



HIV PLANNING COUNCIL
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Wednesday – March 12, 2008

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, Dianna Daly, Donna Fleming, Linda Foster , Rosie Galvan, Kelly Gomez, Alfonso Guerrero, Jerry Lail, Josie Lopez, Shelly Lummus, Johnny Nguyen, Christopher Ried, Martin Salas, Alan Witchey, and Miles Wood

Affiliates Present: Jonathan Kostka and Leslie Wilson

Members Absent: Andy Encinas, David Guzman, Shelly Lummus, Martin Salas, Elizabeth Styffe, Jeremiah Tilles and Liz Voelkert

Staff: Jane Chai, Sarah Corella, Kenny Gould, Calandra Park, Tamara Jones, Kevin Reilly and Julie Webster

Guests: Renee Austin, Sarah Kasman (Shanti), Robin Keeble (REACH), Alexis McLeod (Public Law Center) and Chip Pope (REACH)

Item I. Call to Order:

Miles Wood called the meeting to order at 6:06pm.

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. Swearing in of Members:

Susan Novak, Chief Deputy Clerk of the Board, led the swearing in of all new members of the Council.

Item IV. Approval of Agenda:

The Council approved the agenda by consensus.

Item V. Approval of January 9, 2008 minutes:

Linda Foster put forward a motion to approve the minutes from January 9, 2008. Mitch Cherness seconded the motion. The motion passed by consensus.

Item VI. Public Comment:
There was no public comment.

Item VII. Committee Reports:

A. Membership Committee: Jerry Lail reported that the new member orientation held on January 30, 2008 was successful and well attended. The committee met on March 5, 2008 to start working on a Council member satisfaction survey with the ultimate goal of member retention. Jerry Lail also stated that the committee discussed utilizing faith-based organizations and AIDS Walk for consumer recruitment.

B. Priority Setting, Allocations and Planning (PSAP) Committee: Miles Wood stated that the meeting on March 26, 2008 is the deadline for new members wishing to join the committee.

Miles Wood reviewed a handout that explained Motion #1, Approve Recommended FY 2007-08 Part B Reallocation, with the Council (see handout). On February 27, 2008, the Grantee reported that the budget submitted for Ryan White Part B FY 2007-08 (ending March 30, 2008) included \$10,000 for outreach services that could not begin until July 1, 2008. Therefore, the funds could have been returned to the State or reallocated by the Council. The committee decided that they would recommend reallocation of the funds. The committee agreed by consensus to allocate the money to Oral Health Care with the understanding that the overall award to Oral Health Care would not be increased, only the funding stream modified, which would yield an additional \$10,000 for consideration when the Part A award is received.

The motion passed by consensus.

Miles Wood referred members to two memos that described the:

- Receipt of Ryan White Part A Grant Award FY 2008-09
- Receipt of Ryan White Minority AIDS Initiative (MAI) Grant Award FY 2008

Tamarra Jones reviewed the memos with the Council and also referred members to the following handouts describing Motion #2, Approve FY 2008-09 Part A / MAI Allocations (see handouts):

- FY 2008 Increase Funding Worksheet, Approved by PSAP on March 11, 2008
- FY 2008 Increase Scenario (Part A, MAI, Part B and HOPWA) – Possible Funding Sources

Miles Wood and Tamarra Jones reviewed the handouts with the Council and stated that the committee reviewed the service priority list in order and determined changes from the increase funding scenario for each priority. The committee recommended the following increases from the FY 2008 Council-approved Level Funding Scenario (see handout) for the FY 2008 Part A / MAI allocations:

- Outpatient /Ambulatory Medical Care (Priority 1): Increase by \$79,895 to a total allocation of \$2,129,372 as follows:
 - Ambulatory Care: Increase by \$40,000 to a total allocation of \$1,744,857 as a reserve for viral load testing. Funding for this service should be reassessed for mid-year reallocation pending State resources.
 - Specialty Care: Increase by \$39,895 (of \$75,000 of Council-Approved Increase Scenario) to a total allocation of \$364,515. Of this amount, \$3,000 was reduced for Psychiatry, which will be contracted under Mental Health.
 - Treatment Adherence Services: Total allocation of \$20,000 based on Council-approved Increase Scenario.
- Health Insurance Premium and Cost Sharing Assistance/EFA-Medications (Priority 2): Increase by \$6,000 to a total allocation of \$15,000 based on Council-approved Increase

Scenario.

