

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

January 11, 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: Richard Benavidez –Council Chair

Scribe: Angelina Olweny – Council Staff

Committee Member Attendees:

Chelle Gossett – Recipient, Richard Benavidez – Council Chair, Kelly Gluckman – QAC Chair,
Melissa Willett – AdAC Chair, Zach Basler-ACC Chair, Ronnie Miranda – NAC Chair

County Staff: Danielle Caravella, Paula Gammell

Members Excused: Jake Bradley-Rowe –PAC Chair, Kristina Kendricks-Clark – Vice Chair
Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests

Topic	Minutes
Welcome, Introductions, and Announcements	The meeting began at 3:03 p.m. There were no announcements
Public Comments- Agenda Items	There were no public comments on agenda items.
January 2024 Agenda Review*	<p>The January Agenda was presented for review and approval. Zach Basler motioned to accept the agenda as presented and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: N/A</p>
September 2023 Minutes Review*	<p>September minutes were presented for review and approval. Kelly Gluckman motioned to accept to agenda as presented and Richard Benavidez seconded the motion. A correction was made to the third paragraph on page four. The sentence should read "There are three sexual health promotion managers covering the vacant clinic manager position" Kelly Gluckman motioned to accept the minutes with the changes made and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Melissa Willett, Richard Benavidez, Zach Basler Oppose: N/A</p>

Topic	Minutes
	Abstain: Kelly Gluckman, Ronnie Miranda
<p>Recipient Report: FY23 November 2023 Part A Monthly Fiscal Report*</p> <p>➤ Full Directive*</p>	<p>The FY23 Part A November monthly report was presented for informational purposes only. It reflects all the invoices submitted since the Priorities and Allocation Meeting on January 3. The report doesn't include budget amendments and Carryover funding. Expenditures should be at 75% through November 30. The TGA spending for El Dorado County is at 58.8% and Placer County expenditures are at 55.7%. The current TGA spending for Sacramento County is at 55.3%. The overall direct expenditures for the Sacramento Transitional Grant Area (TGA) are at 55.53%. Recipient expenditures are at 52.68%. There are outstanding invoices for oral health, transportation, health insurance premium assistance, substance use residential, housing, and mental health.</p> <p>If the remaining unobligated balance exceeds 5%, the Recipient could lose \$1.3 million in supplemental funding and the ability to have Carryover funding in the future. Providers face staffing shortages and staff illnesses due to COVID-19. This affects providers' ability to fully bill for services that also include Full-time equivalents (FTE).</p> <p>The Priorities and Allocation Committee recommended waiving the 10% limitation on the recipient to move funding without Council prior approval. This would give Chelle Gossett full authority to re-allocate funds across all service categories for FY23 to make sure the most money is spent as possible.</p> <p>Richard Benavidez motioned to accept the PAC recommendation to give Chelle Gossett full authority to reallocate funding across all service categories and move it forward to the Council for approval and Ronnie Miranda seconded the motion. The motion passed with a majority.</p>

Topic	Minutes
<ul style="list-style-type: none"> <li data-bbox="205 459 520 570">➤ SOA Ending the HIV Epidemic Update <li data-bbox="205 727 537 837">➤ HRSA Part A Ending the Epidemic Update 	<p data-bbox="611 266 1843 412">Accept: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p data-bbox="611 459 1871 646">Wellness Without Walls is writing a grant application. The mobile health van is looking to expand services in new locations. The mobile health van has a health practitioner who provides HIV treatment services every Wednesday. The mobile health unit is looking to add more services to help the unhoused population such as a mobile laundry unit.</p> <p data-bbox="611 727 1864 995">The initial objective of HRSA Ending the Epidemic funding was to get people infected with HIV virally suppressed. Examples of program activities expected with this funding source include creating awareness through advertising. In Sacramento County, HRSA Ending the Epidemic funding has primarily identified newly diagnosed individuals who can access treatment. The County set up an HIV clinic that started seeing patients last October. The number of patients visiting the clinic is consistently growing.</p> <p data-bbox="611 1040 1713 1068">Sacramento County of Public Health has a federal site visit in March.</p>
<p data-bbox="170 1133 554 1203">Committee/Work Group Updates</p> <ul style="list-style-type: none"> <li data-bbox="205 1219 495 1325">➤ Administrative Assessment Committee 	<p data-bbox="611 1219 1759 1247">The next AdAC meeting is in June 13. The meeting is by invitation only.</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Affected Communities Committee (ACC) 	<p>A question was raised about the Council's alternate seats. ACC wanted to know if these seats could be designated as open seats. There will be further review of existing policies to determine if the change can be approved by the Board of Supervisors.</p>
<ul style="list-style-type: none"> ➤ Community Conversations 	<p>The first Community Conversations meeting is on March 13 from 6:00 PM - 7:00 PM. The topic will be HIV and Women and Girls. The meeting on May 29, 6:00 PM – 7:00 PM, will focus on HIV and the Transgender Community. Everardo Alvizo, Community Liaison at Gilead, will host both meetings at the LGBT Center.</p>
<ul style="list-style-type: none"> ➤ Reflectiveness 	<p>Reflectiveness is at 34.3%</p>
<ul style="list-style-type: none"> ➤ Priorities and Allocations (PAC) 	<p>The PAC met on January 3. The committee recommended that Chelle Gossett should have a full authority to reallocate funds across service categories and the TGA for the remainder of FY23.</p>
<ul style="list-style-type: none"> ➤ Quality Advisory Committee (QAC) 	<p>The QAC met in December. The committee discussed how to increase the distribution and completion of post-card and client satisfaction surveys that survey the delivery of specific core services and agencies. So far, the agency-specific surveys don't have a high return rate. The service category surveys have a higher return rate. One suggestion to increase survey distribution is to have receptionists at sub-recipient organizations distribute the surveys. The other possible option was to use QR codes to distribute the surveys. Some agencies are interested in viewing the results from service category surveys. The Recipient can trace client feedback from completed surveys to specific</p>

