



**HIV PLANNING COUNCIL**  
[www.ochcahealthinfo.com/hivcouncil](http://www.ochcahealthinfo.com/hivcouncil)  
 December 14, 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, Michelle Gallardo, Itamar Harari, Dr. Scott Huffman, Kristen Kowalczyk, Wendy Lords, Dr. Christopher Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Jeffrey Vu

**Members Present (In office):** Homero Beltran, Adelmo Chan, and John Paquette

**Affiliate Members Present (In Office):** None

**Members Absent:** Dr. Geeta Gupta and Fernando Martinez (Notification Received)

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** None

**Item 1. Call to Order:** John Paquette called the meeting to order at 6:05 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, Mindy He proposed that agenda Item 10, Review of Q2 Expenditure Report be moved after Item 7, Ending the HIV Epidemic (EHE) Quarterly Update as Item 10 will provide background information applicable to Item 8 and Item 9. Michelle Gallardo put forward a motion to approve the agenda with the change. The Chair repeated the motion. Adelmo Chan seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of November 9, 2022 Minutes:**

Adelmo Chan put forward a motion to approve the November 9, 2022 minutes. The Chair repeated the motion. Khloe Rios-Wyatt 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. Ending the HIV Epidemic (EHE) Quarterly Update:**

Matilde Gonzalez-Flores provided an update on Orange County's Ending the HIV Epidemic Plan including ongoing and planned EHE programs and services.

**Item 10. Review of Q2 Expenditure Report:**

Mindy He provided an overview of the Q2 Expenditure Report. The report is covered the timeframe of March 1, 2022 to August 31, 2022.

**Item 8. Approval of FY21 Reallocations with Carryover:**

Mindy He provided an update on the FY 2021 carryover approved by Council at the July 13, 2022 meeting with the intent to utilize funds for FY 2022 for Oral Health Care Services. Final expenditures for FY 2021 have been processed and the

total unobligated (unexpended) amount that was available for carryover and approved was \$319,825 (\$317,711 in Part A and \$2,114 in MAI). Based on the current and projected expenditures for Oral Health Care, it is anticipated that the current allocation will be able to meet the need. The Grant Recipient recommends the following reallocations:

- Allocating the carryover funds of \$317,711 in Part A dollars to Short Term Supportive Housing to meet the anticipated need for this service
- Allocating the carryover funds of \$2,114 in MAI funds to Medical Case Management - Medical Retention Services to meet the need.

Prior to discussion, Kristen Kowalczyk and Wendy Lords were recused by being placed in a virtual breakout room. Adelmo Chan put forward a motion to approve the FY 2021 Reallocations with Carryover. The Chair repeated the motion. Ricardo Velasco 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 Reallocations with Carryover.

**Item 9. Approval of FY22 Estimated Carryover:**

Mindy He provided an overview of the FY 2022 Estimated Carryover Request. The estimate is submitted annually before December 31<sup>st</sup> of each year and must indicate the anticipated unexpended funds also referred to as unobligated balance (UOB) for the end of the fiscal year. 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. Unexpended funds must be less than five percent (5%) of the formula award or penalties will be imposed, reducing future FY's award.

The FY 2022 Estimated UOB and Estimated Carryover Request process allows the opportunity to request a waiver for these penalties due to the impact of the COVID-19 pandemic. If the carryover request is approved, the estimated FY 2022 unexpended funds will be allocated to Housing Services for FY 2023.

The Grant Recipient recommends the Council approve the Part A Estimated UOB and Estimated Carryover Request including the request to waive the penalty attributed to spending less than 95% of the formula funds due to the impact of COVID-19 pandemic.

Prior to discussion, Kristen Kowalczyk and Wendy Lords recused themselves by being placed in a virtual breakout room. Adelmo Chan put forward a motion to approve the FY 2022 Estimated Carryover Request. 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 FY 2022 Estimated Carryover Request and waiver request due to the impact of the COVID-19 pandemic.

