



HIV PLANNING COUNCIL  
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December 13, 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, Josie Lopez, Wendy Lords, Fernando Martinez, Dr. Christopher Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Jeffrey Vu

**Affiliate Members Present:** None

**Members Absent:** Jazmina Castillo (LOA), Dr. Geeta Gupta, and Kming Rosenthal (LOA)

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** Patricia Bermúdez, Jeffrey Bloomberg, Andrew Luevano, Frank Luna, and Luis Palacios

**Item 1. Call to Order:** Fernando Martinez called the meeting to order at 6:04 pm.

**Item 2. Welcome and Introductions:**

Fernando Martinez welcomed all in attendance. Fernando 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:**

Prior to approval of the agenda, Marlon Velasco proposed that Item 11 be postponed, allowing additional time to compile information. Homero Beltran put forward a motion to approve the agenda with the changes. 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 November 8, 2023 Minutes:**

Wendy Lords put forward a motion to approve the November 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 or dropped into the Suggestion Box at the back of the room.

**Item 7. Review of FY23-2024 Q2 Expenditure Report:**

Mindy He provided an overview of the Q2 Expenditure Report. The report is covered the timeframe of March 1, 2023 to August 31, 2023.

**Item 8. Approval of FY 2023-24 Carryover Request:**

Mindy He provided an overview of the FY 2023-24 Estimated Carryover Request. One of the Ryan White Part A grant requirements is the submission of an estimated carryover request that must be submitted annually before December 31<sup>st</sup> of each year. It is anticipated that there will be approximately \$205,000 unspent Part A funds (4.99% of FY 2023-24 Part A funding), which is under the 5% penalty. If there are in fact any unexpended funds, and a carryover is actually needed, a final carryover request will need to be submitted at the end of the FY 2023-24 fiscal year. Furthermore, if a carryover request is needed and the request is approved, the estimated FY 2023-24 unexpended funds are anticipated to be allocated to Housing Services for FY 2024-25 based on need and current trends in utilization. Prior to discussion, Kristen

Kowalczyk and Wendy Lords recused themselves and left the room. Adelmo Chan put forward a motion to approve the FY 2023-24 Carryover Request. The Chair repeated the motion. Homer 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 and the motion carried to approve the FY 2023-24 Carryover Request.

**Item 9. Election of Officers:**

Martha Garcia provided an overview of those nominated at the November 8, 2023 meeting as follows:

Chair:

- Ricardo Velasco nominated Michelle Gallardo (respectfully declined)
- Dr. Ried nominated Fernando Martinez (accepted)
- Jazmina Castillo nominated Dr. Gupta (respectfully declined)
- Kristen Kowalczyk nominated Kming Rosenthal (respectfully declined)

The Chair opened the floor for additional Chair nominations. 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, Michelle Gallardo, Dr. Harari, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, Dr. Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Vu
- Abstain: Adelmo Chan and Josie Lopez

Fernando Martinez was elected Chair.

Vice-Chair:

- Kming Rosenthal and Jazmina Castillo nominated Josie Lopez (accepted)
- Dr. Gupta nominated Ricardo Velasco (respectfully declined)
- Ricardo Velasco nominated Jazmina Castillo (not in attendance)
- Adelmo Chan nominated Fernando Martinez (not eligible)
- Dr. Gupta and Josie Lopez nominated Dr. Harari (respectfully declined)

The Chair opened the floor for additional Vice-Chair nominations. There were no additional nominations. The Chair closed nominations. A ballot vote was taken and the votes were read aloud as follows:

- Josie Lopez: Homero Beltran, Michelle Gallardo, Dr. Harari, Kristen Kowalczyk, Wendy Lords, Fernando Martinez, Dr. Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Vu
- Abstain: Adelmo Chan and Josie Lopez

Josie Lopez elected Vice-Chair

**Item 10. HIV Planning Council Recruitment Update and Approval of Letter of Support for State Medicaid Agency Seat:**

Matilde Gonzalez-Flores provided an overview of the current vacancies and the recruitment events that the Council participated in this past year. Guidance was received from the Ryan White Part A Project Officer clarifying that the State Medicaid Agency seat must be filled by a representative from the California Department of Health Care Services (DHCS) Medi-Cal office. Various representatives from other California Planning Councils, including Orange County, met and proposed sending a joint letter to DHCS to request support with identifying a representative for the State Medicaid Agency Seat. Dr. Harari put forward a motion to approve the Letter of Support for the State Medicaid Agency Seat. 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 Letter of Support for the State Medicaid Agency Seat.

**Item 11. Review Unmet Need Data:**

Item postponed until next month.

**Item 12. California Planning Group (CPG) Update**

Fernando Martinez provided an update on the CPG Fall Meeting that he attended in November in Sacramento.

**Item 13. Grant Recipient Reports:**

**A. HIV Planning and Coordination:**

**TGNC Health Summit Post Event Survey Results**

- Annmarie Calderon provided a presentation overview of the TGNC Health Summit Post Events Survey Results which was held on July 28, 2023. In total, there were 93 surveys completed among 141 attendees, representing a response rate of 66.0%.

**Integrated Working Plan**

- Annmarie Calderon provided an overview of Orange County's 2022-2026 Integrated HIV Prevention and Care Plan (Integrated Plan) Working Plan, which is a condensed version of the full Integrated Plan that was submitted in December to the Health Resources Services Administration's (HRSA) HIV/AIDS Bureau (HAB).

### **FY 2023-24 Reallocations**

- Mindy He shared with the members that a copy of the FY 2023-24 Reallocations is provided and reflected the \$1 unobligated amount that now shows \$0.

### **HIVPAC Staffing Updates**

- Matilde Gonzalez-Flores shared that her last day with HIVPAC will be December 15<sup>th</sup>. She thanked everyone for all their support and contributions to the Council. Mindy He will provide support during the interim period.
- Fernando Martinez acknowledged Matilde Gonzalez-Flores for all her contributions to the HIV Planning Council.

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

No Updates

### **C. Contract Services:**

No Updates

### **Item 14. Matters from the Chair:**

The following are in member's packet:

- FY 2023-24 Reallocations
- National HIV/AIDS Strategy (NHAS) Goals

### **Item 15. Member's Privilege/Announcements:**

There were no announcements from the members.

### **Item 16. Adjournment until January 10, 2024:**

Dr. Ried adjourned the meeting at 7:47 pm.