



**HIV PLANNING COUNCIL**  
[www.ochalthinfo.com/hivcouncil](http://www.ochalthinfo.com/hivcouncil)  
**Wednesday, April 10, 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](mailto:MGarcia@ochca.com).

**Chair:** Vince Frazier

**Recorder:** Martha Garcia

**Members Present:** Wesley Fought, Vince Frazier, Michelle Gallardo, Kean Kirk, Marc Meulman, Hieu Nguyen, and Christopher Ried

**Affiliate Members Present:** Adelmo Chan and Fernando Martinez

**Members Absent:** Adam Crits, Geeta Gupta (Notification Received), John Paquette, Albert Ramirez, Pamela Smith, and Angel VanStark

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** Mike Carson, Amanda DeGoeas, Mirillia Djajadi, Narciso Guevara, Liz Hall (on-phone), John Jadic, Steven Madrid, Deziree Quinonez, Hazel Sebastian, Lydia Tran, Carmen Wilson, and Michelle Wooner

**Item 1. Call to Order:** Vince Frazier called the meeting to order at 6:04 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. Martha Garcia announced that Fernando Martinez would be voting for John Paquette and Adelmo Chan would be voting for Pamela Smith. A quorum was established.

**Item 3. Approval of Agenda:**

Christopher Ried put forward a motion to approve the agenda. The Chair repeated the motion. Kean Kirk seconded the motion. There was no further discussion or public comment. The motion passed by consensus.

**Item 4. Approval of March 13, 2019 Minutes:**

Fernando Martinez put forward a motion to approve the March 13, 2019 minutes. The Chair repeated the motion. Adelmo Chan 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.

**Item 7. Member Acknowledgement:**

Wesley Fought acknowledged Adelmo Chan

**Item 8. Approval of PC Letter of Endorsement for FY19 Priorities and Allocations:**

Martha Garcia provided an overview of the Letter of Endorsement for FY19 Priorities and Allocations. Members requested the following changes to the letter:

- Change: It gives me great pleasure to "I am pleased"
- Change: proudly/concur to "assert"
- Change: assure that to "ensure"
- Change: Sincerely to "Best regards"

Marc Meulman put forward a motion to approve the PC Letter of Endorsement for FY19 Priorities and Allocations with the changes. The Chair repeated the motion. Michelle Gallardo seconded the motion. 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 PC Letter of Endorsement for FY19 Priorities and Allocations with the changes.

**Item 9. Updates:**

**A. State Office of AIDS (SOA):** Liz Hall shared the SOA report. The State Report is available at: [www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)

**B. California Planning Group (CPG):** Vince Frazier informed members there were no updates at this time.

**Item 10. Break:**

A break was held.

**Item 11. Committee Reports:**

**A. Executive Committee:** Vince Frazier reported the following:

The committee approved the following:

- Assessment of Administrative Mechanism
- Evaluation of Grant Recipient Policies and Procedures

The committee discussed and reviewed the following:

