

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

June 13, 2024, 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: Angelina Olweny – Council Staff

Committee Member Attendees:

Chelle Gossett – Recipient, Kristina Kendricks-Clark – Council Vice Chair, Jake Bradley-Rowe –PAC Chair, Kelly Gluckman – QAC Chair, Melissa Willett – AdAC Chair, Zach Basler – ACC Chair

County Staff: Danielle Caravella, Paula Gammell

Members Excused: Richard Benavidez – Council Chair, Ronnie Miranda – NAC Chair

Members Absent: N/A

Topic	Minutes
Welcome, Introductions, and Announcements	The meeting began at 3:04 p.m. AdAC had to be rescheduled because there wasn't a sufficient number of people to monitor the fiscal agent. It will be on June 20, 1:00 PM – 3:00 PM.
Public Comments- Agenda Items	N/A
May 2024 Agenda Review*	<p>The June agenda was presented for review and approval. Jake Bradley-Rowe motioned to accept the agenda as presented and Melissa Willett seconded the motion.</p> <p>The following changes were made:</p> <p>FY25 Allocation Discussion, FY25 Service Directives and FY24 Carryover Discussions are to be listed as action items.</p> <p>Zach Basler motioned to accept the agenda with the changes made and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler</p> <p>Oppose: N/A Abstain: N/A</p>
March 2024 Minutes Review*	The May minutes were presented for review and approval. Melissa Willett motioned to accept the minutes as presented and Kelly Gluckman seconded the motion.

Topic	Minutes
	<p>Richard Benavidez should be removed from the attendee list in the previous meeting. Kelly Gluckman motioned to accept minutes with the changes made and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee (AdAC) ➤ Affected Communities Committee (ACC) 	<p>The committee recommended accepting the mid-year findings as the year-end year findings. Melissa Willett motioned to accept recommendation and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>ACC plans to reach out to BIPOC communities to encourage participation in Community Conversation meetings. They plan to expand outreach to various LGBTQ organizations.</p> <p>Clients expressed concerns about changes to procedures when obtaining primary care. ACC is working to address these concerns.</p>

Topic	Minutes
<p>Mentorship Program</p> <p>➤ Reflectiveness</p> <p>➤ Priorities and Allocations (PAC) FY25 Service Allocations*</p> <p>➤ FY25 PAC Service Directives*</p>	<p>New members interested in having a mentor to help them understand their role on the Planning Council will be paired with members who have been on the Council for more than a year. Council members interested in volunteering as mentors will be asked to contact Zach Basler.</p> <p>Reflectiveness is at 29%. ACC is looking for Ryan White Part A clients to participate in the Planning Council. Additionally, they are interested in filling the pediatric consumer seat. The pediatric consumer is for a parent or guardian of a child ages 0-18.</p> <p>Kelly Gluckman motioned to accept the PAC FY25 Allocation recommendations and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>The executive committee recommended revising the FY24 Service Directives to include Medical Transportation Service Directive 1 and Medical Case Management Directive 1.</p> <p>Zach Basler motioned to accept the FY24 Service Directives with the changes discussed and Melissa Willett seconded the motion. The motion passed with a majority.</p>

Topic	Minutes
<p>➤ FY24 Carryover*</p> <p>➤ Quality Advisory Committee (QAC)</p> <p>Oral Health Standard*</p>	<p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p> <p>PAC voted to approve the full FY24 carryover amount. Kristina Kendricks-Clark motioned to accept PAC’s recommendation and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>The executive committee voted to submit the FY24 carryover request without forwarding it to the planning council. Kelly Gluckman motioned to accept the recommendation and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>Jake Bradley-Rowe motioned to accept the Oral Health Standard approved by</p>

Topic	Minutes
Housing Standard*	<p>QAC and Kristina Kendricks-Clark seconded the motion. A spelling error was identified at the beginning of the fourth page. Zach Basler motioned to accept the Oral Health Standard with the changes and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p> <p>Kelly Gluckman motioned to accept the Housing Service Standards approved by QAC and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p>
EFA Standard*	<p>Zach Basler motioned to accept the EFA Service Standards approved by QAC and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p>

Topic	Minutes
<p>➤ Needs Assessment Committee (NAC)*</p> <p>Ad Hoc Workgroup</p> <p>Governance</p>	<p>The final draft FY23 HIV and Aging Needs Assessment was shared the with committee. Jake Bradley-Rowe motioned to accept the Needs Assessment as presented and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p> <p>The AdHoc committee had its last meeting in June.</p> <p>Governance is working with the recipient to update the bylaws.</p>
<p>Set Planning Council Agenda for June 26, 2024</p>	<p>The June planning council agenda was presented for review and approval. Zach Basler motioned to accept the agenda as presented and Kelly Gluckman seconded the motion.</p> <p>The following changes were made:</p> <p>The month of the meeting should be changed to June. The section after the agenda should reflect that the May minutes will be reviewed.</p> <p>The QAC update will come before the PAC update. The FY24 Carryover and FY24 Service Directives will be action items under the PAC update. The mentorship discussion will be added under the ACC update.</p>

Topic	Minutes
	<p>Zach Basler motioned to accept the agenda with the changes made and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler. Oppose: N/A Abstain: N/A</p>
Technical Assistance	Reach out to Kristina Kendricks-Clark if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 4:58 p.m.