- Case Management (Priority 3): Increase by \$334,855 to a total allocation of \$1,419,289 based on Council-approved Increase Scenario as follows:
 - Case Management: Medical: Decrease by \$106,988 to a total allocation of \$566,762.
 - Case Management: Non-Medical: Increase by \$180,705 to a total allocation of \$591,389. This represents a total increase of \$158,241 (\$73,717 increase and \$84,527 increase due to funds previously used to fund MAI Case Management) to Medical and Non-Medical Case Management services from FY 2007.
 - Case Management: MAI (Part A Funded): Total allocation of \$0 as Part A funds are not needed to fund MAI case management.
 - Case Management: MAI (MAI funded): Total allocation of \$261,138 based on MAI award.
- Housing (Priority 4): Maintain FY 2007 Level-Funding allocation of \$677,895 based on decreased FY 2007 Expenditures and possible increased FY 2008 HOPWA award.
- Mental Health Services (Priority 5): Increase by \$3,000 to a total allocation of \$258,000 to contract for Psychiatric services.
- Oral Health Care (Priority 6): Increase by \$90,000 (of \$105,000 Council-approved Increase Scenario) to a total allocation of \$340,000. Funding for this service should be reassessed at mid-year reallocation.
- Medical Nutrition Therapy (Priority 7): Increase by \$10,084 to a total allocation of \$83,184 as follows:
 - Supplements: Increase by \$5,084 to a total allocation of \$57,584 based on FY 2007 final allocations
 - Nutritional Counseling: Increase by \$5,600 to a total allocation of \$25,600 based on FY 2007 final allocations
- Medical Transportation Services (Priority 8): Increase by \$20,000 (of \$42,000 Council-approved Increase Scenario) to a total allocation of \$257,875 due to restrictive HRSA definition.
- Substance Abuse Services (Priority 9): Increase by \$47,170 to a total allocation of \$265,294 as follows:
 - Residential: Increase by \$47,170 (of \$53,340 of Council-approved Increase Scenario) to a total allocation of \$248,264 based on FY 2007 funding level.
- Legal Services (Priority 10): Increase by \$10,000 (of \$17,648 of Council-approved Increase Scenario) to a total allocation of \$85,895 based on restrictive HRSA definition.
- Food Bank / Home Delivered Meals (Priority 11): Increase by \$49,101 to a total allocation of \$191,450 based on FY 2007 final allocations. Breakdown of funding for Food Bank and Home Delivered Meals to be determined by Grantee. Funding for this service should be reassessed at mid-year reallocation.
- Outreach Services (Priority 12): Total allocation of \$0. This service was allocated \$75,000 to be funded by FY 2008 additional Part B funds.
- Home Health Care / Home and Community-Based Health Services / Hospice / Rehabilitation (Priority 13): Increase by \$30,093 to a total allocation of \$135,000 as

follows:

- Home Health / Specialized Care / Professional Home Health / Para-Professional Care: Increase by \$30,093 (of \$58,595 Council-approved Increase Scenario) to a total allocation of \$135,000 based on FY 2007 final allocation.
- Prevention with Positives (Priority 14): Total Part A allocation of \$0.
- Independent Skills / Psychosocial Support (Priority 15): Total allocation of \$25,500 based on Council-approved Increased Scenario.

Tamarra Jones also explained that the Grantee submitted a request for waiver of core medical services. It was noted that Part A is currently at 79% core medical services but the waiver was submitted as a safeguard. The motion passed by consensus.

Miles Wood reviewed a handout that explained the action item regarding the FY 2008-09 Instructions to the Grantee. The Instructions to the Grantee were reviewed by the Priority Setting, Allocations, and Planning (PSAP) and the Housing Committee (HOPWA-funded sections only). Council members were referred to the full draft of the FY 2008-09 Instructions to the Grantee (see handout).

Tamarra Jones provided the following summary:

- Foundational Instructions and Non-HOPWA-Funded Service Instructions: Includes Instructions to the Grantee as approved by PSAP Committee on February 26, 2008.
- HOPWA-Funded Service Instructions: Includes Instructions to the Grantee as discussed by Housing Committee on March 3, 2008. These instructions were not formally approved as Housing Committee did not have a quorum.

Tamarra Jones also stated that the Grantee recommends the following additional changes:

- Foundational Instructions for Fiscal Management
Consider changing the amount the Grantee may reallocate. Currently the Grantee may "reallocate (decrease/increase) from up to \$20,000 between approved service categories (or subcategories)" consistent with intent of the Planning Council without prior authorization of the Planning Council in order to appropriately expend all Part A funds."
- Services Instructions for Mental Health
Change Special Instructions for Population from "General" to "HIV-positive individuals with incomes at or below 300% of Federal Poverty Level". This criteria was reviewed by the PSAP Committee on January 23, but was overlooked in the final approval of the instructions on February 26.

