



HIV PLANNING COUNCIL

<http://www.ochealthinfo.com/public/hiv/index.htm>

Wednesday – August 8, 2007

COUNTY OF ORANGE DATA CENTER

1400 S. Grand Avenue, Santa Ana

MINUTES

**Chair:** Miles Wood  
**Co-Vice Chair:** Jerry Lail

**Recorder:** Kenny Gould

**Members Present:** Amanda Acabeo, Clayton Chau, Andy Encinas, Kelly Gomez, David Guzman, Jerry Lail, Josie Lopez, Johnny Nguyen, Liz Pejeau, Christopher Ried, Gerardo Rosas and Miles Wood

**Affiliates Present:** Steven Power and Modesto Vasquez

**Members Absent:** Mitch Cherness, Donna Fleming, Linda Foster, Shelly Lummus, Therese Ploof, Martin Salas, Angel Serrano, Jeremiah Tilles and Alan Witchey

**Staff:** Jane Chai, Sarah Corella, Kenny Gould, Tamara Jones and Colleen Van Winkle

**Guests:** Teo Casas (Bienestar Human Services), Rosalia Galvan (Delhi), Elizabeth Mediano (APAIT), Victor Monroe, Salvador Sanchez, George Smith (ASF) and Jason Tran (APAIT)

**Item I. Call to Order:**

The meeting was called to order at 6:05 p.m. by Miles Wood.

**Item II. Welcome & Introductions:**

Miles Wood welcomed all in attendance and asked the members and guests to introduce themselves. The Pledge of Allegiance was conducted. A moment of remembrance was held. A quorum was established.

**Item III. Approval of Agenda:**

The Council approved the agenda by consensus.

**Item IV. Approval of July 11, 2007 minutes:**

The Council reviewed the minutes from July 11, 2007. Johnny Nguyen put forward a motion to approve the minutes with no corrections. Jerry Lail seconded. The minutes from July 11, 2007 were approved by consensus.

**Item V. Public Comment:**

Jason Tran announced that APAIT will be holding their annual car wash on September 1, 2007 in order to raise money for their programs and clients.

Teo Casas gave a brief overview of Bienestar, a multi-service agency providing HIV services throughout Southern California. Teo also announced that Bienestar is hosting a workshop in Long Beach on August 31, 2007 aimed at increasing the cultural relevance and efficacy of HIV prevention programs.

Rosalia Galvan announced that Delhi is starting an HIV/AIDS support group on the first and third Friday of each month from 6:00 pm to 8:00 pm.

**Item VI. Committee Reports:**

A. Membership Committee: Jerry Lail reported that the committee has scheduled an open house on September 12, 2007 (before the Planning Council meeting) in an attempt to increase awareness about the Planning Council and to recruit new members. Jerry requested that providers invite at least one potential new member to the open house. Council members were referred to a memo and flyer that presented details of the open house. In addition, a new Planning Council recruitment brochure was distributed. Jerry also stated that the Membership Committee is willing to do presentations for staff or clients about the Planning Council prior to the open house to help with recruitment efforts. Jerry gave a short presentation that may be utilized at service provider meetings or events in order to help recruit new members.

Jerry discussed a handout that reminded members of the Planning Council attendance policy. It was noted that the Membership and Executive Committee have discussed member absences at prior meetings.

Jerry announced that Sylvia Mata has resigned from the Council.

Jerry announced that the committee reviewed an application at the last meeting and decided that the application would be held as the priority for membership is to focus on the recruitment of unaligned consumers to ensure that the mandated membership seats are filled. Discussion ensued about the process for approving and recommending applicants. Tamarra Jones and Jerry stated that mandated membership categories and unaligned consumer membership have to be taken into account when reviewing new applications. It was also noted that an interview process will soon become standard procedure when receiving applications.

