



HIV PLANNING COUNCIL
www.ochalthinfo.com/hivcouncil
May 14, 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: Kristen Kowalczyk

Recorder: Martha Garcia

Members Present: Dr. Sean Arayasirikul, Jazmina Castillo, Dr. Roberta Cone, Dr. Geeta Gupta, Kristen Kowalczyk, Josie Lopez, Nsele Nsuangani, Dr. Christopher Ried, and Ricardo Velasco

Affiliate Members Present: None

Members Absent: Homero Beltran (Notification), Dr. Itamar Harari (Notification), Fernando Martinez (Notification), Khloe Rios-Wyatt, Karly Rubly (LOA), and Dr. Jeffrey Vu (Notification)

Affiliate Members Absent: None

Staff Members Present: Manuel Antunez, Tara Buehring, Martha Garcia, Mindy He, Bill Norsetter, Marlon Velasco, and Mary Young

Staff Members Absent: None

Guests: Everardo Alvizo, Martin Becerra, and Jorge Miranda

Item 1. Call to Order: Kristen Kowalczyk called the meeting to order at 6:10 pm.

Item 2. Welcome and Introductions:

Kristen Kowalczyk welcomed all in attendance. Kristen Kowalczyk 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:

Dr. Gupta put forward a motion to approve the agenda. The Chair repeated the motion. Ricardo Velasco seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of April 9, 2025 Minutes:

Dr. Ried put forward a motion to approve the April 9, 2025 minutes. The Chair repeated the motion. Dr. Cone 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. Kristen Kowalczyk 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 2024 Client Satisfaction Survey Results:

Marlon Velasco provided an overview of the 2024 Client Satisfaction Survey Results. The survey was conducted November 2024 through January 2025. Approximately 388 paper surveys were distributed. In total, there were 83 surveys completed: 48 English (29 print and 19 online) and 35 Spanish (31 print and 4 online) representing a response rate of 21%. A detailed report is available upon request. Members suggested the survey be distributed for a time period of at least (3) three months, and not during the holiday time.

Item 8. Deemed to Resign Process:

Martha Garcia provided an overview of the Attendance Policy and Deemed to Resign Process. The review consisted of the process before July 2022 and the policy after July 2022 when the Planning Council Bylaws were updated.

Item 9. Review Records for the FY 2024-25 Assessment of the Administrative Mechanism:

Mindy He provided an overview of the FY 2024-25 Assessment of the Administrative Mechanism and reviewed FY 2024-25 provider reimbursement and contracting process data.

- Item 10. Complete the FY 2024-25 Assessment of the Administrative Mechanism Survey:**
Martha Garcia provided an overview of times frames in which the Grant Recipient provided information and data to address the areas of greatest need in Orange County.
- Item 11. Approval of Compensation Policy and Procedures and Compensation Memo:**
Mindy He provided an overview of the Compensation Policy and Procedure and the Compensation Memo with the proposed changes. Dr. Arayasirikul put forward a motion to approve the Compensation Policy and Procedure and Compensation Memo. The Chair repeated the motion. Ricardo Velasco 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 Compensation Policy and Procedure and Compensation Memos.
- Item 12. Review 2020-2024 TakeMeHome Test Data**
Tara Buehring provided an overview of the TakeMeHome Test Data 2020-2024. The number of kits ordered in Orange County has steadily increased each year, from 186 (2020) to 834 (2024).
- Item 13. California Planning Group (CPG) Update**
There were no updates.
- Item 14. 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 15. Grant Recipient Reports:**
- A. Contract Services:** Bill Norsetter provided the following updates:
- Status – Current Solicitations**
- **HIV Comprehensive Care and Support Services**
Contracts with six (6) providers are now in place. The new master contract replaced the following contracts/services: HIV Care, HIV Housing, HIV Case Management, and HIV Care Legal Services.
 - **HIV-STI Testing, Treatment and Prevention Services**
The Master and four (4) individual contracts were approved by the Board on May 6, 2025. This master contract will replace the following contracts/services: HIV/STD Testing, Care and Referral, STD Testing, HIV/STD Testing Services for Priority Population, and PrEP Navigation Services. Funding sources for this master contract will be monitored closely.
 - **Annual Administrative Site Visits/Year-end Reporting**
Annual Administrative Site Visits have been scheduled and will be completed by June 2025. Additionally, as contracts receive final payment, cost reporting/expenditure concurrences will ensue, which will be followed by Subrecipient Contract Performance Evaluations.
- B. Quality Management (QM) Committee:**
- **Referral for Health Care and Support Services Standards of Care:**
 - Marlon Velasco provided an overview of the Health Care and Support Services Standards of Care. Jazmina Castillo put forward a motion to approve the Health Care and Support Services Standards of Care. The Chair repeated the motion. Dr. Arayasirikul 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 Health Care and Support Services Standards of Care.
 - **Review Housing Standards of Care:**
 - Marlon Velasco informed members that 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 Housing Standards of Care.
- C. HIV Planning and Coordination:**
- Billboards**
- Tara Buehring shared with members that 14 HIV billboards have been placed throughout the County. This is a result from past Ryan White Client Needs Survey indicating that people did not know HIV services were available in Orange County. A PLWH who needed housing assistance reached out for services after seeing one of the billboards. Members suggested adding a QR code instead of website link for future billboard campaigns.

HOPWA Funds

- Mary Young informed members that the City of Anaheim who administers the federal funds for HOPWA has the opportunity to allocate additional funds. The July 1st funding agreement will be asking for approximately three (3) million dollars.

Part A Partial Award

- The full award is still pending, and a second partial award has been awarded.

Item 16. Matters from the Chair:

There were no matters from the Chair.

Item 17. Member's Privilege/Announcements:

Dr. Ried reminded members that the OC Health Care Agency Public Health Lab will be moving to Irvine and will be closed for three (3) weeks. Rapid HIV Testing may still be conducted by current contracted providers (APAIT, The LGBTQ Center of OC, and AltaMed) during this time. However, current contracted providers will be referring clients to alternate providers or sending specimens to another lab during the closure.

Item 18. Adjournment until June 11, 2025:

Kristen Kowalczyk adjourned the meeting at 8:03 pm.