



HIV PLANNING COUNCIL
www.ochealthinfo.com/hivcouncil

June 11, 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, Homero Beltran, Dr. Roberta Cone, Dr. Itamar Harari (Arrived during Item #7), Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Dr. Christopher Ried, Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Jazmina Castillo (LOA), Dr. Geeta Gupta (LOA), Khloe Rios-Wyatt, and Karly Rubly (LOA)

Affiliate Members Absent: None

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

Staff Members Absent: Bill Norsetter

Guests: Everardo Alvizo, Martin Becerra, Dustin Mai, Jorge Miranda, Gerardo Rosas

Item 1. Call to Order: Kristen Kowalczyk called the meeting to order at 6:05 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. Arayasirikul put forward a motion to approve the agenda. The Chair repeated the motion. Homero Beltran seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of May 14, 2025 Minutes:

Dr. Cone put forward a motion to approve the May 14, 2025 minutes. The Chair repeated the motion. Dr. Vu 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 Final FY24 Q4 Expenditures and Approve FY 2024-25 Final Expenditures and Carryover:

Mindy He provided an overview of the Q4 Expenditure Report. This is a report which covered the time frame of March 1, 2024 to February 28, 2025.

Mindy He provided an overview of the FY 2024-25 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 2024-25) to be utilized in the current fiscal year (FY 2025-26). 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 \$26,784 will be requested for carryover.

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

- **Housing Services \$24,539:** Proposed changes to the HIV Housing Directives to the Grant Recipient will expand services to clients and increase the need for Ryan White funds.
- **Minority AIDS Initiative (MAI) Case Management \$2,245:** Funds will be allocated to MAI Medical Case Management services.

Homero Beltran put forward a motion to approve the FY 2024-25 Final Expenditures and Carryover Request. 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 FY 2024-25 Final Expenditures and Carryover Request.

Item 8. Approval of the FY 2024-25 Assessment of the Administrative Mechanism (AAM):

Dr. Vu provided an overview of the FY 2024-25 Assessment of the Administrative Mechanism (AAM) Summary document and the AAM survey results. The AAM survey was provided ahead of time for during the April 9, 2025 Council meeting for members to thoughtfully consider their responses. Additionally, the survey was also made available online via SurveyMonkey, and the hard copy (paper) version of the survey was available for completion at the May 14, 2025 Council meeting. A member of Executive Committee collected and compiled the results. The survey was anonymous and consisted of nine (9) questions. In total, there were 12 online surveys completed (80%) among the 15 Council members.

Mindy He provided an overview of the FY 2025-26 Post Procurement Provider Survey Results, and reviewed the FY 2024-25 provider reimbursement and contracting process data.

Dr. Harari put forward a motion to approve the FY 2024-25 AAM. The Chair repeated the motion. Josie Lopez 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 AAM summary and survey results.

Item 9. Approval of New Planning Council Applicants:

Martha Garcia provided an overview of the new Planning Council applicants. Dr. Cone put forward a motion to approve the new Planning Council applicants. 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 new Planning Council applicants.

Item 10. Approval of Fund Allocation Policy and Procedure:

Marlon Velasco provided an overview of the Fund Allocation Policy and Procedure with the proposed changes. Dr. Arayasirikul put forward a motion to approve the Fund Allocation Policy and Procedure. The Chair repeated the motion. Dr. Harari 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 Fund Allocation Policy and Procedure.

Item 11. Ryan White Program Year End Review:

Tar Buehring provided an overview of Council accomplishments in 2024.

Item 12. California Planning Group (CPG) Update

Fernando Martinez informed members that he attended the California Planning Group Annual Spring Meeting in San Diego on May 28 - 30, 2025.

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: Brian Greene provided the following updates:

Status – Current Solicitations

• **HIV Comprehensive Care and Support Services**

Utilizing additional HOPWA funds, currently working on the one-time 10% Contingency increase to the Master and Individual Contracts. All contracts under the Master must be amended when funds are increased/decreased in the Master. However, only Radiant and Special Services will be receiving an increase to their current budgets.

The one-time 10% Contingency process, as well as any funding decreases, does not require Board approval. However, any further increases to the Master/Individual contracts going forward will require Board approval.

• **HIV-STI Testing, Treatment and Prevention Services**

The five (5) Individual Contracts under the Master will be effective July 1, 2025. Reporting documents will be developed in time for July reporting.

• **Annual Administrative Site Visits/Year-end Reporting**

Still in process of completing Annual Administrative Site Visits by the June 30, 2025 deadline. Completion of cost reporting/expenditure concurrences as well as Subrecipient Contract Performance Evaluations will follow.

B. Quality Management (QM) Committee:

• **Referral for Food Bank/Home Delivered Meals Standards of Care:**

- Marlon Velasco provided an overview of the Food Bank/Home Delivered Meals Standards of Care. Dr. Harari put forward a motion to approve the Food Bank/Home Delivered Meals 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 Food Bank/Home Delivered Meals Services Standards of Care.

• **Review Emergency Financial Assistance for Medications 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 Emergency Financial Assistance for Medications Standards of Care.

C. HIV Planning and Coordination:

Council and Committee Meeting Times

Mindy He shared with members that there has been discussions for potentially moving times for the Council and Committee meetings to during the day, specifically during the lunch period or at the end of the workday. Outcome of the change, if any, will take priority to the Consumers

Item 15. Matters from the Chair:

Kristen Kowalczyk asked if Home Health Care/Home and Community-Based Health Services Standards of Care could be added to a future agenda to review the qualifications.

Item 16. Member's Privilege/Announcements:

Dr. Vu shared with members that VROC was hosting a Hot Person Summer 2025 Pride Event on June 21st, at the Abrazar Midway City Community Center.

Kristen Kowalczyk shared with members that Shanti OC has an in HIV person support group on Mondays from 3:30 -5:00

Dr. Vu shared with members that Radiant Health Centers is seeking a Physician Medical Director

Item 17. Adjournment until July 9, 2025:

Kristen Kowalczyk adjourned the meeting at 7:45 pm.