



HIV PLANNING COUNCIL
www.ochealthinfo.com/public/hiv/index.htm
Wednesday – December 12, 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: Clayton Chau, Mitch Cherness, Andy Encinas, Donna Fleming, Linda Foster, Kelly Gomez, David Guzman, Jerry Lail, Josie Lopez, Shelly Lummus, Johnny Nguyen, Jeremiah Tilles, Alan Witchey, and Miles Wood

Affiliates Present: Steven Power

Members Absent: Amanda Acabeo, Christopher Ried, Gerardo Rosas and Martin Salas

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

Guests: Ken Babcock (Public Law Center), Rosalia Galvan (Delhi), Patrick Jarzombek, Sarah Kasman (Shanti OC), George Smith (ASF) and Leslie Wilson

Item I. Call to Order:

The meeting was called to order at 6:14 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 November 14, 2007 minutes:

The minutes from November 14, 2007 were approved by consensus.

Item V. Public Comment:

There was no public comment.

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

Staff reported that Miles Wood and Jerry Lail were nominated as Chair and Jerry Lail was nominated

as Vice Chair. Staff reported that they did not receive any new nominations for Chair or Vice Chair. Miles Wood opened the floor for any other nominations. Johnny Nguyen nominated Alan Witchey for Vice Chair but he respectfully declined. Andy Encinas nominated Kelly Gomez for Vice Chair but she respectfully declined. Jerry Lail introduced the idea of amending the bylaws so that the officers of the Council may be a Chair and only one Vice Chair or Co-Chairs. The Council decided to move ahead with the elections but further discussion about changing the bylaws may be appropriate at a future date. Discussion ensued about members casting their ballots orally or in writing (so long as the written ballots are marked and tallied in open session). Jerry Lail decided to remove his name from the ballot as Chair. A roll call vote was taken to accept Miles Wood as Chair and Jerry Lail as Vice Chair of the Council. The decision was unanimous (15 Votes Yes, 0 Votes No, 0 Votes Abstain).

Miles Wood presented the following members with certificates of appreciation for completion of term(s) on the Council:

- David Guzman: 1 term
- Linda Foster: 3 terms
- Jeremiah Tilles: 5 terms
- Mitch Cherness: 1 term
- Josie Lopez: 5 terms
- Martin Salas: 3 terms
- Kelly Gomez: 2 terms
- Johnny Nguyen: 1 term
- Donna Fleming: 1 term
- Clayton Chau: 3 terms
- Christopher Ried: 2 terms

Item VII. Committee Reports:

A. Membership Committee: Jerry Lail reported that the Public Health Officer approved Patrick Jarzombek, Jonathan Kostka, Sylvia Mata and Modesto Vasquez as Affiliate Council members. Their terms will begin January 2008. The next membership meeting will be on Wednesday, January 2, 2007.

Donna Fleming reported that the Board of Supervisors is interested in recommending a candidate to the Membership Committee for inclusion in the new member candidate list, so the full slate of membership appointments was taken off the December 11 agenda. The Board will allow the approval of the renewing members to be put on the agenda for next week (Tuesday, December 18, 2007) and hold the new members until the Membership Committee can review and consider all new candidates at once.

B. Priority Setting, Allocations and Planning (PSAP) Committee: Miles Wood reviewed a handout that explained Motion #1, Approve Recommended Allocation of Ryan White Part B Funds, with the Council for determined the following allocations for FY 2007 (Year 1 of Part B funding ending March 31, 2008):

- Case Management: allocation of \$115,488 as follows
 - Case Management (Non-Medical): \$115,488, up to \$110,488 for the conversion of CaseWatch to the AIDS Regional Information and Evaluation System (ARIES) plus \$5,000 for Client Handbook
- Oral Health Care: allocation of \$5,000 for one month of temp help
- Outreach Services: allocation of \$10,000 for one month of outreach (case finding and linkage to care)
- Prevention with Positives: allocation of \$23,496 as follows
 - Partner Counseling and Referral Services (PCRS): allocation of \$13,496 for three

- months of PCRS Coordinator
 - Prevention with Positives: allocation of \$10,000 for prevention with positives activities and materials
 - Administration (10%): allocation of \$17,109
- Total allocation: \$171,093

In addition, the following was reviewed determining allocations for FY 2008 and FY 2009 (Years 2 and 3 of Part B funding):

- Case Management: allocation of up to \$50,000 as follows
 - Case Management Non-Medical: allocation of up to \$50,000 in order to maintain direct services to account for ARIES annual costs.
 - Outreach Services: allocation of \$75,000 for outreach (case finding and linkage to care)
 - Prevention with Positives: allocation of \$28,984 as follows
 - PCRS: allocation of \$18,984 for PCRS Coordinator
 - Prevention with Positives: allocation of \$10,000 for prevention with positives activities and materials
 - Administration (10%): allocation of \$17,109
- Total allocation: \$171,093

Tamarra Jones referred members to a handout (a memo) explaining that the State Office of AIDS (SOA) may be able to pay for the conversion of CaseWatch to ARIES through a different funding source. Therefore, the \$110,488 originally allocated to the Conversion of CaseWatch to ARIES (under FY 2007, Year 1) will need to be allocated to another service category. Tamarra explained that the Grantee is recommending that the \$110,488 of FY 2007-08 additional Part B funding be allocated to Outpatient/Ambulatory Medical Care. Discussion ensued about other allocation options. Jerry Lail amended Motion #1 to include the Grantee's recommended FY 2007-08 (Year 1) allocation of \$110,488 to Outpatient/Ambulatory Medical Care. Clayton Chau seconded the amended motion. The amended motion passed by consensus.

