



HIV PLANNING COUNCIL
www.ochca.com/hivcouncil

Wednesday, May 8, 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, Hieu Nguyen, John Paquette, Christopher Ried, Pamela Smith, and Angel VanStark

Affiliate Members Present: Adelmo Chan and Fernando Martinez

Members Absent: Albert Ramirez (Resigned)

Affiliate Members Absent: None

Staff: Janlus Chou, Martha Garcia, Matilde Gonzalez-Flores, Mindy He, and Sam Monroy

Staff Members Absent: None

Guests: Mike Carson, Amanda DeGoeas, and Sharisse Kemp (on-phone)

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.

Item 3. Approval of Agenda:

Michelle Gallardo 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 April 10, 2019 Minutes:

Michelle Gallardo put forward a motion to approve the April 10, 2019 minutes. The Chair repeated the motion. Hieu Nguyen 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:

There were no comment cards for review. Angel VanStark reminded members to complete the suggestions/comments card.

Item 7. Member Acknowledgement:

Vince Frazier acknowledged Dr. Gupta and Fernando Martinez.

Item 8. Discuss AIDS Walk:

Martha Garcia reminded members that the AIDS Walk is scheduled for June 1st in Huntington Beach. Polo shirts will be ordered for members who volunteer to work the booth. The sign-up sheet was made available to members.

Item 9. Conflict of Interest Presentation:

Martha Garcia gave an overview presentation on Code of Ethics and Conflict of Interest to the members.

Item 10. Review of Ryan White Client Satisfaction Survey Results:

Mindy He provided an overview of the Ryan White Client Satisfaction Survey Results. The full report is available on the Planning Council website.

Item 11. Updates:

A. State Office of AIDS (SOA): Sharisse Kemp informed members that the report was not available. The State Report is available at: www.ochealthinfo.com/hivcouncil

B. California Planning Group (CPG): Angel VanStark informed members of the following:
Strategies that CPG is working on:

- Reduce HIV in California
- Reduce HIV in the homeless population in Orange County by 5%

He asked members if there are any topics they would like him to discuss at the next meeting let him know. He has also requested data for sex workers in Orange County and California.

Item 12. Break:

A break was held.

Item 13. Committee Reports:

A. Executive Committee: Vince Frazier reported the following:

The committee approved the following:

- Member Acknowledgement
- Grievance Policies and Procedures
- External Communications Policies and Procedures

The committee discussed and reviewed the following:

- AIDS Walk
- Open House
- Ryan White Client Satisfaction Survey Results

○ **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 the survey.

○ **Approval of Grievance Procedure:**

Vince Frazier provided an overview of the Grievance Procedure with the proposed changes. John Paquette put forward a motion to approve the Grievance Procedure with the proposed changes. The Chair repeated the motion. Wesley Fought 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 Grievance Procedure.

○ **Approval of External Communications Policies and Procedures:**

Vince Frazier provided an overview of the External Communications Policies and Procedures with the proposed changes. George Crits put forward a motion to approve the External Communications 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 External Communications Policies and Procedures.

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

There were no action items besides the agenda and minutes.

The committee discussed and reviewed recruitment updates.

The committee participated in a Marshmallow Challenge.

The meeting for May 20th has been cancelled for the Spanish Eligibility Focus Group.

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

The committee approved the following:

- Fund Allocation Policies and Procedure
- FY 2020-21 PSAP Planning Process

The committee reviewed and discussed the following:

- Recruitment updates
- Ryan White Client Satisfaction Results 2018
- **Approval of Fund Allocations Policies and Procedures:**
 Vince Frazier provided an overview of the Fund Allocations Policies and Procedures with the proposed changes. Marc Meulman put forward a motion to approve the Fund allocations Policies and Procedures with the proposed changes. The Chair repeated the motion. Christopher Ried seconded the motion. In response to Geeta Gupta's inquiry, Mindy He explained that reallocations can occur throughout the year and are brought to Council around November and February (end of grant year). This occurs after all invoices and claims have been submitted which allows us to determine what reallocations, if any are needed. 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 Fund Allocations Policies and Procedures.

D. 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
- Pie in the Sky Follow Up
- HIV Care Continuum

The members participated in an Epidemiological Profile activity.

Item 14. Grant Recipient Reports:

A. HIV Planning and Coordination (HIVPAC): Matilde Gonzalez-Flores reported the following:

- HIVPAC received the HRSA Site Visit report and is working on the Corrective Action Plan.
- The Gay Men's Health Summit is scheduled for June 15th at the Delhi Center, more information to follow.

Matilde Gonzalez-Flores provided an overview of the Ryan White Site Visit Report. Site visits are conducted to ensure contract compliance, program requirements are met, and services are given to eligible clients.

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

The committee revised the FY19 outcome goal for Medical Case Management (Linkage to Care-Ryan White Medical Care) based on updates to the methodology used to pull the data. All other outcome goals were approved at the previous QM meeting.

The committee discussed and reviewed the following:

- The revised 2019 QM meeting schedule and Standards of Care priority list.
- Reviewed the approved FY19 QM measure for any discrepancies including initial discussions of performance measures that the committee will need to work on.
- The committee reviewed and revised the FY18 QM presentation for Planning Council.

Sam also provided an overview of the FY18 Quality Management Performance Measures Results and FY19 Quality Management Outcome Measures.

Item 15. Matters from the Chair:

Vince Frazier informed members the following was in their packets:

- PC Letter of Endorsement
- Evaluation of Grant Recipient Policies and Procedures
- FY 2018-19 Preliminary Final Expenditures Reallocations, and Carryover

Informed members that Open House flyers were available at the back of the room.

Item 16. Member's Privilege/Announcements:

There were no matters from the members.

Item 17. Adjournment until June 12, 2019:

Vince Frazier adjourned the meeting at 8:00 pm.