



Wednesday, May 12, 2021
Webinar Meeting



MINUTES

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Chair: John Paquette

Recorder: Martha Garcia

Members Present (via Webinar): Mark Coleman, Michelle Gallardo, Dr. Scott Huffman, Kean Kirk, Dr. Christopher Ried, and Lydia Tran

Members Present (In office): Homero Beltran, Fernando Martinez, and John Paquette

Affiliate Members Present (In Office): Adelmo Chan

Members Absent: Dr. Geeta Gupta, Narciso Guevara, and Steven Madrid

Affiliate Members Absent: None

Staff: Martha Garcia, Matilde Gonzalez-Flores, Mindy He, Karen Leland, and Marlon Velasco

Staff Members Absent: None

Guests: Ignacio Alvarez, Tamarra Jones, and Ace Robinson

Item 1. Call to Order: John Paquette called the meeting to order at 6:02 pm.

Item 2. Welcome and Introductions:

John Paquette welcomed all in attendance. John provided an overview of the agenda, the purpose of public comment, and how the meeting will be facilitated. The meeting was held in office and also as a webinar due to special circumstances. A roll call for attendance was taken. A quorum was established.

Item 3. Approval of Agenda:

Fernando Martinez put forward a motion to approve the agenda. The Chair repeated the motion. Homero Beltran seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of April 14, 2021 Minutes:

Fernando Martinez put forward a motion to approve the April 14, 2021 minutes. The Chair repeated the motion. Kean Kirk seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 5. Public Comment:

There was no public comment.

Item 6. Our Working Council Discussion:

There were no comment cards for review. John Paquette reminded members that comment cards can be submitted to Planning Council Support via email.

Item 7. Approval of Temporary Representative to California Planning Group (CPG):

Matilde Gonzalez-Flores informed members that the CPG overview of membership responsibilities and the application process was presented at the March 10, 2021 meeting and at the April 14, 2021 meeting. However, there were no applications received and as such there is not a CPG nominated representative at this time. The Grant Recipient would like to recommend that a Grant Recipient representative, Matilde Gonzalez-Flores be approved as the temporary CPG representative to ensure that the Council is informed of the ongoing work of the CPG. Mark Coleman put forward a motion to approve the temporary representative to CPG. The Chair repeated the motion. Fernando Martinez seconded the motion. There was no discussion or public comment. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve Matilde Gonzalez-Flores as the temporary representative to CPG.

Item 8. Approval of FY20 Preliminary Final Expenditures, Reallocations, and Carryover:

Mindy He provided an overview of the FY 2020-21 Preliminary Final Expenditures, Reallocations, and Carryover. The Planning Council (Council) Directives to the Grant Recipient allow reallocations of up to \$20,000 without prior authorization at year's end. Any amount that exceeds \$20,000 per subservice category requires Council approval. However, at the January 13, 2021 Council meeting, the Council approved reallocations including an approval for the Grant

Recipient to reallocate funds in excess of \$20,000 to Oral Health at the end of the fiscal year to ensure the grant is maximized and needs are met. Additional adjustments may be needed once all final expenses are recorded. The Council approved the following:

- **Outpatient Ambulatory Health Services:** Decrease by \$53,051 to \$1,140,926.
- **Specialty Medical Care:** Increase by \$13,249 to \$213,951.
- **Medical Retention Services:** Decrease by \$14,060 to \$548,584.
- **Medical Retention Services (MAI):** Increase by \$52,539 to \$367,035.
- **Linkage to Care:** Decrease by \$15,111 to \$252,201.
- **Linkage to Care (MAI):** Decrease by \$52,539 to \$57,924.
- **Health Insurance Premium Payments:** Decrease by \$37,211 to \$79,429.
- **Mental Health:** Increase by \$4,811 to \$58,881.
- **Oral Health Care:** Increase by \$81,503 to \$818,714.
- **Early Intervention Services:** Increase by \$9,600 to \$149,600.
- **Medical Nutrition Therapy:** Increase by \$11,500 to \$149,150.
- **Home Delivered Meals:** Decrease by \$1,992 to \$10,008.
- **Food Bank Core:** Increase by \$15,800 to \$55,800.
- **Client Support Services:** Increase by \$25,353 to \$285,560.
- **Client Advocacy:** Increase by \$45,571 to \$263,057.
- **Benefits Counseling:** Decrease by \$8,600 to \$107,020.
- **Eligibility:** Decrease by \$22,349 to \$411,767.
- **Emergency Financial Assistance (EFA) for Medications:** Increase by \$728 to \$12,592.
- **Short Term Supportive Housing:** Decrease by \$26,722 to \$220,675.
- **Outreach Services:** Decrease by \$1,067 to \$26,652.
- **Food Bank (Support):** Decrease by \$27,751 to \$88,033.
- **Medical Transportation Services:** Decrease by \$203 to \$42,498.

Homero Beltran put forward a motion to approve the FY20 Preliminary Final Expenditures, Reallocations, and Carryover. The Chair repeated the motion. Kean Kirk seconded the motion. There was no discussion or public comment. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY20 Preliminary Final Expenditures, Reallocations, and Carryover.

