



MINUTES

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Chair: Fernando Martinez

Recorder: Martha Garcia

Members Present: Homero Beltran, Jazmina Castillo, Eder De Leon, Dr. Geeta Gupta, Dr. Itamar Harari, Kristen Kowalczyk, Josie Lopez, Wendy Lords, Fernando Martinez, Khloe Rios-Wyatt, Kming Rosenthal, Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Adelmo Chan (LOA), Michelle Gallardo (LOA), and Dr. Christopher Ried (LOA)

Affiliate Members Absent: None

Staff: Manuel Antunez, Tara Buehring, Annmarie Calderon, Martha Garcia, Mindy He, and Mary Young

Staff Members Absent: Karen Leland and Marlon Velasco

Guests: Nsele Nsuangani, and Karly Rubly

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:25 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. The Chair repeated the motion. Dr. Gupta seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of April 10, 2024 Minutes:

Wendy Lords put forward a motion to approve the April 10, 2024 minutes. The Chair repeated the motion. Dr. Harari 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. Josie Lopez 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 Needs Assessment Survey Results:

Mindy He provided an overview of the 2023 Client Needs Survey Results. The survey was conducted November 2023 through January 2024. Approximately 523 paper surveys were distributed. In total, there were 54 surveys completed: 27 English (including seven (9) surveys completed online) and 27 Spanish representing a response rate of 10.3%. Members suggested that it be shared with the QM Committee to improve the survey for easier completion. A detailed report is available upon request.

Item 8. Ryan White Service Utilization Data Overview:

Annmarie Calderon provided a presentation overview of the Service Utilization Data for 2023 (Jan-Dec). The data provides information about who is accessing care (demographics) and what services they are accessing.

Item 9. Review Records for Assessment of the FY 2023-24 Administrative Mechanism (AAM):

Mindy He provided an overview of the FY 2023 Assessment of the Administrative Mechanism and reviewed FY 2023 provider reimbursement and contracting process data.

- Item 10. Complete the FY 2023-24 Assessment of the Administrative Mechanism Survey:**
Martha Garcia 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. California Planning Group (CPG) Update**
There were no updates.
- Item 12. State Office of AIDS (SOA) Update:**
Nsele Nsuangani shared the SOA report. The SOA is available at: <https://ochealthinfo.com/about-hca/public-health-services/health-promotion-community-planning/hiv-planning-and-0>
- Item 13. Grant Recipient Reports:**
- A. HIV Planning and Coordination:**
HRSA Site Visit Feedback
- Mindy He acknowledged the HIVPAC team, the Executive Committee, and Council for all their work with the HRSA Site Visit. The visit had some findings and the report will be shared with Executive to assist with addressing the findings. Two (2) key findings that impact Council are:
 - Mandated membership seats that have been vacant for some time
 - Setting term limits for membership seats
- B. Quality Management (QM) Committee:** Mindy He
- There were no updates.
- C. Contract Services:** Karen Leland
- There were no updates.
- Item 14. Matters from the Chair:**
The Chair informed members the following:
- FY 2023-24 Preliminary Final Expenditures, Reallocations, & Carryover was in their packet
 - Compensation Memo & Compensation P&P will go to Executive for Review and revisions
- Item 15. Member's Privilege/Announcements:**
Dr. Harari shared with members that AltaMed will be hosting an event on June 1, 2024 from 12:00 pm – 5:00 pm. The “Out, Loud, & Healthy” event will celebrate inclusivity, diversity, and pride. Flyers were made available.
- Item 16. Adjournment until June 12, 2024:**
Fernando Lopez adjourned the meeting at 7:47 pm.