B. Priority Setting, Allocations and Planning (PSAP) Committee: Miles Wood reviewed Motion #1, Approve Plan for FY 2006-07 Carryover Funds, with the Council (see handout). Miles reminded the Planning Council that the plan for Carryover was approved at the July 11, 2007 meeting; however, since the meeting additional information was gathered which required a revision in the planned carryover allocation.

Given the new information, below is the recommendations for the planned allocation of carryover funds:

1. \$6,681 to Clinical Quality Management
2. \$69,555 to Oral Health Care, of this, \$39,555 (\$25,000 originally allocated, \$13,363 allocated due to inability to allocate funds to Grantee Administration, and \$1,192 due to a credit identified) was specifically earmarked for Advanced Oral Health Care
3. \$58,595 to Home Health Care

Clayton Chau put forward a motion to approve the FY 2006-07 plan for Carryover Funds. Steven Power seconded the motion. The motion passed by consensus.

Miles Wood reviewed Motion #2, Approve the FY 2008-09 Increase Funding Scenario, with the Council (see handout). Discussion ensued about the increase scenario. Tamarra Jones explained that the Planning Council needed to provide a recommendation for allocations within the Housing and Food Bank service categories as the PSAP committee did not provide a breakdown of funding within the categories. Jerry Lail suggested that those allocations discussions be taken back to the PSAP and/or Housing Committees for recommendations. Those recommendations can then be presented to the Council at the September 12, 2007 meeting. Johnny Nguyen put forward a motion to approve the FY 2008-09 Increase Funding Scenario as presented. David Guzman seconded the motion. During the discussion of the motion, Tamarra Jones referred Council members to a memo and spreadsheet that explained the recently received MAI award. The Planning Council was asked to consider the MAI award because the MAI award had not been received when PSAP made recommendations for the increase scenario. Tamarra stated that Orange County was awarded \$292,945 for the MAI program; of this amount, \$249,004 is allocated to direct services. Two scenarios were presented for Planning Council consideration:

1. Include in the increase scenario an additional \$150,996 for Case Management and Outreach Services to bring the MAI Case Management program to \$300,000 (from \$249,004) and Outreach to \$100,000 as recommended by the PSAP committee and Planning Council for the MAI program. Therefore, the total increase scenario amount would be \$5,533,226, which represents an overall 18.4% increase from FY 2007 Part A level funding.
2. Include in the increase scenario an additional \$100,000 for Outreach Services only as \$249,004 for MAI Case Management would be sufficient. In this scenario, the total increase scenario amount would be \$5,473,231 which represents an overall 17% increase from FY 2007 Part A level funding.

Discussion ensued about which option would best fit the FY 2008-09 Increase Funding Scenario. Liz Pejeau moved to amend the motion to include the original intention of the Council to award \$300,000 and \$100,000 to Case Management and Outreach Services, respectively. Johnny Nguyen and David Guzman accepted the amended motion. The amended motion, with the increases outlined below, passed by consensus.

- Outpatient /Ambulatory Medical Care-Specialty Medical Care (Priority 1): Increase by \$75,000 to increase funds available for a Psychiatrist.
- Health Insurance Premium and Cost Sharing Assistance/EFA-Medications (Priority 2): Increase by \$6,000 in order to maintain FY 2006 funding level.
- Case Management (Priority 3): Increase by \$182,985 based on anticipated case load and increased complexity of case management due to the revised service category definition. Included in this amount is \$50,996 for MAI Case Management and \$75,000 for Benefits Counseling.
- Housing (Priority 4): Increase by \$70,000 based on FY 2004 expenditures.
- Oral Health Care (Priority 6): Increase by \$105,000 based on increased community need as evidenced by existing waiting lists for services and the 2007 Client Survey results.
- Medical Transportation Services (Priority 8): Increase by \$42,000 in order to maintain FY 2006 funding level.
- Substance Abuse Services (Priority 9): Increase by \$53,540 in order to maintain FY 2006 funding level.

