



HIV PLANNING COUNCIL

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

Wednesday – November 14, 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, Mitch Cherness, Linda Foster, Kelly Gomez, David Guzman, Jerry Lail, Josie Lopez, Shelly Lummus, Johnny Nguyen, Martin Salas, Jeremiah Tilles, Alan Witchey, and Miles Wood

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

**Members Absent:** Andy Encinas, Donna Fleming, Christopher Ried and Gerardo Rosas

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

**Guests:** Rosalia Galvan (Delhi), Patrick Jarzombek, Sarah Kasman (Shanti OC), Robin Keeble (REACH), Alexis McLeod (Public Law Center), Elizabeth Mediano (APAIT), George Smith (ASF), Ricardo Velasco (Pioneer Pharmacy), Gerald Wagner (Laguna Beach Community Clinic), Karen Wagner (Laguna Beach Community Clinic) and Leslie Wilson

**Item I. Call to Order:**

The meeting was called to order at 6:03 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 October 10, 2007 minutes:**

The minutes from October 10, 2007 were approved (with corrections) by consensus.

**Item V. Public Comment:**

There was no public comment.

**Item VI. Nominations of Planning Council Chair and Vice Chairs:**

Miles Wood opened the floor to nominations for Chair of the Planning Council. Alan Witchey nominated Miles Wood and he accepted. David Guzman nominated Jerry Lail and he accepted. Miles Wood opened the floor to nominations for Vice Chair(s) of the Planning Council. Mitch Cherness nominated Jerry Lail and he accepted.

Alan Witchey nominated the following people for Vice Chair of the Planning Council:

- Josie Lopez but she respectfully declined.
- Kelly Gomez but she respectfully declined.
- Amanda Acabeo but she respectfully declined.
- Linda Foster but she respectfully declined.
- Johnny Nguyen but he respectfully declined.

Linda Foster nominated Mitch Cherness but he respectfully declined. Miles Wood nominated David Guzman but he respectfully declined. Mitch Cherness nominated Martin Salas but he respectfully declined.

Nominations will remain open until the next meeting on Wednesday, December 12, 2007.

**Item VII. Committee Reports:**

**A. Membership Committee:**

Jerry Lail reviewed Motion #1, Approve Recommended Changes to the Membership Committee Policies and Procedures, with the Council. A handout outlining the revised changes was distributed to the Council (See handout). Jerry explained that the changes were made in order to reflect new procedures in the Planning Council application and selection process. The motion passed by consensus.

Miles Wood requested that a copy of the Interview Rating Sheet, (a tool utilized in an applicant's interview), be distributed to Council members.

Jerry Lail reviewed Motion #2, Approve Recommended Applicants for Planning Council Membership, with the Council. The motion recommended that Sylvia Mata be recommended for Planning Council Membership. The motion passed by consensus.

Jerry Lail reviewed Motion #3, Approve Recommended Applicants for Affiliate Membership, with the Council. The motion recommended that Sylvia Mata (until she is officially approved for the Planning Council by the Board of Supervisors) and Modesto Vasquez be recommended for Planning Council Affiliate Membership. The motion passed by consensus.

**B. Priority Setting, Allocations and Planning (PSAP) Committee:** Miles Wood reviewed a handout that explained Motion #4, Approve Recommended FY 2008-09 Decrease Funding Scenario, with the Council (See handout). On August 22, 2007, the PSAP Committee met to determine a Decrease Funding Scenario for FY 2008-09. The committee approved a 5% Decrease Funding Scenario, however, the Executive Committee met on September 5, 2007 and agreed that the PSAP Committee should review its recommended FY 2008-09 Decrease Scenario Allocations for the following reasons:

- Consideration of actual MAI allocations prior to determining the decrease scenario
- Possible confusion regarding the actual impact to Case Management based on MAI funding
- HOPWA-funded Housing Committee allocations should be considered at level funding as HOPWA funding is anticipated to remain level

On October 24, 2007, the PSAP Committee determined a revised Decrease Funding Scenario for FY 2008-09. The committee agreed to work on a decrease from Part A funding only. The committee also agreed to work from the FY 2007 Level Funding Scenario amount after reallocations.

The committee reviewed the following information to determine the FY 2008-09 decrease funding scenario:

- Summary of PSAP Committee Decrease Funding Scenario Recommendations approved on August 22, 2007
- FY 2008 Part A 5% Decrease Funding Scenario (with Part B and HOPWA at level) approved by PSAP Committee on August 22, 2007 (Before Reallocations)
- FY 2007 Allocations – All Funding Sources (Part A, Part B, MAI, HOPWA)

The committee recommended the following decreases (See handout):

- Case Management: decrease by \$129,958 to a total allocation of \$952,913, due to the availability of MAI funding for this service, as follows:
  - Case Management Medical: decrease by \$46,138 in order to bring allocation to FY 2007 level funding
  - Case Management Part A MAI: decrease by \$83,820 in order to bring the allocation to FY 2007 level funding

Following the decrease to Case Management based on MAI funding, the committee decided that all Part A service categories would be decreased by 1% (with the exception of Ambulatory Care). The following bullet points summarize the decrease amounts to each Part A service category:

- Outpatient / Ambulatory Medical Care: decrease by \$3,056 to a total allocation of \$1,911,421 as follows:
  - Specialty Medical Care: 1% decrease of \$2,856 to a total allocation of \$282,764
  - Treatment Adherence Services: 1% decrease of \$200 to a total allocation of \$19,800
- Health Insurance Premium and Cost Sharing Assistance / EFA-Medications: 1% decrease of \$90 to a total allocation of \$8,927.
- Case Management: decrease by \$9,529 to a total allocation of \$943,384 as follows:
  - Case Management Non-Medical: 1% decrease of \$9,529 to a total allocation of \$927,522
- Mental Health Services: 1% decrease of \$2,524 to a total allocation of \$249,895
- Oral Health Care: 1% decrease of \$2,580 to a total allocation of \$255,420
- Medical Nutrition Therapy: decrease by \$931 to a total allocation of \$92,253 as follows:
  - Supplements: 1% decrease of \$575 to a total allocation of \$57,009
  - Nutritional Counseling: 1% decrease of \$356 to a total allocation of \$35,244
- Medical Transportation Services: 1% decrease of \$2378 to a total allocation of \$235,497 (the allocations to each subcategory are to be determined)
- Legal Services: 1% decrease of \$758 to a total allocation of \$75,137
- Food Bank / Home Delivered Meals: decrease of \$1,674 to a total allocation of \$165,882 as follows:
  - Food Bank: 1% decrease of \$1,048 to a total allocation of \$103,811
  - Home Delivered Meals: 1% decrease of \$626 to a total allocation of \$62,071
- Home Health Care / Home and Community-Based Health Services / Hospice / Rehabilitation: decrease of \$1,327 to a total allocation of \$131,416
  - Home Health / Specialized Care / Professional / Home Health / Para-Professional Care: 1% decrease of \$1,327 to a total allocation of \$131,416

The total decrease scenario amount equaled \$182,123 (or a 3.8% decrease) including:

- Administration (10% of Part A): \$18,212
- Clinical Quality Management (5% of Part A): \$9,106

The committee decided that a 3.8% decrease was sufficient for the purposes of the Grantee writing to the decrease scenario process in the Part A grant application. The motion passed by consensus.

C. Executive Committee: Miles Wood stated that the committee went dark in November. Miles referred Council members to a copy of the Orange County Transitional Grant Area (TGA) Evaluation of the Administrative Mechanism for FY 2006-07: Provider Survey Results (See handout). Miles and Jerry Lail stated that the Executive Committee felt the results of the survey were generally positive and that there is no need for the Grantee to formulate a response. Tamarra Jones stated that any further clarification or discussion regarding the EAM would be welcomed by the Grantee.

D. Housing Committee: Shelly Lummus stated that the committee went dark in November and that there was nothing to report.

E. Client Advocacy Committee (HCAC): Kelly Gomez reported that the committee went dark in November. Consumers were encouraged to attend the next meeting on Monday, December 10, 2007.

F. Prevention Planning Committee (PPC): Martin Salas reported that the committee will hold elections for a new co-chair at the next meeting on Wednesday, November 28, 2007. The committee is also reviewing epidemiological data in order to prepare for the priority settings process in Spring 2008. Martin also reported that World AIDS Day events will be held on Saturday, December 1, 2007 in Laguna Beach and Santa Ana. A list of events will be emailed to the Planning Council.

**Item VIII. Break:**

**Item IX. Staff Reports:**

A. HIV Planning and Coordination:

Tamarra Jones provided the following report:

- Council members were referred to a handout that described the FY 2007 Quarterly Report: Ryan White Quarter 2: March 1, 2007 – August 31, 2007 (See handout). The Council reviewed the handout and Tamarra noted that the Grantee and providers are working diligently to spend down funds in an appropriate matter.
- There will be a joint PSAP/PPC committee meeting because the Grantee received additional Part B funding of approximately \$171,000 a year for the next three years. The funds are primarily earmarked for prevention with positives and partner notification services but may be allocated to Ryan White service categories. The meeting is designed to address how the funds should be allocated. Discussion ensued about the allocation of Part B funds.
- Council members were referred to handouts (a memo and a spreadsheet) that gave an overview of modifications to FY 2007 funding streams and reallocation amounts (See handouts).
- The Grantee has obtained a psychiatrist (Dr. Clayton Chau) to provide Psychiatric services. The service will be provided every Friday starting December 7, 2007. Dr. Chau will be located at the 17<sup>th</sup> Street Clinic. Information about the referral process will be available soon. Alan Witchey thanked the Grantee for its efforts in obtaining a psychiatrist.

B. Contract Development and Management: Colleen Van Winkle stated that bidders will be notified of the RFP results as soon as possible. The department is also in the process of developing contract amendments based on reallocations.

**Item X. Standing Reports:**

A. State Office of AIDS:

There was no report.

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

Miles Wood thanked ASF for hosting the AIDS Action policy update. Miles also thanked members for their work on the Planning Council.

Jerry Lail reported that the State is working with clients who may have been affected by the recent wildfires.

**Item XII. Adjournment:**

Miles Wood adjourned the meeting at 7:23 p.m. until December 12, 2007.