Topic	Minutes
<ul style="list-style-type: none"> <li data-bbox="205 378 562 451">➤ Needs Assessment Committee (NAC) <li data-bbox="205 678 562 711">➤ Ad-Hoc Workgroup <li data-bbox="205 792 457 824">➤ Governance <ul style="list-style-type: none"> <li data-bbox="260 865 436 898">➤ Bylaws* 	<p data-bbox="611 264 1696 337">agencies where clients received services. The next Quality Advisory Committee meeting is in March.</p> <p data-bbox="611 378 1864 532">The Needs Assessment Committee met in December. Lili Joy will develop a Needs Assessment Report on HIV and Aging based on the survey results from the last Needs Assessment. The next Needs Assessment Committee meeting is in March.</p> <p data-bbox="611 573 1717 646">Committees that meet quarterly are required to complete committee assessments and review their workplans.</p> <p data-bbox="611 727 1329 760">The AdHoc Workgroup will meet in February.</p> <p data-bbox="611 849 1833 954">The Bylaws were presented for review. Section 3.2 of the Bylaws highlights that the Council shall be comprised of a maximum of 44 individuals who are appointed by the Sacramento County Board of Supervisors.</p> <p data-bbox="611 1003 1864 1149">Section 3.4 of the bylaws states that all seated members shall have voting privileges on the Council and the recipient seat shall refrain from voting on all fiscal-related matters. There is an exception in the case of a tie-breaking vote.</p> <p data-bbox="611 1198 1850 1344">Section 3.5 states that members can service no more than three consecutive three-year terms. Members interested in serving another term after three consecutive three-year terms are required to reapply to become Council members.</p>

Topic	Minutes
	<p>Section 3.10 states that regular in-person meeting attendance is expected. Teleconferencing will be permitted only in case of an emergency suspending the Brown Act requirements.</p> <p>Sec 5.1 states that the Council may designate one or more committees on a standing, ad hoc, or advisory basis. Each committee shall consist of at least two (2) or more members of the Council and may, as desired by the Council, include nonmembers. The current bylaw document didn't include information policies related to absences. The agreement during the executive meeting was to table the bylaws discussion until the next meeting.</p> <p>Zach Basler motioned to table the bylaw discussion until the next meeting and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: N/A</p>
Set Planning Council Agenda for January 24, 2024*	<p>The draft January Council agenda was presented for approval. Ronnie Miranda motioned to accept the draft January Planning Council agenda and Melissa Willett seconded the motion.</p> <p>The following changes were made to agenda. The presentation on the Integrated Plan Blueprint will occur after the State Office of AIDS update on the agenda. The FY23 monthly report will be renamed as a FY23 year-to-date report. Under Priorities and Allocation Committee updates, the waiver of the 10% directive will be included as an action item for a vote. Kristina Kendricks-Clark will lead the vote for the Council Chair position.</p>

Topic	Minutes
	<p>Zach Basler motioned to accept the draft Planning Council agenda with the changes made and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 4:42 p.m.