



HIV PLANNING COUNCIL  
[www.ochca.org/hivcouncil](http://www.ochca.org/hivcouncil)  
March 12, 2025

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:** Dr. Sean Arayasirikul, Homero Beltran, Jazmina Castillo, Dr. Roberta Cone, Dr. Itamar Harari, Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Nsele Nsugangani, Karly Rubly, and Ricardo Velasco

**Affiliate Members Present:** None

**Members Absent:** Michelle Gallardo, Dr. Geeta Gupta, Dr. Christopher Ried (LOA), Khloe Rios-Wyatt, and Dr. Jeffrey Vu (LOA)

**Affiliate Members Absent:** None

**Staff:** Tara Buehring, Martha Garcia, Mindy He, Bill Norsetter, Marlon Velasco, and Mary Young

**Staff Members Absent:** None

**Guests:** Martin Becerra, Jorge Miranda, and Margarita Salazar

**Item 1. Call to Order:** Fernando Martinez called the meeting to order at 6:11 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:**

Karly Rubly put forward a motion to approve the agenda. The Chair repeated the motion. Josie Lopez seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of January 8, 2025 Minutes:**

Fernando Martinez put forward a motion to approve the January 8, 2025 minutes. The Chair repeated the motion. Dr. Arayasirikul 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 FY24 Q3 Expenditure Report:**

Mindy He provided an overview of the FY24 Q3 Expenditure Report that covered the timeframe from March 1, 2024 to November 30, 2024.

**Item 8. Approval of FY 2024-25 Reallocations:**

Mindy He provided an overview of the FY 2024-25 Projected Expenditures, Reallocations, and Estimated Carryover. The Planning Council (Council) Directives to the Grant Recipient allow reallocations of up to \$50,000 without Council approval at year's end. Any amount that exceeds \$50,000 per subservice category requires Council approval.

The Priority Setting, Allocations, and Planning Committee (PSAP) met on February 26, 2025 to review and recommend reallocations for Council approval. Based on the FY 2024-25 projected expenditures and reallocations, approximately \$35,730 is anticipated to be unexpended and to be requested for carryover from FY 2024-25 to FY 2025-26. The committee discussed considering reallocating the \$35,730 unexpended funds into Short-Term Supportive Housing. Although Short-Term Supportive Housing is funded with other grants, the committee proposed reallocating Part A funds to this category to prioritize spending down the Part A funds.

Since the PSAP meeting, additional expenses were recorded and additional adjustments were made to the proposed reallocations and estimated carryover by the Grant Recipient. The reallocations are as follows based on projected expenditures:

- **Specialty Medical Care:** Decrease of \$51,000 to \$115,288.
- **Medical Retention Services:** Increase of \$53,627 to \$832,555.
- **Linkage to Care:** Decrease of \$40,000 to \$176,955.
- **Minority AIDS Initiative (MAI) Medical Retention Services:** Increase \$39,856 to \$407,651.
- **MAI Linkage to Care:** Decrease \$39,856 to \$29,687.
- **Health Insurance Premium:** Decrease of \$25,299 to \$87,271.
- **Oral Health Care:** Decrease of \$17,000 to \$413,453.
- **Early Intervention Services:** Increase of \$20,000 to \$200,430.
- **Home and Community Based Health Services:** Increase of \$122,050 to \$556,287.
- **Client Support Services:** Decrease of \$46,440 to \$367,121.
- **Client Advocacy:** Decrease of \$27,000 to \$255,909.
- **Short Term Supportive Housing:** Increase of \$36,492 to \$579,492.
- **Medical Transportation Services:** Decrease of \$25,500 to \$263,741.

Based on the FY 2024-25 projected expenditures and reallocations, carryover is not anticipated.

Prior to discussing Jazmina Castillo, Kristen Kowalczyk, and Karly Rubly recused themselves from the room. During the discussion members recommended that the Grant Recipient prioritize reallocating funds to Food Bank Core and Food Bank Support during year-end reallocations to ensure reallocations match final expenses. Dr. Arayasirikul put forward a motion to approve the FY 2024-25 Projected Expenditures, Reallocations, and Estimated Carryover with the recommendation of the Council. 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 FY 2024-25 Projected Final Expenditures, Reallocations, and Estimated Carryover with the recommendation of the committee.

**Item 9. Approval of Evaluation of the Grant Recipient Policy and Procedure:**

Mindy He provided an overview of the Evaluation of the Grant Recipient Policy and Procedure with the proposed changes. Homero Beltran put forward a motion to approve the Evaluation of the Grant Recipient Policy and Procedure. 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 Evaluation of the Grant Recipient Policy and Procedure.

**Item 10. Approval of PSAP and IPC Committee Members:**

Martha Garcia provided an overview of the renewing and new members for the Integrated Plan Committee (IPC) and the renewing members for the Priority Setting, Allocations, and Planning (PSAP) Committee. Homero Beltran put forward a motion to approve the renewing and new members for IPC and the renewing members for the PSAP Committee. The Chair repeated the motion. Karly Rubly 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 renewing and new members for IPC and the renewing members for the PSAP Committee.

