



HIV PLANNING COUNCIL  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
May 11, 2022

Public Health Services Training Center (1729E)  
1725 W. 17th Street, Santa Ana, CA 92706  
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:** John Paquette

**Recorder:** Martha Garcia

**Members Present (via Webinar):** Jessica Castellon, Dr. Geeta Gupta (Arrived during Item 9), Kristen Kowalczyk, Wendy Lords, Khloe Rios-Wyatt, and Lydia Tran

**Members Present (In office):** Homero Beltran, Fernando Martinez, John Paquette, Dr. Christopher Ried, and Ricardo Velasco

**Affiliate Members Present (In Office):** Adelmo Chan

**Members Absent:** Michelle Gallardo (Notification Received) and Dr. Scott Huffman (Notification Received)

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** Ignacio Alvarez and Dr. Jeffrey Vu (Arrived during Item 9)

**Item 1. Call to Order:** John Paquette called the meeting to order at 6:09 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:**

Prior to approval, Matilde Gonzalez-Flores proposed that Item 7 be presented after Item 9 to ensure quorum was met not including members that needed to be recused. Fernando Martinez put forward a motion to approve the agenda with the change. The Chair repeated the motion. Ricardo Velasco seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of April 13, 2022 Minutes:**

Fernando Martinez put forward a motion to approve the April 13, 2022 minutes. The Chair repeated the motion. Lydia Tran 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 FY21-22 Preliminary Final Expenditures, Reallocations, and Carryover:**

Mindy He provided an overview of the FY 2021-22 Preliminary Final Expenditures, Reallocations, and Carryover. Year-end adjustments and reallocations are done at the end of the year to ensure funds are being allocated to areas of need and funds are not unobligated (unexpended) at the end of the year. Year-end adjustments and reallocations are based on the final invoices or expenses that have been claimed or are pending payment. The Planning Council (Council) Directives to the Grant Recipient allows reallocations of up to \$20,000 without prior authorization at year end. Any amount that exceeds \$20,000 per subservice category requires Council approval. The year-end adjustments and reallocations are as follows based on preliminary final expenses:

- **Outpatient Ambulatory Health Services:** Increase by \$110,984 to \$1,200,917
- **Specialty Medical Care:** Decrease by \$4,624 to \$196,078

- **Medical Retention Services:** Decrease by \$6,473 to \$672,827
- **Medical Retention Services (MAI):** Increase by \$19,323 to \$336,833
- **Linkage to Care:** Decrease by \$28,597 to \$257,376
- **Linkage to Care (MAI):** Decrease by \$19,323 to \$65,220
- **Health Insurance Premium Payments:** Decrease by \$16,518 to \$49,232
- **Mental Health:** Decrease by \$7,941 to \$31,910
- **Oral Health Care:** Decrease by \$34,654 to \$569,703
- **Early Intervention Services:** Increase by \$20,855 to \$158,855
- **Home and Community Based Health Services:** Decrease by \$39,838 to \$154,399
- **Client Support Services:** Decrease by \$36,864 to \$306,596
- **Client Advocacy:** Decrease by \$2,866 to \$228,940
- **Eligibility:** Decrease by \$56,271 to \$294,116
- **Short Term Supportive Housing:** Increase by \$39,838 to \$264,758
- **Medical Transportation Services:** Decrease by \$491 to \$130,900
- **Outreach Services:** Decrease by \$2,075 to \$25,250
- **Administration (limited to 10% cap):** Increase by \$79,290 to \$563,710
- **Quality Management (limited to 5% cap):** Decrease by \$13,756 to \$183,619

Prior to discussion, Kristen Kowalczyk, Lydia Tran, and Wendy Lords recused themselves by being placed in a virtual breakout room. Fernando Martinez put forward a motion to approve the FY 2021-22 Preliminary Final Expenditures, Reallocations, and Carryover. The Chair repeated the motion. Homero Beltran 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. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY 2021-22 Preliminary Final Expenditures, Reallocations, and Carryover

**Item 8. Approval of Planning Council Applicants:**

Martha Garcia provided an overview of the new Planning Council applicants. Dr. Ried put forward a motion to approve the new applicants. The Chair repeated the motion. Ricardo Velasco 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. The yay votes were unanimous and the motion carried to approve the new Planning Council applicants.

**Item 9. Approval of HIV Planning Council Bylaws:**

Matilde Gonzalez-Flores provided an overview of the proposed changes to the Council Bylaws. The Council Bylaws are reviewed and updated as required by the Board of Supervisors (BOS) and periodically by the Grant Recipient to ensure they are current. On May 21, 2021, the BOS approved a new Bylaws template for all Boards, Commissions, and Committees (BCCs). County Counsel and the County Executive Office are coordinating the review of existing BCCs bylaws to adopt the new template by June 30, 2022. The Bylaws have been revised to incorporate the new Board approved template as well as County Counsel recommended changes. Dr. Gupta put forward a motion to approve the Council Bylaws with the proposed changes. The Chair repeated the motion. Fernando Martinez 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. The yay votes were unanimous and the motion carried to approve the Council Bylaws

**Item 10. CPG Update:**

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

**Item 11. State Office of AIDS Update:**

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

**Item 12. Grant Recipient Reports:**

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

**Assessment of the Administrative Mechanism Survey**

- Members were reminded to complete the Assessment of the Administrative Mechanism Survey. Results of the survey will be shared next month

**TGNC Community Forum**

- The TGNC Latinx Community Forum will provide an overview of community engagement and needs assessment activities and will take place on May 25, 2022 at the Delhi Center in Santa Ana. Members were encouraged to register and attend the event

**Public Health Reorganization**

- HIV Planning and Coordination is now under the Clinical Services Division. The new Clinical Services Division Manager is Dr. Jeffrey Vu.

**Ryan White Conference**

- Members were informed that the Ryan White Conference will be virtual this year and will be held on August 23 – 26, 2022. There is no limit on the number of participants. Consumers, HIV service providers, and other stakeholders are encouraged to participate. Martha Garcia will send a follow up email with the conference registration link and additional information

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

There were no matters from the Chair.

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

There were no matters from the members.

**Item 15. Adjournment until June 8, 2022:**

John Paquette adjourned the meeting at 7:36 pm.