**Item 11. Election of Officers:**

Martha Garcia provided an overview of those nominated at the November 9, 2022 meeting as follows:

Chair:

- Ricardo Velasco nominated Michelle Gallardo (respectfully declined)
- Michelle Gallardo nominated Fernando Martinez (accepted)
- Wendy Lords nominated Ricardo Velasco (respectfully declined)
- Ricardo Velasco nominated Dr. Gupta (respectfully declined)
- Ricardo Velasco nominated Khloe Rios-Wyatt (respectfully declined)

The Chair opened the floor for additional Chair nominations. Martha Garcia informed members that Fernando Martinez changed his nomination from declining to accepting. 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, Adelmo Chan, Michelle Gallardo, Dr. Huffman, Kristen Kowalczyk, Wendy Lords, John Paquette, Dr. Ried, Khloe Rios-Wyatt, and Ricardo Velasco

Fernando Martinez was elected Chair.

Vice-Chair:

- Wendy Lords nominated Homero Beltran (accepted)
- Fernando Martinez nominated Michelle Gallardo (respectfully declined)
- Michelle Gallardo nominated Dr. Huffman (respectfully declined)
- Dr. Huffman nominated John Paquette (accepted)

The Chair opened the floor for additional Vice-Chair nominations. Martha Garcia informed members that Homero Beltran and John Paquette changed their nomination from pending to accepting. There were no additional nominations. The Chair closed nominations. A ballot vote was taken and the votes were read aloud as follows:

- Homero Beltran: Homero Beltran, Adelmo Chan, Michelle Gallardo, Dr. Huffman, Kristen Kowalczyk, Wendy Lords, John Paquette, Dr. Ried, Khloe Rios-Wyatt, and Ricardo Velasco
- John Paquette: Homero Beltran, Adelmo Chan, Michelle Gallardo, Dr. Huffman, Kristen Kowalczyk, Wendy Lords, John Paquette, Dr. Ried, Khloe Rios-Wyatt, and Ricardo Velasco

Homero Beltran and John Paquette were elected Co Vice-Chairs.

**Item 12. Nominations and Election of Executive Committee At-Large Members:**

Martha Garcia presented an overview of the Executive Committee At-Large Membership. There were no nominations and as such, the committee did not vote on or approve any At-Large members.

**Item 13. CPG Update:**

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

**Item 14. State Office of AIDS Update:**

Martha Garcia informed members that the OA Voice Newsletter can be found on the HIVPAC and State website.

**Item 15. Grant Recipient Reports:**

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

**Integrated HIV Prevention and Care Plan (Integrated Plan) Submission**

- The 2022-2026 Integrated Plan for Orange County was successfully submitted to HRSA the contributions of the Integrated Plan Committee, Council, and HIVPAC team were acknowledged.

**Planning Council Special Meeting**

- The Council must have a Special Meetings every 30 days to make a finding to continue to meet virtually. The next meeting is scheduled for January 9, 2023 at 12:00 pm. Council members were reminded that Council meetings are anticipated to resume in person in March due to the anticipated end of the State of Emergency.

**B. Quality Management (QM) Committee:**

Marlon Velasco provided an overview of the Medical Transportation Standards of Care. Wendy Lords put forward a motion to approve the Medical Transportation Standards of Care. 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 Medical Transportation Standards of Care.

**C. Procurement and Contract Services:** Karen Leland shared the following:

**Contract Renewal Season**

- Procurement and Contract Services Department is working on contract renewals, including HIV related contract renewals.

**Status of RFPs/Sole Source**

- Request for Proposal (RFP) process has been completed and proposals have been evaluated and sent to HIVPAC for further review. The next steps for Procurement and Contract Services Department are to notify proposed providers and set up contract negotiation meetings.
- Health Equity and Impact Solutions sole source process has been completed. Contracting in process has begun.

**Annual Site Visits**

- Annual site visit process lead by Procurement and Contract Services Department will begin before the end of March 2023 to include HIV related contracts.

**Item 16. Matters from the Chair:**

The Chair informed members the following was in their packet

- Letter of Concurrence for 2022-2025 HIV Integrated Prevention and Care Plan
- FY 2022-23 Reallocations
- Rules of Respectful Engagement Policies and Procedures

**Item 17. Member's Privilege/Announcements:**

Marlon Velasco informed members that the 2022 Satisfaction Survey has been distributed to all providers. Online and paper surveys will be accepted through January 23, 2023.

**Item 18. Adjournment until January 11, 2022:**

Fernando Martinez adjourned the meeting at 7:47 pm.