



**HIV PLANNING COUNCIL**  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
**Wednesday, July 8, 2020**  
Public Health Services Training Center  
1725 West 17<sup>th</sup> Street, Santa Ana  
and  
Webinar Meeting



**MINUTES**

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

**Chair:** Kean Kirk

**Recorder:** Martha Garcia

**Members Present (via Webinar):** Sandra Boodman (Joined after start of meeting), Mike Carson, John Conrad, Heather Enciso, Michelle Gallardo, Dr. Geeta Gupta, Liz Hall, Kean Kirk, and Dr. Christopher Ried

**Members Present (In office):** Mark Coleman and Steven Madrid

**Affiliate Members Present:** None

**Members Absent:** Homero Beltran (LOA), Narciso Guevara (LOA), Fernando Martinez (LOA), and John Paquette (LOA)

**Affiliate Members Absent:** Adelmo Chan (LOA)

**Staff:** Martha Garcia, Matilde Gonzalez-Flores, Mindy He, Edward Perkins, and Marlon Velasco

**Staff Members Absent:** None

**Guests:** Ignacio Alvarez, and Jacqueline Talamantes

**Item 1. Call to Order:** Kean Kirk called the meeting to order at 6:16 pm.

**Item 2. Welcome and Introductions:**

Kean Kirk welcomed all in attendance. Kean 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:**

Michelle Gallardo put forward a motion to approve the agenda. The Chair repeated the motion. John Conrad seconded the motion. There was no discussion or public comment. A roll call vote was taken. The motion passed by consensus.

**Item 4. Approval of June 10, 2020 Minutes:**

John Conrad put forward a motion to approve the June 10, 2020 minutes. The Chair repeated the motion. Michelle Gallardo seconded the motion. There was no discussion or public comment. A roll call vote was taken. The motion passed by consensus.

**Item 5. Public Comment:**

There was no public comment.

**Item 6. Our Working Council Discussion:**

The Comment Card handout was reviewed and there were no suggested responses or follow-up actions.

**Item 7. Approval of PC Letter of Endorsement for FY20 Priorities and Allocations:**

Mindy He provided an overview of the Council Letter of Endorsement for FY20 Priorities and Allocations. Dr. Gupta put forward a motion to approve the Council Letter of Endorsement for FY20 Priorities and Allocations. The Chair repeated the motion. Mark Coleman seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the Council Letter of Endorsement for FY20 Priorities and Allocations.

**Item 8. Approval of FY 2021-22 Service Category Priorities:**

Matilde Gonzalez-Flores provided an overview of the FY 2021-22 Service Category Priorities approved by PSAP. Prior to discussion, Heather Enciso and Kean Kirk, recused themselves by muting their phones. The committee agreed on the following:

1. Outpatient / Ambulatory Health Services

2. Medical (MCM) / Non-Medical Case Management (Non-MCM) Services
3. Referral for Health Care and Supportive Services
4. Emergency Financial Assistance (EFA) – Medications / Health Insurance Premium (HIPP) & Cost Sharing Assistance/ AIDS Drug Assistance Program (ADAP)
5. Housing – EFA for Housing / Housing Coordination / Transitional Housing: General Population/ Transitional Housing: Substance Users
6. Mental Health Services
7. Oral Health Care
8. Early Intervention Services (EIS) [formerly categorized as HIV Counseling and Testing]
9. Substance Abuse Outpatient Care (Narcotic Replacement Program / Detox / Counseling) / Substance Abuse Services Residential
10. Medical Transportation Services
11. Outreach Services
12. Nutrition Services (Medical Nutrition Therapy Nutritional Counseling / Food Bank / Home Delivered Meals / Nutritional Supplements)
13. Home Health Care / Home and Community-Based Health Services (HCBHS) / Hospice / Rehabilitation
14. Other Professional Services including Legal Services
15. Independent Living Skills [HRSA Category Health Education / Risk Reduction]
16. Prevention with Positives including Education and Prevention for HIV positive individuals [HRSA Category Health Education/Risk Reduction]
17. Psychosocial Support Services

Mike Carson put forward a motion to approve the FY 2021-22 Service Category Priorities. The Chair repeated the motion. Mark Coleman seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY 2021-22 Service Category Priorities.

