

Sacramento County  
Department of Health Services  
HIV Health Services Planning Council  
December 11 2024

**HIV HEALTH SERVICES PLANNING COUNCIL**

**Meeting Minutes**

December 11, 2024 10:00 a.m. to 12:00 p.m.

**Facilitator:** Richard Benavidez, Council Chair

**Scribe:** Angelina Olweny, Council Staff

**Council Member Attendees:**

Arturo Jackson III, Austin Green, Chelle Gossett, Christopher Kendrick-Stafford, Everardo Alvizo, Jake Bradley-Rowe, Jasmine Montes, Kelly Gluckman, Kristina Kendricks-Clark, Kane Ortega, Lenore Gotelli, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Ronnie Miranda, Steve Austin, Scott Fong, Troy Stermer, Zach Basler

**Members Excused:** Aaron Armer, Heather Orchard, Kaye Pulupa, Keshia Lynch, Melody Law, Minerva Reid, Yingjia Huang

**Absent:** Clarmundo Sullivan

**Guests:** Carolyn Buck, Jamie Curtis, Anna Cornelius, Roxanne Gaedeke, Michael Schellenberger, Jill Fox, Sal Rea

**County Staff:** Danielle Caravella, Alexa Bunton

Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and Announcements	<p>The meeting began at 10:05 AM.</p> <p>Sunburst Projects had a gift drive that wrapped 750 gifts donated by Sacramento State University that benefit families and children who receive services at Sunburst Projects. Richard Benavidez participated in the gift drive.</p> <p>Linda Ryan, Director of Behavioral Health Services at Sunburst Projects is retiring.</p> <p>OCH has a food drive on Friday, December 13, 1:00 – 3:00 PM.</p> <p>World AIDS Day was on December 1. The Capitol dome will be lit in red every December 1 to commemorate World AIDS Day beginning on December 1, 2024.</p> <p>Council members were encouraged to partner with friends and community members to recruit individuals to participate in the NorCal AIDS Cycle in the summer.</p>
Public Comments- Action Items	N/A
Agenda Review*	<p>The December agenda was presented for review and approval. Kane Ortega motioned to accept the agenda as presented and Melissa Willett seconded the motion.</p> <p>The following changes were made:</p> <p>The 10% Service Directive will be added as an action item under Priorities and Allocation Committee updates.</p> <p>The unobligated balance discussion will be added as an action item after the fiscal report update.</p>

Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

<p>Minutes Review*</p>	<p>Kelly Gluckman will give the ACC update.</p> <p>Recruitment will be added as a discussion item under the ACC updates.</p> <p>A Work Group discussion will be added under the Needs Assessment Committee Updates.</p> <p>Troy Stermer motioned to accept the agenda with the changes made and Zach Basler seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>The October minutes were presented for review and approval. Jake Bradley-Rowe motioned to accept the minutes as presented and Lenore Gotelli seconded the motion.</p> <p>The following changes were made:        Under Welcome and Introductions, the statement should read “Zach Basler received a 2024 quality award for involvement of people with HIV in our Quality Improvement Project”.</p> <p>On page four, the statement should read “FY24 February Part B monthly report for clarity.</p> <p>Jake Bradley-Rowe motioned to accept the minutes with the changes made and Troy Stermer seconded the motion. The motion passed with a majority. See vote sheet for details.</p>
<p>CPG/HIV/STI Prevention Updates        CPG Elections</p>	<p>CPG had an Ending the HIV four-day Symposium. The CPG HIV and Aging Committee participated in the meeting.</p>
<p>FY24 Part A October Monthly Report</p>	<p>The FY24 Part A October monthly report was presented for review and approval. Expenditures should be at 66.7% through October 31. Total expenditures in El Dorado County are at 62.3% and 63% in Placer County. Total expenditures in Sacramento County are at 64.3%. Total direct service expenditures are at 64.07%.</p>

Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

<p>FY24 Part B October Monthly Report</p> <p>HRSA Ending the Epidemic</p> <p>Unobligated Balance Discussion</p>	<p>Melissa Willett motioned to accept the FY24 Part A October monthly report as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>The FY24 Part B October Monthly Report was presented for informational purposes only. Expenditures should be at 58.3% through October 31. The total expenditures in Yolo County are at 48.4%. Expenditures in Sacramento are at 65.1%.</p> <p>Well Space is providing ambulatory care, medical transportation, nutrition therapy and other wrap around service for HIV clients.</p> <p>The report on the expected unobligated balance is due on December 31. This is an estimate of how much money the Recipient expects to have remaining at the end of the fiscal year. Current expenditures through October 31 were not at the 66.7% target. At the end of the fiscal year, after first spending carryover funding, supplemental funding, and then formula award, the unobligated balance should not be more than 5%. The Recipient expects to be right around the 5% allowable unobligated balance amount at the end of the fiscal year. The Planning Council recommended that the Recipient request the allowed maximum of an estimated 5% unobligated balance. Additionally, the Council gave the Recipient the authority to request to reallocate the unobligated balance across service categories that currently need additional funds.</p> <p>Zach Basler motioned to approve the requested estimated 5% unobligated balance and Melissa Willett seconded the motion. The motion passed with a majority. See the vote sheet for details.</p>
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Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

Committee Updates	
AdAC	Melissa Willett acknowledged members who attended the AdAC meeting in November. The next meeting is in June 2025.
Affected Communities Committee (ACC)	<p>The committee reviewed and voted to approve a mission and vision statement that will be reviewed by the planning council.</p> <p>Melissa Willett voted to approve the planning council mission and vision statement and Lenore Gotelli seconded the motion. The motion passed with a majority. See vote sheet for details.</p>
Reflectiveness	Planning Council reflectiveness is at 28.6%. Two affected members waiting to be appointed by the board of supervisors.
Recruitment	Council members were reminded that the Human Resource Services Administration (HRSA) requires the Planning Council's membership to adequately reflect the clients receiving Ryan White Part A Services. This representation should be at least 33%. The Council Chair requested that the County convert two alternate seats into Affected Community Committee seats in order to expand Planning Council membership.
Priorities and Allocations Committee (PAC) Waive 10% directive*	PAC will meet on January 8 at 9:00 AM. As discussed during the estimated unobligated balance conversation, the TGA is not on target with spending. To help spend money the most effectively, Jake Bradley-Rowe motioned to waive the 10% PAC directive limiting the Recipients authority to re-allocate funding through the end of FY24. This will allow the Recipient to effectively re-allocate funding across service categories that need additional funding in a timely manner. Additionally, this directive will enable the Sacramento TGA to stay within the 5% threshold of unexpended funds.

Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

<p>Executive Committee</p> <p>Quality Advisory Committee (QAC)</p> <p>Needs Assessment Committee (NAC)</p>	<p>Zach Basler motioned to approve the requested estimated 5% unobligated balance and Melissa Willett seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>The executive committee will meet on Thursday on January 9.</p> <p>The Council reviewed the Mental Health Service Standard approved by QAC.</p> <p>Richard Benavidez motioned to accept the Mental Health Service Standard as presented and Zach Basler seconded the motion. A change was made to clarify that mental health practitioners follow legal obligations according to California Board of Behavioral Health.</p> <p>Zach Basler motioned to accept the Mental Health Service Standard with the changes made and Lenore Gotelli seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>The Council reviewed the Food Bank and Home Delivered Meals Service Standard approved by QAC. Austin Green motioned to accept the Food Bank and Home Delivered Meals Service Standard as presented and Troy Stermer seconded the motion. A statement was revised to state that "Payment for Food Bank and Home-Delivered Meals services through Ryan White funding is authorized only in circumstances where client eligibility is validated, and any other payment guarantor is insufficient."</p> <p>Zach Basler motioned to accept the Food Bank and Home Delivered Meals Service Standard with the changes made and Jake Bradley-Rowe seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>The Council reviewed the HIV Needs Assessment Survey Tool approved by NAC. Troy Stermer suggested that "not applicable" should be added as a response option for questions</p>
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Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 December 11 2024

