



MINUTES

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Chair: Kristen Kowalczyk

Recorder: Martha Garcia

Members Present: Dr. Sean Arayasirikul, Martin Becerra, Homero Beltran, LeRoy Blea, Jazmina Castillo (Arrived during Item 8), Dr. Roberta Cone, Dr. Geeta Gupta, Dr. Itamar Harari, Kristen Kowalczyk, Josie Lopez, Linda Ly, Karly Rubly (Arrived during Item 4), Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Everardo Alvizo, Fernando Martinez (LOA), and Khloe Rios-Wyatt

Affiliate Members Absent: None

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

Staff Members Absent: Mindy He

Guests: Jorge Miranda and Margarita Salazar

Item 1. Call to Order: Kristen Kowalczyk called the meeting to order at 6:08 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:

Prior to the approval of the minutes Marlon Velasco proposed that Item #10, review of the Progress Towards Achieving National HIV/AIDS Strategy (NHAS) Goals be postponed until next month to allow time to address the response to the Council applicant letter during Item 16. Homero Beltran put forward a motion to approve the agenda with the change. The Chair repeated the motion. Dr. Arayasirikul seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of November 12, 2025 Minutes:

Ricardo Velasco put forward a motion to approve the November 12, 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. 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. Approval of New IPC Members:

Martha Garcia provided an overview of the new members for the Integrated Plan Committee (IPC). Homero Beltran put forward a motion to approve the new members for IPC. 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 new members for IPC.

Item 8. Approval of Guidelines for Conference Attendance and Reporting Policy and Procedure:

Tara Buehring provided an overview of the Guidelines for Conference Attendance and Reporting Policy and Procedure. Homero Beltran put forward a motion to approve the Guidelines for Conference Attendance and Reporting Policy and Procedure. 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 Conference Attendance and Reporting Policy and Procedure.

Item 9. Approval of Updating Previously Approved PC Documents Policy and Procedure:

Tara Buehring provided an overview of the Updating Previously Approved PC Documents Policy and Procedure. Karly Rubly put forward a motion to approve the Updating Previously Approved PC Documents Policy and Procedure. The Chair repeated the motion. Dr. Arayasirikul 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 Updating Previously Approved PC Documents Policy and Procedure.

Item 10. Review of Progress Towards Achieving National HIV/AIDS Strategy (NHAS) Goals:

This item was postponed until next month.

Item 11. Election of Officers:

An overview of those nominated at the November 12, 2025, meeting was provided as follows:

Chair:

- Karly Rubly and Josie Lopez nominated Ricardo Velasco (respectfully declined)
- Kristen Kowalczyk and Ricardo Velasco nominated Dr. Arayasirikul (declined)
- Fernando Martinez nominated Dr. Cone (respectfully declined)
- Kristen Kowalczyk nominated Josie Lopez (respectfully declined)
- Jazmina Castillo nominated Khole Rios-Wyatt (did not attend meeting)
- Kristen Kowalczyk nominated Dr. Gupta (respectfully declined)
- Kristen Kowalczyk nominated Dr. Harari (respectfully declined)
- Homero Beltran self-nominated (accepted)

The Chair opened the floor for additional Chair nominations. There were no additional nominations. The Chair closed nominations. A ballot vote was taken, and the votes were read aloud as follows:

- Homero Beltran: Homero Beltran, Dr. Arayasirikul, Homero Beltran, Jazmina Castillo, Dr. Cone, Dr. Gupta, Dr. Harari, Kristen Kowalczyk, Josie Lopez, Linda Ly, Dr. Ried, Karly Rubly, Ricardo Velasco, and Dr. Vu

Homero Beltran was elected Chair with the understanding that reasonable accommodations will be provided by the Vice-Chair to assist Homero with facilitating the meetings.