**Item 11. Nomination and Approval of Executive Committee At-Large Members:**

Martha Garcia presented an overview of the Executive Committee At-Large Membership. There were no nominations and as such, the Council did not vote on or approve any At-Large members

**Item 12. Planning for Open House:**

Martha Garcia informed members that the Open House is scheduled for May 14<sup>th</sup> prior to the Council meeting. Members were encouraged to participate in the event. Flyers will be distributed to all committees and providers. Potential new members will be presented to the Board of Supervisors (Board) in August. Mindy He also shared that the HCAC Committee needs members and asked the Council members to help promote HCAC.

**Item 13. Approval of Council Affiliate Program Policy and Procedure:**

Tara Buehring provided an overview of the current Council Affiliate Program Policy and Procedure. Due to the most recent Council Bylaws approved by the Board on July 26, 2022, the role of the Affiliate member changed and the delegation of voting to Affiliate members is no longer allowed. The Executive Committee agreed that this policy and procedure was no longer needed and should be deactivated. Homero Beltran put forward a motion to deactivate the Council Affiliate Program Policy and Procedure. The Chair repeated the motion. Dr. Arayasirikul seconded the motion. There was no discussion or public comment. The Chair asked for members in favor say yay. The Chair then asked for any nay votes. The yay votes were unanimous, and the motion carried to deactivate the Council Affiliate Program Policy and Procedure.

- Item 14. Approval of Mentoring Guidelines Policy and Procedure:**  
Tara Buehring provided an overview of the Mentoring Guidelines Policy and Procedure with the proposed changes. Dr. Harari put forward a motion to approve the Mentoring Guidelines Policy and Procedure. The Chair repeated the motion. Karly Rubly seconded the motion. There was no discussion or public comment. The Chair asked for 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 Mentoring Guidelines Policy and Procedure.
- Item 15. Approval of Council Open Nominations Process Policy and Procedure:**  
Tara Buehring provided an overview of the Council Open Nominations Process Policy and Procedure with the proposed changes. Jazmina Castillo put forward a motion to approve the Council Open Nominations Process Policy and Procedure. The Chair repeated the motion. Karly Rubly seconded the motion. There was no discussion or public comment. The Chair asked for 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 Open Nominations Process Policy and Procedure.
- Item 16. California Planning Group (CPG) Update**  
There were no updates.
- Item 17. State Office of AIDS (SOA) Update:**
- The SOA report is available at: <https://ochealthinfo.com/about-hca/public-health-services/health-promotion-community-planning/hiv-planning-and-0>
- Item 18. Grant Recipient Reports:**
- A. Contract Services:** Bill Norsetter provided the following updates:
- **Solicitation Updates**
    - **HIV Comprehensive Care and Support Services**  
Six (6) providers were selected and the contracts have been approved by the Board. Services started March 1, 2025 and reporting documents are now in development.
    - **HIV-STI Testing, Treatment, and Prevention Services**  
Seven (7) applications were received and five (5) were selected. Currently, the Agenda Staff Report (ASR) is being prepared for the May 6, 2025, Board date. Services are scheduled to begin on July 1, 2025.
  - **Commencement of Bi-Monthly Provider Meetings**
    - Meetings began on January 9, 2025, and procurement and HIV staff have met with most of the contracted providers. Meetings are meant to be proactive to help providers with services provided, and have been well received by providers thus far.
- B. Quality Management (QM) Committee:**
- **Early Intervention Services Standards of Care:**
    - Marlon Velasco provided an overview of the Early Intervention Services Standards of Care. Jazmina Castillo put forward a motion to approve the Early Intervention Services Standards of Care. 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 Early Intervention Services Standards of Care.
  - **Review Emergency Financial Assistance (EFA) for Medications Standards of Care:**
    - Marlon Velasco informed members that due to the site visit in April 2024 the Quality Management Committee (QM) revised the Standards of Care schedule. All Standards of Care will be reviewed annually by QM. If there are no changes to Standards of Care it will only be informational for Council and if there are changes it will be presented to Council for approval.
    - There were no changes to the EFA for Medications Standards of Care.
- C. HIV Planning and Coordination:** Mary Young shared the following:
- HIV Comprehensive Care & Support Master Contract**
- The HIV Comprehensive Care & Support Master Contract was approved by the Board in January and have been in effect as of March 1, 2025. There will be a training day on March 27, 2025 for all providers that will cover topics including contract language, expenditure and revenue, report invoice submission, how the Planning Council works, standards of care, and data reporting.
- Part A Partial Award**
- HIVPAC has received a partial award. The full award is still pending.

### **Ryan White Corrective Action Plan**

- HIVPAC continues to work on the corrective action plan from the site visit in April 2024. Items on the corrective action plan that need Council review and/or input will be presented to Council.

### **New Member/Refresher Training**

- New Member/Refresher training is scheduled for March 31, 2025.

**Item 19. Matters from the Chair:**

There were no matters from the Chair.

**Item 20. Member's Privilege/Announcements:**

Karly Rubly shared with members that the expansion of their pantry is going well. They have received 23 new clients since March 1, 2025. Additionally, Radiant's Annual Gala is scheduled for March 29, 2025.

**Item 21. Adjournment until April 9, 2025:**

Fernando Martinez adjourned the meeting at 8:03 pm.