



HIV PLANNING COUNCIL
www.ocalthinfo.com/hivcouncil

Wednesday, December 8, 2021
Webinar Meeting



MINUTES

Para solicitar una copia de estos minutos en español por favor contacte a Martha Garcia al (714) 834-8399 o MGarcia@ocnca.com.

Chair: John Paquette

Recorder: Martha Garcia

Members Present (via Webinar): Jessica Castellon, Dr. Geeta Gupta, Dr. Scott Huffman, Kean Kirk (arrived during Item #7), Kristen Kowalczyk, Wendy Lords, Dr. Christopher Ried, and Khloe Rios-Wyatt

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

Affiliate Members Present (In Office): Adelmo Chan

Members Absent: Michelle Gallardo (LOA) and Lydia Tran (LOA)

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, Axum Taylor, and Marissa Tonelli

Item 1. Call to Order: John Paquette called the meeting to order at 6:04 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:

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

Item 4. Approval of November 10, 2021 Minutes:

Fernando Martinez put forward a motion to approve the November 10, 2021 minutes. The Chair repeated the motion. Dr. Ried 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. Overview of HIV Planning Council Assessment:

Marissa Tonelli and Axum Taylor from HealthHIV provided an overview of the Council assessment. The following are the intended outcomes of the assessment:

- Help evaluate the effectiveness of the Council's operating structure, policies and procedures, membership, and stakeholder and consumer engagement.
- Identify the Council's strengths and areas for improvement in order to help implement a more effective HIV planning processes.
- Provide key recommendations and offer model practices from other jurisdictions that may be implemented.

Item 8. Election of Officers:

Martha Garcia provided an overview of those nominated at the November 10, 2021 meeting as follows:

Chair:

- Fernando Martinez nominated Michelle Gallardo (respectfully declined via email)
- Dr. Huffman and Kean Kirk nominated John Paquette (accepted)

The Chair opened the floor for additional Chair nominations. There were no additional nominations. The Chair closed nominations. A ballot vote was taken and the votes were read aloud as follows:

- John Paquette: Homero Beltran, Dr. Gupta, Dr. Huffman, Kean Kirk, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, John Paquette, Dr. Ried, Khloe Rios-Wyatt

John Paquette was elected Chair.

Vice-Chair:

- Homero Beltran nominated Narciso Guevara (resigned from Council)
- Fernando Martinez nominated Kean Kirk (respectfully declined)
- Dr. Gupta nominated Michelle Gallardo (respectfully declined via email)
- Dr. Ried nominated Lydia Tran (accepted)
- Dr. Ried nominated Fernando Martinez (accepted)

The Chair opened the floor for additional Vice - Chair nominations. There were no additional nominations. The Chair closed nominations. A ballot vote was taken and the votes were read aloud as follows:

- Fernando Martinez: Homero Beltran, Dr. Gupta, Dr. Huffman, Kean Kirk, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, John Paquette, Dr. Ried, Khloe Rios-Wyatt
- Lydia Tran: Homero Beltran, Dr. Gupta, Dr. Huffman, Kean Kirk, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, John Paquette, Dr. Ried, Khloe Rios-Wyatt

Fernando Martinez and Lydia Tran were elected Vice-Chairs.

Item 9. Approval of FY 2021-22 Estimated Carryover Request:

Mindy He provided an overview of the FY 2021-22 Estimated Carryover Request. The estimate is submitted annually before December 31st of each year and must indicate the anticipated unobligated balance (unexpended funds) for the end of the fiscal year. The Executive Committee reviewed the carryover request at the December 1, 2021 meeting. If there were any unexpended funds, and a carryover were actually needed, a final carryover request would be submitted at the end of the fiscal year. The estimated unexpended funds will be allocated to Oral Health Care Services and Housing Services for FY 2022-23 based on need and current trends in utilization. Prior to discussion, Kean Kirk, Kristen Kowalczyk, and Wendy Lords recused themselves by being placed in a virtual breakout room. Dr. Gupta put forward a motion to approve the FY 2021-22 Estimated Carryover Request. The Chair repeated the motion. Dr. Ried seconded the motion. There was no discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. The yay votes were unanimous and the motion carried to approve the FY 2021-22 Estimated Carryover Request.