**Item 9. Approval of FY19-20 Final Expenditures and Carryover:**

Mindy He provided an overview of the FY 19-20 Final Expenditures and Carryover. Based on the final expenditures for FY19, a total of \$23,366 of MAI funds were unexpended and can be requested for carryover to FY20. Funds will be used to support Medical Case Management services. In FY19, there was one MAI provider compared to previous years' where there were two MAI providers. Because of this, the expenses were lower than anticipated and there were unobligated expenses for FY19. MAI expenses will be monitored in FY 20 to ensure that the funds are expended and are meeting the needs of the community. Prior to discussion, Sandra Boodman, Heather Enciso, and Kean Kirk, recused themselves by muting their phones. The committee agreed on the following year-end adjustments for FY19 based on final expenses:

- **Outpatient Ambulatory Health Services:** Increase by \$2,615 to \$1,246,545.
- **Specialty Medical Care:** Increase by \$269 to \$249,624.
- **Health Insurance Premium Payments:** Increase by \$1,000 to \$93,113.
- **Mental Health:** Increase by \$929 to \$35,295.
- **Home Delivered Meals:** Decrease by \$3,104 to \$16,896.
- **Nutritional Supplements:** Increase by \$1,405 to \$58,384.
- **Client Support Services:** Decrease by \$500 to \$246,908.
- **Short Term Supportive Housing:** Decrease by \$2,615 to \$161,305.
- **Medical Transportation:** Increase by \$1 to \$283,429.

Dr. Gupta put forward a motion to approve the FY19-20 Final Expenditures and Carryover. The Chair repeated the motion. Steven Madrid seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY19-20 Final Expenditures and Carryover.

**Item 10. Concurrence on Orange County's Ending the HIV Epidemic Plan:**

Matilde Gonzalez-Flores provided an update on Orange County's Ending the HIV Epidemic Plan and the letter of concurrence that will be submitted by the Chair. Dr. Gupta put forward a motion to approve the Council Letter of Concurrence on Orange County's Ending the HIV Epidemic Plan, Phase 1 accelerated planning process and plan funded through CDCPS 19-1906. The Chair repeated the motion. Dr. Ried seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call

vote was taken. The yay votes were unanimous and the motion carried to approve the Council Letter of Concurrence on Orange County's Ending the HIV Epidemic Plan.

**Item 11. Approval of Assessment of the Administrative Mechanism (AAM):**

Matilde Gonzalez-Flores and Marlon Velasco provided an overview of the Assessment of the Administrative Mechanism. The AAM survey was available for completion online via Survey Monkey and hard copy (paper) version from May 14, 2020 through June 26, 2020. The survey was anonymous and consisted of seven (7) questions. In total, there were 13 surveys completed among the 15 members: 10 online surveys (77% of members) and three (3) paper surveys (23% of members) representing a response rate of 87%. John Conrad put forward a motion to approve the Assessment of the Administrative Mechanism Results. The Chair repeated the motion. Sandra Boodman seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the Assessment of the Administrative Mechanism Results.

**Item 12. Grant Recipient Reports:**

**A. HIV Planning and Coordination:** Matilde Gonzalez-Flores provided the following updates:

- **Staffing Updates:**  
Giovan Hernandez, will be joining HIV Planning and Coordination as the new Program Supervisor. He will be starting July 17<sup>th</sup>.
- **Webinar Meetings:**  
Webinar meetings will be transitioning to WebEx meetings starting in August. New log in procedures will be sent to members.
- **NHAS infographic:**  
An overview of the updated Orange County HIV/AIDS Strategy infographic was presented to members.

**B. Ryan White Quality Management (QM): Marlon Velasco shared the following:**

- **Approval of Outpatient/Ambulatory Health Services Standards of Care (SOC):**  
Marlon Velasco provided an overview of the Outpatient/Ambulatory Health Services Standards of Care with the proposed changes from the Quality Management Committee. Mark Coleman put forward a motion to approve the Outpatient/Ambulatory Health Services SOC. The Chair repeated the motion. Sandra Boodman seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yay. The Chair then asked for any nay votes. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the Outpatient/Ambulatory Health Services SOC

**Item 13. Matters from the Chair:**

Kean Kirk informed members that the following was in their packets:

- Council Roster
- Conflict of Interest Policy and Procedure
- Comment Card Policy and Procedure
- Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals SOC
- Emergency Financial Assistance for Medications SOC

**Item 14. Member's Privilege/Announcements:**

There were no matters from the members.

**Item 15. Adjournment until August 12, 2020:**

Kean Kirk adjourned the meeting at 8:07 pm.