- Legal Services (Priority 10): Increase by \$17,648 in order to maintain FY 2006 funding level.
- Food Bank / Home Delivered Meals (Priority 11): Increase by \$20,000 based on the complexity of nutritional needs for HIV positive clients.
- Outreach Services (Priority 12): Increase by \$100,000 to increase efforts to return people to care who have fallen out of services.
- Home Health Care / Home and Community-Based Health Services / Hospice / Rehabilitation (Priority 13): Increase by \$58,595 in order to maintain FY 2007 funding level with carryover.

C. Executive Committee: Miles Wood stated that the committee reviewed the Bylaws at the last meeting because inconsistencies were found within the sections regarding attendance. Staff and the committee will conduct a thorough review of the Bylaws before they are forwarded on to the Council and Board of Supervisors for approval.

Miles reported that the committee also reviewed the Rules of Respectful Engagement. The Executive and Membership Committees agreed that the language was somewhat confusing for items three, four, and ten. Miles stated that the committee would like to have the Planning Council approve the revised Rules of Respectful Engagement. It was noted that their approval was not itemized on the agenda as an action item or motion. Staff reported that the Brown Act does allow special circumstances in which action can be taken on an item not appearing on the posted agenda. According to the Brown Act, "Upon a determination by a 2/3rds vote, or if less than 2/3rds of members are present, by a unanimous vote, that there is a need for immediate action which was determined after the posting of the agenda." Therefore, staff took a roll call vote, in accordance with the Brown Act guidelines, to add an action item to the agenda for approval of the revised Rules of Respectful Engagement. The decision was unanimous (13 Votes Yes, 0 votes No, 0 votes Abstain). Once agendaized, Jerry Lail then put forward a motion to approve the revised Rules of Respectful Engagement. Kelly Gomez seconded the motion. The motion passed by consensus.

D. Housing Committee: George Smith (Co-Vice Chair of the Housing Committee) reported that the committee reviewed the "Critical Issues and Recommendations" (part of the Orange County HIV/AIDS Housing Plan) and will continue to review the remaining sections of the document at the next meeting on September 10, 2007.

E. Client Advocacy Committee (HCAC): Kelly Gomez reported that the committee is going dark in August.

F. Prevention Planning Committee (PPC): Elizabeth Mediano reported that the committee held a retreat on Tuesday, July 24, 2007. Tamarra Jones added that information gathered from the retreat will be implemented in future meetings.

**Item VII. Break**

**Item VIII. Staff Reports:**

A. HIV Planning and Coordination: Tamarra Jones went over a memo regarding the receipt of Ryan White MAI Initiative funds. Tamarra announced that the amount received was \$292,945 for the MAI fiscal year 2007-08 (August-July) which will be allocated as follows:

- \$249,004 for direct services
- \$29,294 for administration

- \$14,647 for clinical quality management

Tamarra stated that since the amount awarded is less than the amount requested (County submitted a grant application in the amount of \$470,088), the Orange County HIV Planning Council and its Priority Setting, Allocations, and Planning Committee will review the award to determine the allocation to direct services by service category.

Tamarra Jones announced that the Grantee is still waiting for approval regarding the waiver application submitted for Part A services which would allow less than the mandated 75% of funds to be allocated to core medical services..

Tamarra Jones announced that the first Quality Management Training was held on July 31, 2007. The next training will be held on September 25, 2007.

Tamarra Jones reported that the Quarterly Expenditure Report will be made available at the next PSAP Committee and Planning Council meeting for review and approval of reallocations.

B. Contract Development and Management: Colleen Van Winkle stated that the RFP for HIV services has been issued and proposals are due by August 20, 2007 at 5:00pm.

**Item IX. Standing Reports:**

A. State Office of AIDS: There was no report.

**Item X. Member's Privilege/Announcements:**

Jerry Lail announced that members whose terms expire on December 31, 2007 will soon be receiving a letter about renewing their memberships.

**Item XII. Adjournment:**

Miles Wood adjourned the meeting at 8:01 p.m. until September 12, 2007.