

## **HIV HEALTH SERVICES PLANNING COUNCIL – Priorities and Allocation Committee (PAC)**

### **Meeting Minutes**

January 3, 2024, 9:00 a.m. to 11:00 p.m.

### **Meeting Location:**

4600 Broadway Sacramento

**Facilitator:** Jake Bradley-Rowe, Committee Chair

**Council Staff:** Angelina Olweny

**Committee Member Attendees:** Chelle Gossett, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Melissa Willett, Richard Benavidez, Tami Emslie, Zach Basler

**County Staff:** Danielle Caravella, Paula Gammell

**Members Excused:** Keshia Lynch, Lenore Gotelli

**Members Absent:** Josh Kooman

**Guests:** Clarmundo Sullivan, Sashi Jit, Carolyn Buck

Topic	Minutes
Welcome, Introductions and, Announcements	Meeting and introductions started at 9:04 AM N/A
Public Comments- Agenda Items	N/A
<p data-bbox="65 464 436 784">Agenda Review*</p> <p data-bbox="65 789 436 1317">Minutes Review*</p>	<p data-bbox="443 464 1938 784">The January agenda was presented for review and approval. Zach Basler motioned to approve the agenda as presented and Richard Benavidez seconded the motion. The motion passed with a majority</p> <p data-bbox="443 618 1938 760">Approve: Chelle Gossett, Clarmundo Sullivan, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Melissa Willett, Richard Benavidez, Tami Emslie, Zach Basler Oppose: N/A Abstain: N/A</p> <p data-bbox="443 805 1938 1092">The October minutes were presented for review and approval. Richard Benavidez motioned to accept minutes as presented and Liane Bruckstein seconded the motion. The following changes were made Keshia should be removed from attendee list and Ronnie Miranda’s name should be removed from the voting list. On page five, the second paragraph should state “There was and additional \$15,120 that was requested for reallocation but was covered by carryover allocations”. Richard Benavidez motioned to accept the minutes with the changes made and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p data-bbox="443 1138 1938 1279">Approve: Chelle Gossett, Clarmundo Sullivan, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Melissa Willett, Richard Benavidez, Tami Emslie, Zach Basler Oppose: N/A Abstain: N/A</p>

Topic	Minutes
<p>FY23 Part A Monthly Report November*</p>	<p>Committee members stated their conflicts of interest before the discussion on the FY23 budget report.</p> <p>The November Part A monthly report was shared for informational purposes only. The FY23 November monthly report includes current budgets and all invoices submitted by Tuesday, December 26th. Chelle Gossett stated that more invoices were received after the Tuesday cutoff date.</p> <p>Expenditures should be at 75% through November 30th. The TGA spending for El Dorado County is at 58.8% and 55.7% for Placer County. The current TGA spending for Sacramento County is at 55.3%. The overall direct expenditure for the Sacramento Transitional Grant Area (TGA) is 55.53%. Recipients expenditures are at 52.68%.</p> <p>The monthly report shows that most service categories are underspent. Providers represented in the meeting shared information on the status of outstanding invoices. One of the reasons for a delay in providers submitting invoices is that the County's fiscal department has a new invoicing system that requires the submission of backup documents with the invoices. Providers stated that these documents are not always available when invoices are created for services rendered.</p> <p>To ensure that the unobligated balance is below 5% at the end of FY23, PAC recommended that Chelle Gossett should be given authority to reallocate 20% of funding across service categories outside of any directive.</p> <p>Richard Benavidez motioned to give Chelle Gossett authority to reallocate up to 20% of funding across service categories outside of any directive for FY23 and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Approve: Clarmundo Sullivan, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Tami Emslie, Zach Basler  Oppose: N/A  Abstain: Chelle Gossett, Melissa Willett, Richard Benavidez.</p>

Topic	Minutes
	<p>After further discussion, PAC recommend that Chelle Gossett should be given full authority to reallocate funding across services categories outside any directives for FY23. This is to ensure that the funds are utilized to the maximum extent.</p> <p>Richard Benavidez motioned to give Chelle Gossett full authority to reallocate funding across service categories outside of any directive for FY23 and Liane Bruckstein seconded the motion. The motion passed with a majority.</p> <p>Approve: Clarmundo Sullivan, Dennis Poupart, Jake Bradley-Rowe, Liane Bruckstein, Melissa Willett, Richard Benavidez Tami Emslie, Zach Basler</p> <p>Oppose: N/A</p> <p>Abstain: Chelle Gossett</p> <p>The recommendation to give Chelle Gossett full authority outside any directive will be voted on in the next Planning Council meeting.</p>
Public Comment Non-agenda items	N/A
Technical Assistance	For technical assistance reach out to Richard Benavidez.
Adjournment	10:55 AM