Vice-Chair:

- Kristen Kowalczyk nominated Fernando Martinez (respectfully declined)
- Fernando Martinez nominated Dr. Vu (respectfully declined)
- Ricardo Velasco nominated Jazmina Castillo (accepted)
- Jazmina Castillo nominated Kristen Kowalczyk (accepted)

The Chair opened the floor for additional Vice-Chair nominations. There were no additional nominations. The Chair closed nominations. A ballot vote was taken, and the votes were read aloud as follows:

- Jazmina Castillo: Dr. Arayasirikul, Homero Beltran, Jazmina Castillo, Dr. Cone, Dr. Gupta, Dr. Harari, Kristen Kowalczyk, Linda Ly, Dr. Ried, Karly Rubly, and Dr. Vu
- Kristen Kowalczyk: Dr. Arayasirikul, Homero Beltran, Jazmina Castillo, Dr. Cone, Dr. Gupta, Dr. Harari, Kristen Kowalczyk, Josie Lopez, Linda Ly, Dr. Ried, Karly Rubly, Ricardo Velasco, and Dr. Vu

Kristen Kowalczyk and Jazmina Castillo were elected Vice-Chairs with the understanding that they would provide reasonable accommodations to the Chair by assisting with facilitating meetings.

Item 12. Review of FY 2025-26 Estimated Unobligated Balance and Carryover:

Mary Young provided an overview of the FY 2025-26 Estimated Carryover Request. One (1) of the Ryan White Part A grant requirements is the submission of an estimated carryover request that must be submitted annually before December 31st of each year. The request was submitted November 14, 2025.

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>.

Leroy Blea informed members that CDPH-OA has met with the DHCS Medi-Cal eligibility unit to offer to pay for a portion of a position to serve as a Medi-Cal representative to all Part A planning Councils in California. They have agreed to

provide assign a representative beginning in March/April 2026. Until then, a staff member of the DHCS Medi-Cal eligibility unit will be attending Part A planning councils, commissions and groups to observe informally and help develop the duty assignment for the staff person that will be long-term assigned to this role. This DHCS representative will be attending and coordinating with Leroy Blea's Part B role. A letter introducing this position will be sent jointly from CDPH-OA and DHCS by the end of December 2025.

Item 15.

Grant Recipient Reports:

A. Contract Services:

- There were no updates.

B. Quality Management (QM) Committee:

• **Common Standards of Care:**

- Marlon Velasco provided an overview of the Common Standards of Care with proposed revisions. Jazmina Castillo put forward a motion to approve the Common 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 Common Standards of Care.

• **Mental Health 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 Mental Health Standards of Care

• **Home Health Care/Home and Community Based Health Services 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 Home Health Care/Home and Community Based Health Services Standards of Care

C. HIV Planning and Coordination: Mary Young shared the following:

• **Project Officer**

- The Ryan White Part A Project Officer (PO) shared that Orange County's Non-Competing Continuation (NCC) Application is being moved forward. There will be an estimated 3% reduction every year for the next five (5) years based on the proposed change to the formula calculation.
- The PO also encouraged the Grant Recipient to work with subrecipients to process invoices more timely in order for the expenditures to be reported to Health Resources Services Administration (HRSA) HIV/AIDS Bureau (HAB) sooner. This would allow HRSA HAB a more real-time snapshot of how much of the Ryan White Part A grant funds is being spent to ensure the money is fully spent before the end of the grant year. The process was discussed with the PO, and they understand the process. This will also be discussed at the Provider meeting on December 18, 2025.

• **ASR**

- The appointment and reappoints to the Council were approved on December 2, 2025, by the Board of Supervisors.

Item 16.

Matters from the Chair:

Kristen Kowalczyk read the letter response from the Agency Director regarding the Council applicant. The interpreter for the meeting translated the letter to the applicant who was in attendance as a guest. The applicant was given the opportunity to voice his response to the letter. He was given the opportunity to sit at the table and give his input at future meetings. Council felt all points of the letter were not addressed in the response and will not ask for further clarification.

Item 17.

Member's Privilege/Announcements:

Josie Lopez informed members that this was her last meeting. She thanked everyone for being a part of the Council and the opportunity to represent both as a consumer and a provider.

Item 18.

Adjournment until January 14, 2026:

Kristen Kowalczyk adjourned the meeting at 7:49 pm.