Item 9. Approval of FY21 Part A Allocations Based on Award:

Mindy He provided an overview of FY21 Part A Allocation Based on Award. On March 30, 2021 Orange County received the full FY 2021-22 (March-February) Part A and Minority AIDS Initiative (MAI) Funds allocation; resulting in a \$57,677 decrease in funding compared to the funds awarded in FY20. On September 9, 2020, the Council approved a decrease funding scenario with staging. The decrease funding scenario assumed level funding for MAI funds, therefore the decrease of \$10,845 was applied to Grant Recipient Administration. The Council approved the following based on FY20 expenditures and anticipated need:

Part A Funding Reallocations:

- **Outpatient Ambulatory Care (Service Category 1.1):** Decrease of \$114,463 in Part A to \$1,068,214. An additional \$1,297,008 in Part B and Part C funds have been allocated to this service. The total allocation is \$2,365,222.
- **Medical Retention Services (Service Category 2.1):** Increase of \$89,800 in Part A to \$742,800. An additional \$311,967 in HOPWA, Part B, and Part C funds have been allocated to this service. The total allocation is \$1,459,309.
- **Linkage to Care (Service Category 2.2):** Decrease of \$22,979 to \$300,973. An additional \$93,854 in Part B and Part C funds have been allocated to this service. The total allocation is \$479,370.
- **Health Insurance Premium (Service Category 4.1):** Increase of \$5,750 to \$70,750.
- **Mental Health (Service Category 6):** Increase of \$9,519 to \$66,851.
- **Oral Health (Service Category 7):** Increase of \$101,851 to \$604,357. An additional \$53,272 in Part C funds have been allocated to this service. The total allocation is \$657,629.
- **Early Intervention Services (Service Category 8):** Decrease of \$10,000 to \$130,000. The proposed allocation is based on FY20 expenditures. An additional \$274,137 in Part B has been allocated to this service. The total allocation is \$404,137.
- **Medical Nutrition Therapy (Service Category 12.1):** Increase of \$49,531 to \$164,531. The total allocation is \$164,531.

- **Food Bank Core (Service Category 12.2):** Increase of \$1,650 to \$41,650. An additional \$48,000 in HOPWA has been allocated to this service. The total allocation is \$89,650.
- **Nutritional Supplements (Service Category 12.4):** Increase of \$5,775 to \$63,775.
- **Home Health Care (Service Category 13.1):** Decrease of \$1,011 to \$0.
- **Home Health/Para-professional Care (Service Category 13.2):** Decrease of \$30,864 to \$93,237.
- **Client Support Services (Service Category 2.3):** Decrease of \$88,340 to \$279,307. An additional \$70,574 in Part B and Part C funds have been allocated to this service. The total allocation is \$349,881.
- **Client Advocacy (Service Category 3.1):** Decrease of \$81,240 to \$312,781. An additional \$72,706 in Part B and Part C funds have been allocated to this service. The total allocation is \$ 385,487.
- **Eligibility Screening (Service Category 3.2):** Increase of \$241,618 to \$436,090. An additional \$150,803 in Part B and Part C funds have been allocated to this service. The total allocation is \$586,893.
- **Short Term Supportive Housing (Service Category 5.3):** Increase of \$65,000 to \$224,920. An additional \$630,228 in HOPWA and other grant funds have been allocated to this service. The total allocation is \$855,148.
- **Medical Transportation Services (Service Category 10):** Decrease of \$116,905 to \$51,391.
- **Food Bank – Support (Service Category 12.2):** Decrease of \$131,500 to \$47,905. An additional \$81,300 in HOPWA funds have been allocated to this service. The total allocation is \$129,205.

Minority AIDS Initiative (MAI) Reallocations:

- **Medical Retention Services (Service Category 2.1):** Increase of \$179,790 in MAI to \$317,050.
- **Linkage to Care (Service Category 2.2):** Decrease of \$179,790 to \$84,543.

Kean Kirk put forward a motion to approve the FY21 Part A Allocations Based on Award. The Chair repeated the motion. Fernando Martinez seconded the motion. There was no discussion or public comment. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY21 Part A Allocations Based on Award.

Item 10. Review FY 2020-21 Assessment of the Administrative Mechanism:

Matilde Gonzalez-Flores provided an overview of the FY 2020 Assessment of the Administrative Mechanism. FY2020 provider reimbursement and contracting process data was reviewed.

Item 11. Complete the Assessment of the Administrative Mechanism Survey:

Matilde Gonzalez-Flores provided an overview of the Assessment of the Administrative Mechanism (AAM) 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. Members are required to complete the online AAM survey by May 31st. Members should contact Planning Council support for assistance with completing the online survey or to request that a hard copy to be mailed.

Item 12. Grant Recipient Reports:

A. HIV Planning and Coordination:

Matilde Gonzalez-Flores shared the results of the Open House survey. Those that responded preferred a virtual Open House. However, there were no volunteers to assist with the event. The members agreed on postponing the event for the fall which would allow for things to get back to normal and have members volunteer.

B. Quality Management:

Marlon Velasco provided an overview of the Housing Standards of Care with the proposed changes. Mark Coleman put forward a motion to approve the Housing Standards of Care. The Chair repeated the motion. Fernando Martinez seconded the motion. There was no discussion or public comment. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve Housing Standards of Care with the proposed changes.

Item 13. Matters from the Chair:

John Paquette informed members the following was in their packet

- Council Open Nomination Process Guidelines Policies and Procedures
- Common Standards of Care

Item 14. Member's Privilege/Announcements:

There were no matters from the members.

Item 15. Adjournment until June 9, 2021:

John Paquette adjourned the meeting at 7:30 pm.