



MINUTES

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Chair: Fernando Martinez

Recorder: Martha Garcia

Members Present: Homero Beltran, Jessica Castellon, Adelmo Chan, Michelle Gallardo, Dr. Geeta Gupta, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, Dr. Christopher Ried, Ricardo Velasco, and Dr. Jeffrey Vu (Arrived during Item 8)

Affiliate Members Present: None

Members Absent: Dr. Itamar Harari and Khloe Rios-Wyatt

Affiliate Members Absent: None

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

Staff Members Absent: Mindy He

Guests: Cody Ramillano

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:10 pm.

Item 2. Welcome and Introductions:

Fernando Martinez welcomed all in attendance. Fernando Martinez provided an overview of the agenda, the purpose of public comment, and how the meeting will be facilitated. The Pledge of Allegiance was conducted. The moment of remembrance was held. Members and guests introduced themselves. A quorum was established.

Item 3. Approval of Agenda:

Homero Beltran put forward a motion to approve the agenda. The Chair repeated the motion. Wendy Lords seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of March 8, 2023 Minutes:

Michelle Gallardo put forward a motion to approve the March 8, 2023 minutes. The Chair repeated the motion. Ricardo Velasco 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. Fernando Martinez reminded members that comment cards can be submitted to Planning Council Support via email.

Item 7. Approval of Planning Council Support Policies and Procedures:

Marlon Velasco provided an overview of the Planning Council Support Policies and Procedures. Michelle Gallardo put forward a motion to approve the Planning Council Support Policies and Procedures. The Chair repeated the motion. Wendy Lords 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 to approve the Planning Council Support Policies and Procedures.

Item 8. EHE Quarterly Update:

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

Item 9. Review Assessment of the FY 2022-23 Administrative Mechanism (AAM):

Matilde Gonzalez-Flores provided an overview of the FY 2022 Assessment of the Administrative Mechanism and reviewed FY 2022 provider reimbursement and contracting process data.

- Item 10. Complete the FY 2022-23 Assessment of the Administrative Mechanism Survey:**
Matilde Gonzalez-Flores provided an overview of the Assessment of the Administrative Mechanism (AAM) survey. Every year the Council is required to assess the efficiency of the administrative mechanism in rapidly allocating funds to service providers that will address the area of greatest service need in Orange County. Members completed the survey at the meeting.
- Item 11. Planning for Open House**
Martha Garcia provided an overview of the agenda for the Open House in May and recruitment updates.
- Item 12. California Planning Group (CPG) Update:**
Matilde Gonzalez-Flores provided an overview of the March and April CPG meetings.
- Item 13. State Office of AIDS (OA) Update:**
Jessica Castellon provided an overview of the OA Voice April Newsletter.
- Item 14. Grant Recipient Reports:**
- A. HIV Planning and Coordination:**
- Council Brochure and Flyer Overview**
- Marlon Velasco provided an overview of proposed changes to the Planning Council recruitment brochure and flyer. The Council recommended additional changes. The brochure and flyer will also be shared with the HCAC committee for review and feedback.
- B. Quality Management (QM) Committee:**
- Marlon Velasco provided an overview of the Food Bank/Home Delivered Meals Standards of Care. Kristen Kowalczyk put forward a motion to approve the Food Bank/Home Delivered Meals Standards of Care. The Chair repeated the motion. Wendy Lords 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 Food Bank/Home Delivered Meals Standards of Care.
 - Marlon Velasco provided an overview of the Medical Nutrition Therapy Including Nutritional Supplements Standards of Care. Michelle Gallardo put forward a motion to approve the Medical Nutrition Therapy Including Nutritional Supplements 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 Nutrition Therapy Including Nutritional Supplements Standards of Care.
- C. Procurement and Contract Services:** Karen Leland provided the following update:
- **FY 23-24 Contract Renewals**
 - FY 23-24 contract renewals completed include HIV/STD Testing Services (ending December 31, 2024), HIV Care Services (ending February 28, 2025), HIV Legal Services (ending February 28, 2025), and HIV Health Care Services (ending February 28, 2026). Contract renewals in progress include STD Testing Services (ending June 20, 2025) and Case Management Services (ending February 28, 2026).
 - **Update on Solicitations**
 - The Board date for the Sole Source contract for HIV Community Engagement and Needs Assessment services may be changed to May 23, 2023. This service is funded through the Ending the HIV Epidemic initiative.
 - Contracting in progress with providers identified through the HIV/STD Testing, Care, and Referral Services request for proposals (RFP).
 - **Update on Annual Site Visits**
Due to a temporary increase in workload, Administrative site visits conducted by Contract Services have been postponed but are anticipated to be completed by end of the county FY, June 30, 2023.
- Item 15. Matters from the Chair:**
The Chair informed members the following was in their packet:
- Council Open Nomination Process Policies and procedures
 - Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals Standards of Care
- Item 16. Member's Privilege/Announcements:**
Michelle Gallardo shared with members that the City of Anaheim is currently accepting applications for Section 8 Rental Assistance Program. Applications are available online and are due on April 14, 2023. A waitlist will be compiled. While any Orange County resident can apply, City of Anaheim residents will be prioritized. The FY 2023-24 Annual Action Plan for Public Comment is due May 3, 2023. A public hearing to follow at the City of Anaheim.
- Item 17. Adjournment until June 14, 2023:**
Fernando Martinez adjourned the meeting at 8:01 pm.