- AIDS Walk
- FY 2019 Planning Council Support Budget
- Members Contact Information
- PC Letter of Endorsement for FY19 Priorities and Allocations
- FY18 Ryan White Preliminary Final Expenses and Carryover
- **FY 2018-19 Assessment of the Administrative Mechanism:**  
Sam Monroy provided an overview of the FY 2018-19 Assessment of the Administrative Mechanism. This is a HRSA requirement to look at how efficiently the Grant Recipient is at adjusting contracts and paying providers.
- **Assessment of the Administrative mechanism Survey:**  
Vince Frazier provided an overview of the Administrative Mechanism Survey. Every year the Council is required to assess the efficiency of the administrative mechanism in rapidly allocating funds to service providers that will address the area of greatest service need in Orange County. All members are to complete and submit at the end of the meeting.
- **Member Contact Information:**  
Vince Frazier provided an overview of the Members Contact Information form. The intent is to create an atmosphere where Council members are comfortable asking questions about materials and/or the planning process without the pressure of asking during a meeting. Members who would like to share their contact information may do so using the form. The form is voluntary and contact information will be shared with other Council members and affiliates who have completed the form.
- **Approval of Evaluation of Grant Recipient Policies and Procedures**  
Sam Monroy provided an overview of the Evaluation of Grant Recipient Policies and Procedures with the proposed changes. Marc Meulman put forward a motion to approve the Evaluation of Grant Recipient Policies and Procedures with the proposed changes. The Chair repeated the motion. Adelmo Chan 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 Evaluation of Grant Recipient Policies and Procedures with the proposed changes.
- **Approval of PC Technical Assistance Report:**  
Vince Frazier provided an overview of the Planning Council Technical Assistance Report. Technical Assistance from HRSA was requested to address barriers to the Planning Council. The document includes the Technical Assistance Recommendations, HIVPAC's Response, and Council Officers Recommendations. Fernando Martinez put forward a motion to approve the PC Technical Assistance Report. The Chair repeated the motion. Adelmo Chan 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 PC Technical Assistance Report.

**B. HIV Client Advocacy Committee:** Wesley Fought reported the following:

The committee approved the Our+Care Newsletter Summer Edition.

The committee discussed and reviewed the following:

- Election of Officers

- Eligibility Focus Group Flyer

The committee participated in a quiz on Referrals for Health Care and Support Services.

**C. Priority Setting, Allocations, and Planning (PSAP) Committee:** Sam Monroy reported the following:  
The committee approved the FY 2018-19 Preliminary Final Expenditures Reallocations and Carryover

The committee reviewed and discussed the following:

- Recruitment updates
- Election of Officers
- Service Categories for Special Consideration (Transportation)
- Criteria for Priority Setting and Resource Allocation
- PSAP Process
- Eligibility Focus Group

○ **Approval of FY 2018-19 Preliminary Final Expenditures Reallocations and Carryover:**

Mindy He provided an overview of the FY 2018-19 Preliminary Final Expenditures Reallocations and Carryover. Prior to discussion, Kean Kirk and Hieu Nguyen recused themselves and left the room. Marc Meulman put forward a motion to approve the FY 2018-19 Preliminary Final Expenditures Reallocations and Carryover. The Chair repeated the motion. Adelmo Chan 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 FY 2018-19 Preliminary Final Expenditures Reallocations and Carryover.

**D. Integrated Plan Committee:**

There were no action items besides the agenda and minutes.

The committee reviewed and discussed the following:

- Recruitment updates
- HIV Prevention Progress Reports for Prevention Risk Reduction Activities, Targeted HIV Testing, Jail Testing

The committee participated in the “Pie in the Sky” activity. The purpose was for members to review the responses from the Pie in the sky activity conducted in August 2018 to further look at the responses and prioritize the responses to help guide the development of a work plan.

**Item 12. Grant Recipient Reports:**

**A. HIV Planning and Coordination (HIVPAC):** Sam Monroy provided an overview on the Jail Testing and Targeted Testing reports.

Mike Carson informed members that Matilde Gonzalez-Flores will be the new Program Manager and her start date is April 12<sup>th</sup>.

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

The committee approved the FY 2019 Quality Management Outcome Goals for all funded services.

The committee discussed and reviewed the following:

- Election of Officers
- End+Disparities Orange County Outcomes
- In+Care Summer 2019 Newsletter

**Item 13. Matters from the Chair:**

Vince Frazier informed members the following was in their packets:

- Planning Council Support Policies and Procedures
- Directives to the Grant Recipient
- FY19 Allocations Based on Award

Vince Frazier welcomed all the guests in attendance and thanked members for all their hard work.

**Item 14. Member’s Privilege/Announcements:**

Dr. Ried reminded the members that AIDS on The Front Line Conference is scheduled for April 17, 2019.

**Item 15. Adjournment until May 8, 2019:**

Vince Frazier adjourned the meeting at 7:52 pm.