



HIV PLANNING COUNCIL
www.ochealthinfo.com/hivcouncil
June 12, 2024

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: Josie Lopez

Recorder: Martha Garcia

Members Present: Homero Beltran, Adelmo Chan, Jazmina Castillo, Dr. Itamar Harari, Kristen Kowalczyk, Josie Lopez, Dr. Christopher Ried, Khloe Rios-Wyatt, Kming Rosenthal, and Ricardo Velasco

Affiliate Members Present: None

Members Absent: Michelle Gallardo (LOA), Dr. Geeta Gupta (LOA), Wendy Lords (Notification Received), Fernando Martinez (LOA), and Dr. Jeffrey Vu (Notification Received)

Affiliate Members Absent: None

Staff: Tara Buehring, Martha Garcia, Mindy He, Karen Leland, and Marlon Velasco

Staff Members Absent: None

Guests: Martin Becerra, Jorge Miranda, Nsele Nsuangani, Yolanda Ramirez, Daniel Rivas, and Karly Rubly

Item 1. Call to Order: Josie Lopez called the meeting to order at 6:02 pm.

Item 2. Welcome and Introductions:

Josie Lopez welcomed all in attendance. Josie Lopez 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. Prior to the second approval Mindy He requested that Items #10 and #13 be postponed until next month. Ricardo Velasco amended his motion to postpone Item #10 And #13. Khloe Rios-Wyatt seconded the motion. There was no further discussion or public comment. The motion passed consensus.

Item 4. Approval of May 8, 2024 Minutes:

Homero Beltran put forward a motion to approve the May 8, 2024 minutes. The Chair repeated the motion. Adelmo Chan seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 5. Public Comment:

Daniel Rivas from UCI Cancer Center shared with members of the Anti-Cancer Challenge event that will be taking place in September. Daniel will bring flyers to the next meeting.

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. Approval of Comment Card Policies and Procedures:

Tara Buehring provided an overview of the Comment Card Policies and Procedures. Kristen Kowalczyk put forward a motion to approve the Comment Card Policies and Procedures. 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 to say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the Executive Committee Policies and Procedures.

Item 8. Approval of Conflict of Interest Policies and Procedures:

Tara Buehring provided an overview of the Conflict of Interest Policies and Procedures. Khloe Rios-Wyatt put forward a motion to approve the Conflict of Interest Policies and Procedures. The Chair repeated the motion. Kristen Kowalczyk seconded the motion. There was no discussion or public comment. The Chair asked for the members in favor to say yay.

The Chair then asked for any nay votes. The yay votes were unanimous to approve the Conflict of Interest Policies and Procedures.

Item 9. Approval of Compensation Memo:

Mindy He provided an overview of the Compensation Memo with the proposed changes. Homero Beltran put forward a motion to approve the Compensation Memo. 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 to say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the Compensation Memo.

Item 10. Assessment of the FY 2023-24 Administrative Mechanism (AAM) Survey Results:

This item was postponed until next month.

Item 11. Approval of New Planning Council Applicants:

Martha Garcia provided an overview of the new Planning Council applicants. Jazmina Castillo put forward a motion to approve the new applicants. The Chair repeated the motion. Dr. Harari 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 new Planning Council applicants.

Item 12. Approve FY 2023-24 Final Expenditures and Carryover Request:

Mindy He provided an overview of the FY 2023-24 Final Expenditures and 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 (FY 2023-24) to be utilized in the current fiscal year (FY 2024-25). 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. A total of \$205,460 will be requested for carryover.

If the Final Carryover Request is approved, the planned services will be allocated as follows:

- **Housing Services \$100,000:** Proposed changes to the HIV Housing Directives to the Grant Recipient will expand services to clients and increase the need for Ryan White funds.
- **Nutrition Services (Food Bank, Nutritional Supplements, Home Delivered Meals) \$105,000:** Funds will be allocated to address the increased need as well as increased cost of food products due to inflation.
- **Minority AIDS Initiative (MAI) Case Management \$460:** Funds will be allocated to MAI Medical Case Management services.

Prior to discussion Jazmina Castillo and Kristen Kowalczyk recused themselves from the room. Dr. Harari put forward a motion to approve the FY 2023-24 Final Expenditures and Carryover Request. The Chair repeated the motion. Khloe Rios-Wyatt 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 Final Expenditures and Carryover Request.

Item 13. Orange County Epidemiological Profile:

This item was postponed until next month.

Item 14. Review Site Visit Summary Report:

Marlon Velasco provided an overview of the FY 2023-24 Ryan White Site Visit Report. Site visits were conducted between October 2023 and January 2024 for services rendered during the months of March through August 2023. Site visits are conducted to ensure contract compliance, program requirements are met, and services are given to eligible clients

Item 15. California Planning Group (CPG) Update

There were no updates.

Item 16. 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 17. Grant Recipient Reports:

A. HIV Planning and Coordination:

Part A Award

- Mindy He informed members that the full Notice of Award for Part A has been received. We received a small decrease from last year for the amount of approximately \$19,000. PSAP will start working on the reallocations.

B. Quality Management (QM) Committee:

- There were no updates.

C. Contract Services: Karen Leland provided the following update:

- **Update on HIV Solicitations**

The solicitation process for Comprehensive Care and Support Services (formerly HIV Care, Housing, and HIV Care Legal Services) is underway. The estimate solicitation release date is July 8, 2024. This will be a Master Contract that will include individual contracts, with service start date of March 1, 2025.

- **Provider Semi-Monthly Meetings**

1 on 1 semi-monthly meetings will be held with HIV Contract providers, Contract, and HIVPAC staff. Each provider will be required to meet every other month. Scheduling of said meetings has been delayed due to high priority projects. The Contract Administrator (CA) will schedule, develop agendas and notes, and forward to all in attendance. Will allow for updates, contract-related (service or administrative/budget), and any other discussion items.

Item 18. Matters from the Chair:

There were no matters from the Chair.

Item 19. Member's Privilege/Announcements:

Khloe Rios-Wyatt shared an event flyer with members an upcoming event for Orange County's Inaugural TGI Survey: We Deserve Housing Justice release of findings to be held on June 21, 2024. She also shared an event flyer for Orgullo Brunch to be held on June 30, 2024.

Item 20. Adjournment until June 12, 2024:

Josie Lopez adjourned the meeting at 7:19 pm.