Miles Wood reviewed a handout that explained Motion #2, Approve Recommended FY 2007-08 Reallocations, with the Council which outlined the following recommendations:

- Outpatient/Ambulatory Health Services: increase by \$2,700 to a total allocation of \$1,917,177 as follows:
 - Ambulatory Primary Care: increase of \$2,700 in order to cover increased lab costs
- Drug Reimbursement Program, Emergency Financial Assistance, Health Insurance: increase by \$2,032 based on increase in demand for services
- Case Management: increase by \$18,087 to a total allocation of \$588,032 as follows:
 - Case Management (Medical): increase of \$37,087 based on a one-time actual cost for service applied
 - Case Management (Non-Medical): decrease of \$19,000 due to staff vacancy
- Housing: decrease by \$41,083 to a total allocation of \$218,379 as follows:
 - Emergency Financial Assistance: Housing Costs: decrease by \$11,707 because demand for service was lower than projected
 - Housing Coordination: decrease by \$7,568 because costs were lower than the October 10, 2007 projection
 - Transitional Housing: General Population: decrease by \$21,808 because costs were lower than the October 10, 2007 projection
- Mental Health Service: decrease by \$4,836 to a total allocation \$247,305 because costs were lower than the October 10, 2007 projection
- Medical Transportation Services: increase by \$23,100 to a total allocation of \$260,194 as

follows:

- o General Population: increase by \$4,100 due to increased cost of insurance and vehicle maintenance
- o Substance Users: County: increase by \$19,000 due to increase in demand for services

Clayton Chau put forward a motion to accept the recommended FY 2007-08 Reallocations. Linda Foster seconded the motion. The motion passed by consensus.

Tamarra Jones referred members to a handout (a memo) that gave an overview of new Health Resources and Services Administration's (HRSA) requirements regarding how FY 2007-08 carryover funds should be requested. The Grantee must submit its FY 2007-08 carryover request by January 2, 2008 including the:

- Source of unobligated funds by line item and/or service category
- Intent and justification for using the requested carryover funds in FY 2008-09

The Grantee recommended that:

- Up to \$66,564, (which is just under 2% of Formula funds), from Outpatient/Ambulatory Medical Care be included in the carryover request.
- As a carryover plan, the carryover funds will go into Outpatient/Ambulatory Medical Care To cover the cost of approximately 665 viral load tests for 166 clients.

It was noted that the approval of the Allocation of FY 2007-08 Carryover Funds was not itemized on the agenda as an action item or motion. 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 Allocation of FY 2007-08 Carryover Funds. The decision was unanimous (15 Votes Yes, 0 Votes No, 0 Votes Abstain). Once agendaized, Mitch Cherness put forward a motion to approve up to \$66,564 from Outpatient/Ambulatory Medical Care for a carryover request. Josie Lopez seconded the motion. The motion passed by consensus.

C. Executive Committee: Miles Wood stated that there was no report as the committee went dark in December.

D. Housing Committee: Shelly Lummus stated that the committee worked with PSAP to approve the FY 2007-08 Reallocations.

E. Client Advocacy Committee (HCAC): Kelly Gomez reported that the committee worked on developing potential questions for a focus group based needs assessment.

F. Prevention Planning Committee (PPC): Tamarra Jones reported that the last meeting was on Wednesday, November 28, 2007 and Chip Pope was elected as the third Co-Chair of the committee. The committee is working on revising the policies and procedures to reflect the recent membership changes. Standing reports including Epidemiology Update, Counseling and Testing Update, HIV Incarcerated Task Force Update and Care Update have recently been added to the agenda. The next meeting will focus on developing a small scale needs assessment in order to prepare for the priority setting process.

Item VIII. Break: There was no break taken.

Item IX. Staff Reports:

A. HIV Planning and Coordination:

Tamarra Jones thanked all the members for their hard work on the Planning Council. Tamarra recently attended the California Conference of Local AIDS Directors (CCLAD) meeting and PCRS was a major topic of discussion. An article examining PCRS as a prevention tool is available upon request.

B. Contract Development and Management: Colleen Van Winkle stated that contract amendments are in progress and will go out to providers for review. Letters of notification regarding RFP's have been distributed.

Item X. Standing Reports:

A. State Office of AIDS:

There was no report.

Item XI. Member's Privilege/Announcements:

Alan Witchey expressed concern regarding the outcome of the RFP process. Jerry Lail commented about the procedure for providers to ask questions regarding the results of the RFP process. Donna Fleming provided a brief overview of the RFP process and reminded those in attendance that the County is diligently working to not only implement and carryout a fair RFP process but is also very aware of how decisions may impact clients and assured the community that all perspectives have been considered. Discussion ensued about the RFP process and the ability for bidders to file an appeal of the process.

Jerry Lail expressed concern in the Board of Supervisors rescheduling of new appointments to the Planning Council. Discussion ensued regarding the process of recruitment, application and orientations for new applicants.

Jerry Lail thanked Josie Lopez for her continued commitment to the Planning Council.

Item XII. Adjournment:

Miles Wood adjourned the meeting at 7:39 p.m. until January 9, 2008.