



HIV PLANNING COUNCIL
www.ochca.com/hivcouncil

July 12, 2023

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



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: Fernando Martinez

Recorder: Martha Garcia

Members Present: Homero Beltran, Adelmo Chan, Michelle Gallardo, Dr. Itamar Harari, Kristen Kowalczyk, Fernando Martinez, Dr. Christopher Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Dr. Geeta Gupta (LOA) and Wendy Lords (Notification Received)

Affiliate Members Absent: None

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

Staff Members Absent: None

Guests: Jazmina Castillo, Emilia Cuevas, Josie Lopez, Danni Macias, and Kming Rosenthal

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:02 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:

Ricardo Velasco put forward a motion to approve the agenda with the change. The Chair repeated the motion. Dr. Harari seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of June 14, 2023 Minutes:

Dr. Harari put forward a motion to approve the June 14, 2023 minutes. The Chair repeated the motion. Homero Beltran 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 or dropped into the Suggestion Box at the back of the room.

Item 7. 2022 Client Satisfaction Survey Results:

Marlon Velasco provided an overview of the results of the 2022 Client Satisfaction Survey that was conducted from November 2022 to January 2023.

Item 8. Approval of the Grievance Policies and Procedures:

Matilde Gonzalez-Flores provided an overview of the Grievance Policies and Procedures with the proposed changes. Dr. Vu put forward a motion to approve the Grievance Policies and Procedures. The Chair repeated the motion. Dr. Harari 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 Grievance Policies and Procedures with the proposed changes.

Item 9. Approval of FY 2024-25 Service Category Priorities:

Marlon Velasco provided an overview of the FY 2024-25 Service Category Priorities. The Integrated Plan Committee, HIV Client Advocacy Committee, and Priority Setting, Allocations, and Planning Committee participated in the priority setting process. The following are the service priorities approved by PSAP for Council approval:

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

Homero Beltran put forward a motion to approve the FY 2024-25 Service Category Priorities. The Chair repeated the motion. Kristen Kowalczyk 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 FY 2024-25 Service Category Priorities.

Item 10. FY22 Final Part A Expenditures and Carryover:

Mindy He provided an update on the FY 2022-23 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 Council approval at year-end. Any amount that exceeds \$20,000 per subservice category requires Council approval. Council reviewed the following change made by the Grant Recipient in addition to adjustments and reallocations reviewed and approved in the previous month:

- Year-end adjustment of \$2,274 from Linkage to Care to Outreach Services

Additionally, Mindy He provided an update regarding the total unobligated (unexpended) amount of \$536,115. A penalty waiver will be requested from HRSA since the unexpended funds exceeded 5% for this year and will be reviewed at the August Council meeting.

Item 11. Review FY23 Planning Council Support Budget:

Mindy He provided an overview of the FY23 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 2023, the total Part A allocation is \$ 6,327,611 of which, \$510,102 (8.1%) has been proposed as the allocation for Part A administration. The Planning Council Support budget is \$288,862, which is 56.6% of the total administrative budget

Item 12. EHE Quarterly Update:

Matilde Gonzalez-Flores provided an update on Orange County's Ending the HIV Epidemic (EHE) Work Plan which included a review of current and planned activities as well as progress made for each activity.

Item 13. California Planning Group (CPG) Update:

Matilde Gonzalez-Flores provided an overview of CPG roles and responsibilities. Council will nominate a new member to represent Council at CPG at the August Council meeting. Interested members were asked to submit their intent to apply and a brief statement as to why they would like to join to Planning Council support by July 31, 2023.

Item 14. Grant Recipient Reports:

A. HIV Planning and Coordination: Matilde Gonzales-Flores provided the following update:

FY22 Ryan White Site Visit Summary Report

- An overview of the Ryan White Site Visit Report was provided to members. Site visits were conducted between October 2022 and January 2023 for services rendered during the months of March through August 2022. Site visits are conducted to ensure contract compliance, program requirements are met, and services are given to eligible clients.

Integrated Plan HRSA/CDC Feedback

- Orange County received a perfect score on the Integrated Plan that was submitted in December to the Health Resources and Service Administration HIV/AIDS Bureau (HRSA HAB). Matilde acknowledged the contributions of IPC, Council, committees, and HIVPAC team and thanked everyone for all their hard work.

B. Quality Management (QM) Committee:

- **Approval of the Case Management Standards of Care**

Marlon Velasco provided an overview of the Case Management Standards of Care. Kristen Kowalczyk put forward a motion to approve the Case Management Standards of Care with the additional changes. The Chair repeated the motion. Dr. Harari 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 Case Management Standards of Care with the changes.

- **Quality Management Performance Outcomes FY22 and FY23 Goals**

Due to time constraints Matilde Gonzalez-Flores informed members that this item would be postponed until next month.

C. Procurement and Contract Services Updates

Karen Leland informed members of the following:

- All contract renewals have been completed.
- A new solicitation will be forthcoming for HIV/STD Testing Services. The current Master Contract will end December 31, 2023.
- FY 22-23 Contract Services Administrative Site Visits were completed by June 30, 2023. No major findings identified.

Item 15. Matters from the Chair:

The following are in member's packet:

- PC Letter of Endorsement for FY23 Priorities and Allocations
- FY 2022-23 Final Expenditures, Reallocations, and Carryover
- Evaluation of Grant Recipient Policies and Procedures
- Fund Allocation Policies and Procedures
- Compensation Policies and Procedures

Item 16. Member's Privilege/Announcements:

There were no announcement from the members.

Item 17. Adjournment until August 9, 2023:

Fernando Martinez adjourned the meeting at 7:56 pm.