



HIV PLANNING COUNCIL
www.ochca.com/hivcouncil
 July 13, 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.

Chair: John Paquette

Recorder: Martha Garcia

Members Present (via Webinar): Jessica Castellon, Michelle Gallardo, Dr. Geeta Gupta, Dr. Scott Huffman, Kristen Kowalczyk, Wendy Lords, Dr. Christopher Ried (Arrived during Item #7), Khloe Rios-Wyatt, and Lydia Tran

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

Affiliate Members Present (In Office): Adelmo Chan

Members Absent: Ricardo Velasco

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 April Orozco

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:

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

Item 4. Approval of June 8, 2022 Minutes:

Fernando Martinez put forward a motion to approve the June 8, 2022 minutes. The Chair repeated the motion. Wendy Lords 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 Final Part A Expenditures and Carryover:

Mindy He provided an overview of the FY 2021-22 Final Expenditures and Carryover. The Planning Council (Council) Directives to the Grant Recipient allow reallocations of up to \$20,000 without prior approval from Council at year's end. Any amount that exceeds \$20,000 per subservice category requires Council approval. The committee reviewed the following adjustments for FY21:

- **Medical Retention Services (Part A and MAI):** Increase by \$6,490 to \$1,016,150.
- **Health Insurance Premium Program:** Increase by \$2,081 to \$51,312.
- **Client Advocacy:** Increase by \$13,532 to \$242,471.
- **EFA – Medications:** Increase by \$11,004 to \$22,004.

The total unexpended funds for FY21 is \$321,104. As was discussed at previous Council meetings, the allocation for Oral Health Services was not fully expended partly due to reporting issues which have now been resolved to allow for accurate

monitoring of expenses. The intent is to carryover the unexpended funds to the current fiscal year. The request will be submitted to HRSA. If approved the carryover will be allocated to Oral Health Services.

Prior to discussion, Kristen Kowalczyk, Lydia Tran, and Wendy Lords recused themselves by being placed in a virtual breakout room. Dr. Gupta put forward a motion to approve the FY21 Final Part A Expenditures and Carryover. The Chair repeated the motion. Michelle Gallardo 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 FY21 Final Part A Expenditures and Carryover.

Item 8. Approval of FY22-23 Part A Allocations Based on Award:

Mindy He provided an overview of FY21 Part A Allocation Based on Award. On May 27, 2022, Orange County received the full FY22-23 (March-February) Part A and Minority AIDS Initiative (MAI) funds allocation. Orange County was awarded an increase of \$429,406 in funding in comparison to funds awarded in FY21-22 as follows:

	FY21	FY22	Difference (FY22 – FY21)
Part A	\$5,838,609	\$6,235,097	(+\$396,488)
MAI	\$453,426	\$486,344	(+\$32,918)
Total	\$6,292,035	\$6,721,441	(+\$429,406)

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 FY22 Part A Allocation Based on Award. 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 FY22 Part A Allocation Based on Award.

Item 9. Approval of PC Letter of Endorsement for FY22 Priorities and Allocations:

Mindy He provided an overview of the Council Letter of Endorsement for FY22 Priorities and Allocations. Michelle Gallardo put forward a motion to approve the Council Letter of Endorsement for FY22 Priorities and Allocations. The Chair repeated the motion. Wendy Lords seconded the motion. There was no discussion or public comment. The Chair asked for 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 Letter of Endorsement for FY22 Priorities and Allocations.

Item 10. Review FY22 Planning Council Support Budget:

Mindy He provided an overview of the FY22 Planning Council Support Budget. This is included in the administrative budget for Ryan White Part A funding which is limited to 10% of the total Part A allocation. For FY 2022, the total Part A allocation is \$ 6,235,097 of which, \$ 455,559 (7.3%) has been proposed as the allocation for Part A administration. The Planning Council Support budget is \$250,142, which is 55% of the total administrative budget.

Item 11. Approval of Comment Card Policies and Procedures:

Marlon Velasco provided an overview of the Comment Card Policies and Procedures. Fernando Martinez put forward a motion to approve the Comment Card Policies and Procedures. The Chair repeated the motion. Wendy Lords seconded the motion. There was no discussion or public comment. The Chair asked for members in favor say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the Comment Card Policies and Procedures.

Item 12. CPG Update:

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

Item 13. State Office of AIDS Update:

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

Item 14. Grant Recipient Reports:

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

Ryan White Part A Application Scoring

- HIVPAC received a perfect score of 100% on the submission of the Ryan White Part A application. The score reflects how well the application met the various criteria in the notice of funding opportunity. This is the first time a perfect score was received in the program’s history. She acknowledged the contributions of the Council, committees, and HIVPAC team.

2021 HIV Fact Sheet and HIV Care Continuum

- The 2021 HIV Fact Sheet and HIV Care Continuum were updated to include suggestions from Council members that were made last month. Updated documents are in member’s packet.

Housing Directives Update

- Update provided to Council regarding the COVID-19 provisions incorporated into the HIV Housing Directives in 2020 and 2021, which were implemented in response to the increased need for housing among clients at the height of the pandemic and allowed for Short Term Supportive Housing (STSH) and Emergency Financial Assistance (EFA) for Housing to be provided for the length of time necessary based on client need and available funding. The increased need was met with existing and new funding sources. Based on current available funding, the COVID-19 provisions for STSH and EFA for Housing will be lifted as of August 1, 2022, which means that the regular service criteria for STSH and EFA for Housing in place prior to the pandemic will be reinstated. HIVPAC consulted with the HIV Housing Committee to ensure a smooth implementation and will also notify all service providers to ensure clients are aware of this change following the Council meeting.

B. Quality Management (QM) Committee:

Jail Case Management Standards of Care

- Marlon Velasco provided an overview of the Jail Case Management Standards of Care. Michelle Gallardo put forward a motion to approve the Jail Case Management Standards of Care. The Chair repeated the motion. Fernando Martinez seconded the motion. There was no discussion or public comment. The Chair asked for members in favor say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the Jail Case Management Standards of Care.

FY 2021 Quality Management Performance Outcomes and FY 2022 Goals

- Marlon Velasco provided an overview of FY21 Quality Management (QM) Outcomes and the FY22 QM Goals. Outcomes were determined using ARIES, surveillance, and chart review data for services provided in the period of March 1, 2021 through February 28, 2022. For FY21 QM outcomes, 84% (21 of 25) of outcomes met their performance goal and were +/- 5% of the target goal and 16% (4 of 25) of outcomes did not reach the performance goal and were not within +/-5% of the target goal. For FY22 QM goals, the QM committee evaluated potential COVID-19 impact, previous year client utilization, and past three (3) FY performance measure trends. FY22 outcome goals were determined based on these factors.

Item 15. Matters from the Chair:

There were no matters from the Chair.

Item 16. Member's Privilege/Announcements:

There were no matters from the members.

Item 17. Adjournment until August 10, 2022:

John Paquette adjourned the meeting at 7:55 pm.