



HIV PLANNING COUNCIL  
[www.ochca.org/hivcouncil](http://www.ochca.org/hivcouncil)

April 9, 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:** Homero Beltran, Jazmina Castillo, Dr. Roberta Cone, Dr. Geeta Gupta, Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Dr. Christopher Ried, Khloe Rios-Wyatt, Karly Rubly, and Dr. Jeffrey Vu

**Affiliate Members Present:** None

**Members Absent:** Dr. Sean Arayasirikul (LOA), Dr. Itamar Harari, Nsele Nsuangani (LOA), and Ricardo Velasco (LOA)

**Affiliate Members Absent:** None

**Staff Members Present:** Tara Buehring, Martha Garcia, Mindy He, Marlon Velasco, and Mary Young

**Staff Members Absent:** Bill Norsetter

**Guests:** Helena Brown, Jorge Miranda, Carlos Ramirez, and Margarita Salazar

**Item 1. Call to Order:** Fernando Martinez called the meeting to order at 6:08 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:**

Prior to the approval of the minutes Mindy He proposed that Item #8, review of the Planning Council Support Budget be postponed until next month to allow the Executive Committee to review. Karly Rubly put forward a motion to approve the agenda with the change. The Chair repeated the motion. Jazmina Castillo seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of March 12, 2025 Minutes:**

Josie Lopez put forward a motion to approve the March 12, 2025 minutes. The Chair repeated the motion. Kristen Kowalczyk 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. Approval of Planning Council Support Policy and Procedure:**

Mary Young provided an overview of the Planning Council Support Policy and Procedure with the proposed changes. Homero Beltran put forward a motion to approve the Planning Council Support Policy and Procedure. The Chair repeated the motion. Dr. Gupta 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 Planning Council Support Policy and Procedure.

**Item 8. Review Planning Council Support Budget:**

Item was postponed until next month.

**Item 9. Overview and Distribution of AAM Survey:**

Dr. Vu presented on behalf of the Executive Committee and provided an overview of the current process for the Assessment of the Administrative Mechanism (AAM). Based on comments from prior AAM surveys, members wanted more time to complete the survey. The AAM survey will be available to complete via hard copy and online and are due by

the May 14, 2025 Council meeting. An email will be sent to Council members with the link to complete the AAM survey online. Dr. Gupta suggested providing a cheat sheet to Council members on when items were presented at the Council meetings.

**Item 10. EHE Quarterly Update:**

Tara Buehring provided an update on Orange County's Ending the HIV Epidemic (EHE) Work Plan which included a review of current and planned activities as well as progress made for each activity.

**Item 11. Overview of Council Committees:**

Mindy He provided an overview of all the sub-committees of the Council and their responsibilities.

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

There were no updates.

**Item 13. 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 14. Grant Recipient Reports:**

**A. Contract Services:** Mary Young provided the following updates:

- **HIV Comprehensive Care and Support Services**  
The service start date for six (6) applicants awarded contracts was March 1, 2025. HIVPAC held a day-long training, that included a presentation by Procurement and Contract Services (PCS) for providers under this contract. Additionally, expenditure and revenue report workbooks have been distributed to providers to allow for timely reporting of services provided in March.
- **Annual Administrative Site Visits/Year-End Reporting**  
PCS will begin scheduling Annual Site Visits with current contracted subrecipients. Additionally, for contract cycles that have ended, cost reporting/expenditure concurrence reports will be submitted for completion, and Annual Contractor (Subrecipient) Performance Evaluations will be completed. Most are proposed to be completed by June 30, 2025.

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

- **Outreach Services Standards of Care:**
  - Marlon Velasco provided an overview of the Outreach Services Standards of Care. Josie Lopez put forward a motion to approve the Outreach Services Standards of Care. The Chair repeated the motion. Dr. Vu 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 Outreach Services Standards of Care.
- **Review Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals 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 Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals Standards of Care.

**C. HIV Planning and Coordination:** Mindy He shared the following:

**National Public Health Week**

- National Public Health Week celebrating all the work that everyone provides. She thanked the Council for their contributions to public health.

**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.

**Part A Partial Award**

- HIVPAC has received a partial award. The full award is still pending and a second partial award may be issued due to delay in issuing full notices of awards. Health Resources and Services Administration released a Dear Colleague letter reaffirming the commitment to Ryan White and EHE funding.

**HIV Care Connect (HCC) New System**

- Due to HIV Care Connect (HCC) being a new system, clients will need to sign a new consent form at their next appointment.

**New Staff Member**

- The vacant Health Service Analyst position has been filled. More information to follow once the new staff person is onboarded.

**Item 15. Matters from the Chair:**

There were no matters from the Chair.

**Item 16. Member's Privilege/Announcements:**

Dr. Gupta shared with members that the HIV/AIDS Ground Rounds, "Linking Climate Variability with HIV Transmission and Outcomes" will take place on April 11, 2025. Informational email to follow.

**Item 17. Adjournment until May 14, 2025:**

Fernando Martinez adjourned the meeting at 7:45 pm.