<p>Work group</p> <p>Governance</p>	<p>12 and 13 of the survey tool.</p> <p>Ronnie Miranda motioned to accept the HIV Needs Assessment Survey Tool as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority. See the vote sheet for details.</p> <p>County staff and Richard Benavidez met with Isaiah Baiseri who was contracted to redesign the Sacramento TGA website. Council members will be updated throughout the process.</p> <p>Governance will review the mission and vision statement and update the bylaws accordingly.</p>
<p>Vice Chair Elections</p>	<p>Kristina Kendricks-Clark, Troy Stermer, Kane Ortega, McArthur Flournoy were candidates for the Council Vice-Chair position. The candidates expressed their interest in serving as the Council Vice-Chair.</p> <p>MacArthur Flournoy was voted as the Council Vice-Chair by the majority of Council members.</p>
<p>Meeting Extension</p>	<p>A point of order called to extend the meeting by 15 minutes. Kane Ortega motioned to extend the meeting and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p>
<p>Binder Updates</p>	<p>There are no new binder updates.</p>
<p>Public Comments Non-Agenda Items</p>	<p>Open Arms received funding to serve the unhoused HIV community. There are 21 beds that are available for 30-day stays. The stays can be extended on an as needed basis. Space is limited for individuals with pets.</p>

Sacramento County  
Department of Health Services  
HIV Health Services Planning Council  
December 11 2024

	Individuals will need proof that they are HIV positive and have TB testing as part of the referral intake process. Over the counter COVID 19 tests are also available.
Technical Assistance	For technical assistance, reach out to Richard Benavidez.
Adjournment	12:11 PM



Sacramento County  
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 HIV Health Services Planning Council  
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Meeting Date: 12/11/24																														
Seated Members	Agenda			Minutes			Part A October Monthly Report			Unobligated Balance			10% Waiver Directive			Mission and Vision Statement			Mental Health Service Standard			Food bank/home delivered meals			HIV Needs Assessment Tool			Meeting Extension		
	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Oppose	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain
Arturo Jackson III																														
Austin Green	X					X	X			X			X				X			X			X			X				
Aaron Armer																														
Brad Bartholomai																														
Chelle Gossett	X					X	X			X	X				X	X			X			X			X					
Christopher Kendrick Stafford	X			X									X						X			X			X					
Clarrnando Sullivan																														
Everardo Alvizo	X					X				X					X	X					X									
Heather Orchard																														
Jake Bradley-Rowe	X			X			X			X			X			X			X			X			X			X		
Jasmine Montes	X			X			X			X			X			X			X			X			X		X	X		
Kaye Pulupa																														
Kane Ortega	X			X			X					X				X			X			X			X			X		
Kelly Gluckman	X			X			X			X			X			X			X			X			X			X		
Keshia Lynch																														
Kristina Kendricks-Clark	X			X			X			X			X			X			X			X			X			X		
Lenore Gotelli	X			X			X			X			X			X			X			X			X			X		
MacArthur Flournoy	X			X			X			X			X			X			X			X			X			X		
Melissa Willett	X			X			X			X			X			X			X			X			X			X		
Melody Law																														
Minerva Reid																														
Richard Benavidez	X			X			X			X			X			X			X			X			X			X		
Ronnie Miranda	X					X	X			X			X			X			X			X			X			X		
Scott Fong	X					X	X			X			X			X			X			X			X			X		
Steve Austin	X			X			X			X			X			X			X			X			X			X		
Troy Stermer	X			X			X			X			X			X			X			X			X			X		
Yingjia Huang																														
Zach Basler	X			X			X			X			X			X			X			X			X			X		
Motion			Ortega			Bradley-Rowe			Willett			Basler			Bradley-Rowe			Willett			Benavidez			Greem			Miranda			Ortega
Second			Willett			Gotelli			Bradley-Rowe			Bradley-Rowe			Basler			Gotelli			Basler			Stermer			Bradley-Rowe			Bradley-Rowe
Amended Motion			Stermer			Bradley-Rowe															Basler			Basler						
Amended Second			Basler			Stermer																					Gotelli			Bradley-Rowe