



HIV PLANNING COUNCIL
www.ochca.org/hivcouncil

August 9, 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, Dr. Geeta Gupta (Arrived during Item #7), Kristen Kowalczyk (Arrived during Item #7), Wendy Lords, Fernando Martinez, Dr. Christopher Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Jeffrey Vu (Arrived during Item #7)

Affiliate Members Present: None

Members Absent: Dr. Itamar Harari (Notification Received) and Michelle Gallardo (Notification Received)

Affiliate Members Absent: None

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

Staff Members Absent: Karen Leland

Guests: Jazmina Castillo, Josie Lopez, and Kming Rosenthal (Arrived during Item #7)

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:13 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:

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

Item 4. Approval of July 12, 2023 Minutes:

Ricardo Velasco put forward a motion to approve the July 12, 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:

Ricardo Velasco congratulated Alianza Translatinx for a successful Transgender and Gender Non-Confirming (TGNC) Health Summit. Jazmina Castillo also acknowledged the success of the event.

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. Approval of Housing Directives:

Matilde Gonzalez-Flores provided an overview of the Housing Directives with the proposed changes made based on input from the HIV Housing Committee, HIV Housing Providers, and PSAP Committee. Wendy Lords put forward a motion to approve the Housing Directives. 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. The yay votes were unanimous to approve the Housing Directives.

Item 8. Approval of FY22 Carryover Request:

Mindy He provided an overview of the FY22 Carryover Request. As part of the annual grant reporting process to the Health Resources Services Administration (HRSA), Ryan White Recipients may submit a Final Carryover Request if there are unobligated (UOB) funds from the previous fiscal year (FY22) to be utilized in the current fiscal year (FY23). Additionally, the UOB of the Part A formula funds must be less than five percent (5%) of the formula award or penalties

will be imposed, reducing future FY's award. The FY22 Final UOB and Final Carryover Request process allows the opportunity to request a waiver for these penalties due to the impact of the COVID-19 pandemic. To request the waiver, justification for why funds are unobligated must include an explanation of how the COVID-19 pandemic impacted the ability to expend funds. A total of \$536,116 will be requested for carryover. The Priority Setting, Allocations, and Planning Committee reviewed and approved the FY22 Carryover Request on July 26, 2023 and recommended the following allocations:

- Housing Services \$81,482
- Nutrition Services (Food Bank, Nutritional Supplements, Home Delivered Meals) \$108,300
- Medical Case Management \$305,031
- Minority AIDS Initiative (MAI) Medical Case Management \$41,293

Dr. Gupta put forward a motion to approve the FY22 Carryover Request. 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. The yay votes were unanimous to approve the FY22 Carryover Request.

Item 9. Approval of Council Letter of Support for Part A Application:

Matilde Gonzalez-Flores provided an overview of the Council Letter of Assurance for the Part A application, which addresses the work of the Council and assures that the Council participated in a comprehensive planning process, determined priorities using an approved process to ensure the needs of the community are met and resources allocated, training was made available to Council members, and the Assessment of the Administrative Mechanism was conducted. The letter will be included as part of Orange County's Non-Competing Continuation (NCC) Progress Report. Dr. Gupta put forward a motion to approve the Council Letter of Assurance for the Part A application. 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 Council Letter of Assurance for the Part A application.

Item 10. California Planning Group (CPG) Update:

Matilde Gonzalez-Flores provided an overview of CPG roles and responsibilities. Council nominated a new member to represent Council at CPG. The nominations were as follows:

- Fernando Martinez (self-nominated)
- Fernando Martinez nominated Ricardo Velasco (respectfully declined)

A ballot vote was taken and the votes were read aloud as follows:

- Fernando Martinez (Yay): Homero Beltran, Adelmo Chan, Dr. Gupta, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, Dr. Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Vu

Fernando Martinez was elected as the CPG member to represent the Planning Council.

Item 11. Grant Recipient Reports:

A. HIV Planning and Coordination:

Ending the HIV Epidemic (EHE) HRSA Site Visit – Stakeholder Meeting

- Matilde Gonzalez-Flores reminded members that (HRSA) will be conducting a comprehensive site visit of Orange County's EHE HRSA program during the week of August 28, to September 1, 2023. During the site visit the HRSA team will facilitate meetings with community members/consumers of HIV services and with stakeholders which are scheduled for August 30, 2023. Email communication was sent out to Council members with a deadline of August 16th to RSVP.

B. Quality Management (QM) Committee:

• Approval of the Common Standards of Care

Marlon Velasco provided an overview of the Common Standards of Care. Homero Beltran put forward a motion to approve the Common Standards of Care with the changes. The Chair repeated the motion. Adelmo Chan 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 Common Standards of Care.

• Quality Management Performance Outcomes FY22 and FY23 Goals

Marlon Velasco provided an overview of FY22 Quality Management (QM) Outcomes. Outcomes were determined using the AIDS Regional Information and Evaluation System (ARIES), surveillance, and chart review data for services provided in the period of March 1, 2022 through February 28, 2023. For FY22 QM outcomes, 58% (15 of 26) of outcomes met their performance goal and were +/- 5% of the target goal, 39% (10 of 26) of outcomes did not reach the performance goal and were not within +/-5% of the target goal, and 4% (1 of 26) of

outcomes exceeded the +/-5% of the target goal. The FY23 Goals were set by taking the baseline data for FY22 using the revised methodology.

Item 12. Approval of External Communications Policies and Procedures:

Due to time constraints this item was postponed and will be reviewed next month.

Item 13. Approval of Guidelines for Conference Attendance and Reporting Policies and Procedures:

Due to time constraints this item was postponed and will be reviewed next month.

Item 14. Matters from the Chair:

The following are in member's packet:

- FY 2024-25 Service Category Priorities
- Grievance Policies and Procedures

Item 15. Member's Privilege/Announcements:

There were no announcements from the members.

Item 16. Adjournment until September 13, 2023:

Fernando Martinez adjourned the meeting at 8:02 pm.