data-bbox="611 342 1871 570">Governance 01 was presented with changes on Page 4 of 6, under Quorum, eliminating "Attendance by a member via telephone conference call is allowable". The Committee was asked if there were any additional changes to the document suggested. There were none noted. Motion to approve Governance 01 as presented was made by Zach B with a second by Kristina Kendricks-Clark. The motion was unanimously approved.</p> <p data-bbox="688 613 1472 721">Approved: Kendricks-Clark, Miranda and Zach B. Opposed: None Abstained: None</p> <p data-bbox="611 769 1871 1032">Governance 10 was presented for discussion regarding the election process. As written, Governance 10 requires a Council vote for the appointment of the Vice Chair and/or Committee Chairs. After discussion, the Committee updated the document to permit Council Chair direct appointment if there is only one nominee/candidate for Vice Chair and/or a Committee Chair. Motion to approve the document as amended was made by Zach B with a second by Ronnie Miranda. The motion was unanimously approved.</p> <p data-bbox="688 1076 1482 1183">Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="611 1232 1539 1261">Governance 11 was presented for informational purposes.</p> <p data-bbox="611 1308 1871 1377">The Acronyms and Roberts Rules of Order document was presented with changes to the Council Staff contact information and additional acronyms. The</p>

Topic	Minutes
Order*	<p>Committee was asked if there were any additional changes to the document suggested. There were none noted. Motion to approve the Acronyms and Roberts Rules of Order as presented was made by Zach B with a second by Ronnie Miranda. The motion was unanimously approved.</p> <p>Approved: Kendricks-Clark, Miranda, and Zach B. Opposed: None Abstained: None</p>
Attendance Discussion	<p>There was a discussion regarding attendance. As a matter of regular Council business, the Council Chair will be following up with any and all members who meet/exceed the absenteeism standards in the Bylaws. Likewise, Committee Chairs are encouraged to speak to their members regarding participation if members are experiencing absenteeism.</p>
Code of Conduct/Annual Acknowledgements	<p>Concern was expressed regarding the Code of Conduct and signing of Annual Acknowledgements. Several emails and reminders during meetings have been made. The Executive Committee may need to take direct action with those members failing to submit their annual acknowledgements as required.</p>
Planning Council Roster Changes	<p>Richard Benavidez, the Council Chair, requested this item on the agenda, however, he was unable to attend the meeting. Paula Gammell believes there was interest in revisiting the council seat categories and potentially changing them.</p>
May 24, 2023, HHSPC Agenda*	<p>A draft copy of the May 24, 2023, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Ronnie Miranda and seconded by Kristina Kendricks-Clark.</p> <p>After discussion, it was suggested to add the discussion of the Council's July meeting schedule and name the New Work Group the AdHoc Workgroup.</p>

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	<p>An amended motion to accept the agenda with the changes discussed was made by Zach B and Kristina Kendricks-Clark seconded the amended motion. The motion passed unanimously.</p> <p>Approved: Kendricks-Clark, Miranda, 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	Zach B agreed to Chair the Council meeting as Richard Benavidez will be unavailable.
Adjournment	The meeting adjourned at 5:00 p.m.