Item 10. Discussion on 2022 Meetings and Member Survey:

Matilde Gonzalez-Flores provided an overview of the 2022 meeting participation member survey. Due to COVID-19 and pursuant to Assembly Bill 361 and the Governor's Proclamation of a State of Emergency, Council and Committee meetings have been held via video/teleconference in 2020 and 2021, with a hybrid meeting option available for Council and HIV Client Advocacy Committee (HCAC) to encourage member participation. The intent of the survey is to assess Council and Committee member preferences for 2022 meeting attendance. The due date for the survey is December 20, 2021 and will be anonymous.

Item 11. Overview of Part A Grant Application:

Mindy He provided an overview of the Part A application that was submitted on October 1, 2021.

Item 12. CPG Update:

Matilde Gonzalez-Flores provided an overview of the November CPG meetings.

Item 13. State Office of AIDS Update:

Jessica Castellon provided an overview of the OA Voice December Newsletter.

Item 14. Grant Recipient Reports:

**A. HIV Planning and Coordination: Matilde Gonzalez-Flores shared the following:
Ryan White Conference**

- The 2022 Ryan White Conference is scheduled for August 2022 and will take place in Washington, D.C. (in-person) and virtually. The theme of the conference is "The Time Is Now: Harnessing the Power of Innovation, Health Equity, and Community to End the HIV Epidemic."

National HIV Aids Strategy Update

- The HIV National Strategic Plan released in January 2021 was re-released on December 1, 2021 and is now referred to as the National HIV AIDS Strategy or Strategy. CDC and HRSA will hold a webinar in the following weeks to discuss the key changes to the Strategy.

2022 Council and Committee Calendar

- The 2022 Council and committee calendar is included in member's packet.

Ending the HIV Epidemic Update

- The Integrated Plan Committee (IPC) which is the designated Ending the HIV Epidemic (EHE) Steering Committee continues to review and monitor Orange County's EHE Plan. A Request for Proposals (RFP) for HIV Outpatient Ambulatory Health Service for North Orange County was released December 3, 2021 and will close on January 7, 2022. Any related questions should be submitted via BidSync.

Membership Bios

- For 2022 HIVPAC will be developing develop a handout of Council member bios to help increase member engagement and allow members to feel more connected with one another as some members have not had the opportunity to meet together in person. Member bios will be included in Council and Committee binders. Each member is asked to submit a picture and a quick bio stating how long they have been on the Council and why they joined. Deadline for the submission is December 31, 2021.

B. Quality Management (QM) Committee: Marlon Velasco shared the following information:

Focus Group Update

- A Spanish Mental Health focus group will be held on December 10, 2021 at Radiant Health Centers. There were no RSVPs for the English focus group.

Client Needs Survey Update

- All survey boxes have been delivered and providers have been asked to continue to promote the Client Needs Survey. Any questions can be directed to Marlon Velasco or Kristin Alix.

Early Intervention Services Standards of Care

- Marlon provided an overview of the Early Intervention Services Standards of Care. Kean Kirk put forward a motion to approve the Early Intervention Services Standards of Care. The Chair repeated the motion. Dr. Huffman seconded the motion. There was no discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. The yay votes were unanimous and the motion carried to approve the Early Intervention Services Standards of Care.

Item 15. Matters from the Chair:

John Paquette informed members the following was included in their packet:

- FY 2021-22 Reallocations
- Non Discrimination Policies and Procedures
- Updating Previously Approved Council documents Policies and Procedures
- Outreach Standards of Care

Item 16. Member's Privilege/Announcements:

There were no matters from the members.

Item 17. Adjournment until January 12, 2022:

John Paquette adjourned the meeting at 7:49 pm.