



HIV PLANNING COUNCIL
www.ochealthinfo.com/hivcouncil
Wednesday, February 13, 2019
Public Health Services Training Center (1729E)
1725 W. 17th Street, Santa Ana, CA 92706



MINUTES

Para solicitar una copia de estos minutos en español por favor contacte a Martha Garcia al (714) 834-8399 o MGarcia@ochca.com.

Chair: Vince Frazier

Recorder: Martha Garcia

Members Present: Adam Crits, Wesley Fought, Vince Frazier, Michelle Gallardo, Geeta Gupta, Kean Kirk, Marc Meulman, Maria Negrete, John Paquette, Albert Ramirez, Christopher Ried, Pamela Smith, and Angel VanStark

Affiliate Members Present: Adelmo Chan and Fernando Martinez

Members Absent: Hieu Nguyen (Notification Received)

Affiliate Members Absent: None

Staff: Janlus Chou, Martha Garcia, Mindy He, and Sam Monroy

Staff Members Absent: None

Guests: Ignacio Alvarez, Mike Carson, Amanda DeGoeas, Margarita Espinoza, Sharisee Kemp (on-phone), Steven Madrid, Aurelio Ramirez, and Jorge Santoscoy

Item 1. Call to Order: Vince Frazier called the meeting to order at 6:03 pm.

Item 2. Welcome and Introductions:

Vince Frazier welcomed all in attendance. He provided an overview of the agenda, the purpose of public comment, and how the meeting will be facilitated. The Pledge of Allegiance was conducted. A moment of remembrance was held. Members and guests introduced themselves. A quorum was established.

Item 3. Approval of Agenda:

Pamela Smith put forward a motion to approve the agenda. The Chair repeated the motion. Wesley Fought seconded the motion. There was no further discussion or public comment. The motion passed by consensus.

Item 4. Approval of January 9, 2019 Minutes:

Wesley Fought put forward a motion to approve the January 9, 2019 minutes. The Chair repeated the motion. Albert Ramirez seconded the motion. There was no further discussion or public comment. The motion passed by consensus.

Item 5. Public Comment:

There was no public comment.

Item 6. Our Working Council:

The Comment Card handout was reviewed and there were no suggested responses or actions. Angel VanStark reminded members to complete the suggestions/comments card.

Item 7. Member Acknowledgement:

Vince Frazier acknowledged Maria Negrete and Jorge Santoscoy

Item 8. 2018 Year in Review Presentation:

Sam Monroy provided and overview of Council accomplishments in 2018.

Item 9. Updates:

A. State Office of AIDS (SOA): Sharisee Kemp shared the SOA report. The State Report is available at:

www.ochealthinfo.com/hivcouncil

C. California Planning Group (CPG): Angel VanStark informed members that there were no updates and the next meeting was not scheduled yet.

Item 10. Break:

A break was held.

Item 11. Committee Reports: (HCAC was dark in February)

A. Executive Committee: Vince Frazier reported the following:

The committee approved the following:

- PSAP Members
- Tentative Master Calendar
- Council Nomination Process Policy & Procedure
- Mileage Policy & Procedure
- Pronoun Announcement Process

The committee discussed and reviewed the following:

- HRSA Site Visit
- FY18 Q3 Expenditures and Units of Service Report

❖ Approval of Council Nominations Process Policies and Procedures:

- Vince Frazier provided an overview of the proposed changes to the Council Nominations Process Policies and Procedures. Pamela Smith put forward a motion to approve the Council Nominations Policies and Procedures with the proposed changes. The Chair repeated the motion. Kean Kirk seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. He then asked for any nay votes. The yay votes were unanimous and the motion carried to approve the Council Nominations Policies and Procedures with the proposed changes.

❖ Approval of Mileage Policies and Procedures:

- Vince Frazier provided an overview of the proposed changes to the Mileage Policies and Procedures. John Paquette put forward a motion to approve the Mileage Policies and Procedures with the proposed changes. The Chair repeated the motion. Pamela Smith seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. He then asked for any nay votes. The yay votes were unanimous and the motion carried to approve the Mileage Policies and Procedures with the proposed changes.