Discussion ensued about changing the amount the Grantee may reallocate. Jerry Lail put forward a motion to table the agenda item in order for the Grantee to discuss a realistic scenario that may be presented back to the Council. The motion was not seconded. Discussion ensued about revising the current language under the Foundational Instructions, Section 4 a. (Under Fiscal Management) to read, "The Grantee may reallocate (decrease/increase) up to \$20,000 *per* approved service categories (or subcategories).....". The previous instructions stated that the Grantee may reallocate up to \$20,000 *between* approved service categories (or subcategories).

The Council also agreed on the following changes:

- 5. Mental Health Services: changing HIV-"infected" to HIV-positive. Adding (see below) under Special Instructions, Population at the end of the statement to clearly indicate the footnote that describes Federal Poverty Level.

Mitch Cherness put forward a motion to approve the FY 2008-09 Instructions to the Grantee with the recommended changes. Alan Witchey seconded the motion. The motion passed by consensus.

Miles Wood referred members to a handout that outlined a presentation given to the committee on the Dental Clinic's services to persons living with HIV/AIDS (see handout).

C. Executive Committee: Jerry Lail reported that the committee worked on revising the bylaws at the last few meetings. The bylaws were reviewed by County Counsel before they were submitted to the Planning Council for approval. Jerry Lail referred members to a copy of the revised bylaws (see handout). Jerry Lail and Tamarra Jones gave a summary of the major changes. The Council reviewed the bylaws and made the following changes:

- Under Article III, Section 5A. : include the word "Voting" at the beginning of the sentence.
- Under Article III, Section 6B. : include the following language within the paragraph: "A written request for a leave of absence, up to three (3) months, may be allowed. Such requests will be granted or denied at the discretion of the Council or its designee."
- Under Article XI, Section 1: delete the whole of section B

Alan Witchey put forward a motion to approve the bylaws with the recommended changes. Mitch Cherness seconded the motion. The motion passed by consensus.

Miles Wood referred the members to the Ryan White Client Satisfaction Survey 2007 Summary Report and Highlights (see handouts). The full report is available upon request. HCAC and the new Quality Management Committee will be reviewing the report more closely.

D. Housing Committee: Linda Foster reported that the committee discussed having a bus tour of the HOPWA funded facilities on Monday, May 5, 2008. Staff will email more specific information and finalize the date.

E. Client Advocacy Committee (HCAC): Kelly Gomez reported that the committee reviewed the Client Satisfaction Survey and discussed the oral health focus groups.

F. Prevention Planning Committee (PPC): Tamarra Jones reported that the committee is working on finalizing the membership structure and the revised application. The Outreach Subcommittee discussed planning an event for National HIV Testing Day. The next meeting on Tuesday, March 25, 2008 will include a capacity building training on the priority setting process.

Item VII. Break:

Item IX. Staff Reports:

A. HIV Planning and Coordination:

Tamarra Jones introduced Dr. Kevin Reilly as the Division Manager of Disease Control and Epidemiology. Tamarra Jones provided the following report:

- Council members were referred to a memo about the Site Visit Review Summary Report – Ryan White Fiscal Year 2007-08 (see handout).
- Council members were referred to a handout describing the Ryan White Quality Management Committee implementation meeting on Monday, April 7, 2008 at the Health Care Agency Conference Room (see handout).
- Council members were referred to handouts describing the focus groups on women's health needs on Saturday, March 15, 2008 and Saturday, March 22, 2008.
- A copy of the FY 2008 Ryan White Part A Grant Application was distributed to Council

members.

- HIV/AIDS on Frontline conference will be held on Wednesday, April 23, 2008.

B. Contract Development and Management: Colleen Van Winkle stated that the RFP that was appealed did not go beyond the first level of the appeal process. Contracts were extended for four months. The HIV services contract will be for 20 months and will start on July 1, 2008.

Item X. Standing Reports:

A. State Office of AIDS:

There was no report.

Item XI. Member's Privilege/Announcements:

Dr. Christopher Ried referred members to a handout about the Care and Treatment Program Update from the California HIV Planning Group conference which took place on March 12 and 13, 2008.

Alan Witchey stated that AIDS Walk will be on Saturday, May 10, 2008 at Anaheim Stadium. Alan also announced that the movie *Meth* will be shown at Santa Ana College on Wednesday, April 16, 2008 at 7:00pm.

Jerry Lail distributed handouts regarding the HRSA Housing Policy Amendment.

Alfonso Guerrero distributed flyers about the Center's annual Hermosa y Protegida transgender beauty pageant on Saturday, March 22, 2008 at 7:00pm.

Item XII. Adjournment:

Miles Wood adjourned the meeting at 8:53pm until April 9, 2008.