❖ Approval of Pronoun Announcement Process:

- Vince Frazier provided an overview of the Executive Committees recommendations on the Pronoun Announcement Process and the response from Liz Hall, State Office of AIDS. John Paquette put forward a motion to approve the Pronoun Announcement with the following recommendations from the Executive Committee:
 - Council members may have pronouns added to their table tent by making request to Council Support.
 - A training will be scheduled to increase understanding of gender identity and to identify how to create a welcoming and affirming environment for transgender persons. The training will be a standalone training and open to all Council and subcommittee members.

John Paquette put forward a motion to approve the Pronoun Announcement with Executives recommendations. The Chair repeated the motion. Wesley Fought seconded the motion. Prior to approval Angel VanStark amend the motion that the topic would be discussed further once the training was completed. John Paquette amended his motion to include further discussion after training. Wesley Fought amended his motion to include further discussion after training. There was no further discussion or public comment. The Chair asked for the members in favor say yay. He then asked for any nay votes. The yay votes were unanimous and the motion carried to approve the Executives recommendations with an amendment to include further discussion after training.

B. Priority Setting, Allocations, and Planning (PSAP) Committee: Pamela Smith reported the following:

There were no action items besides the agenda and minutes.

The committee reviewed and discussed the following:

- Recruitment updates
- Nomination of Officers
- FY18 Q3 Expenditures and Units of Service Report

C. Integrated Plan Committee: Pamela Smith reported the following:

There were no action items besides the agenda and minutes.

The committee reviewed and discussed the following:

- Recruitment updates

- 2018 Year in Review
- Election of Officers
- Prevention Guidance
- Community STD Screening

Item 12. Grant Recipient Reports:

A. HIV Planning and Coordination (HIVPAC): Sam Monroy reported the following:

- HRSA Site Visit reap:
 - The site visit was conducted by the Orange County HRSA Project Officer, the Branch Chief for the Western Services Branch, a Quality Management expert, and Administrative Advisor, and a Fiscal Consultant. Overall, the site visit went well. An official report will be developed by HRSA and if there are Council related recommendations, the Council will be responsible for developing a response and corrective action plan, as needed.

Vince Frazier informed members that when you use Uber/Lyft you sign a release of information that your first name, last name, pick up location, drop off location, and telephone number will be shared with the driver.

- Mindy He provided an overview of the FY18 Third Quarter Expenditures and Units of Service Report.

B. Quality Management (QM) Committee: Sam Monroy reported the following:

The committee approved Kean Kirk, representing Shanti orange County as a Support Service Provider.

The committee discussed and reviewed the following:

- 2019 meeting schedule and tentative agenda items
- 3rd Quarter Quality Management Outcomes Data
- Eligibility Screening Focus Group questions
- Revised HRSA Policy Clarification Notice 15-02 regarding Clinic Quality Management requirements

Item 13. Matters from the Chair:

Vince Frazier informed members the following was in their packets:

- Council Affiliate Program Policies and Procedures
- Mentoring Guidelines Policies and Procedures
- Council Roster
- Conflict of Interest
- Tentative Master Calendar

Item 14. Member's Privilege/Announcements:

- Angel VanStark requested that at a future meeting we look into the current verification process for services for someone reentering care, what it looks like in other counties and what we can do to get people into care a lot faster.
- Dr. Ried reminded members of the Quick Check process for established patients is open Thursday afternoons from 1:00 – 4:00 pm and patients are out very quickly. In the last quarter, men were in and out in 43 minutes and women out in 31 minutes.
- Dr. Gupta informed members that AIDS on The Front Line Conference is scheduled for April 17, 2019 at the Student Center at UCI. As the representative of the AIDS Education and Training Center to verify participation at this meeting Dr. Gupta asked members to complete a form.

Item 15. Adjournment until March 13, 2019:

Vince Frazier adjourned the meeting at 8:03 pm.