



HIV PLANNING COUNCIL
www.ochalthinfo.com/hivcouncil
November 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, Martin Becerra, Homero Beltran, LeRoy Blea, Jazmina Castillo, Dr. Roberta Cone, Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Karly Rubly, Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Dr. Geeta Gupta (LOA), Dr. Itamar Harari, Linda Ly (LOA), Dr. Christopher Ried (LOA), and Khloe Rios-Wyatt

Affiliate Members Absent: None

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

Staff Members Absent: None

Guests: Everardo Alvizo, Jorge Miranda, Gerardo Rojas, and Margarita Salazar

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:09 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:

Homero Beltran put forward a motion to approve the agenda. 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 October 8, 2025 Minutes:

Ricardo Velasco put forward a motion to approve the October 8, 2025 minutes. The Chair repeated the motion. Homero Beltran 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 Grievance Procedure:

Mary Young provided an overview of the Grievance Procedure. There were no changes to the procedure during the review. Karly Rubly put forward a motion to approve the Grievance Procedure with no changes. 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 Grievance Procedure.

Item 8. Approval of External Communications Policy and Procedure:

Mary Young provided an overview of the External Communications Policy and Procedure. There were no changes to the policy and procedure during the review. Homero Beltran put forward a motion to approve the External Communications Policy and Procedure with no changes. 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 External Communications Policy and Procedure.

Item 9. Approval of Non-Discrimination Policy and Procedure:

Mindy He provided an overview of the Non-Discrimination Policy and Procedure. There were no changes to the policy and procedure during the review. Dr. Cone put forward a motion to approve the Non-Discrimination Policy and Procedure with no changes. The Chair repeated the motion. Homero Beltran 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 Non-Discrimination Policy and Procedure.

Item 10. Approval of Council Letter Regarding Council Applicant:

Jazmina Castillo provided an overview of the Draft Council Letter regarding Council Applicant. Mindy He provided an overview of the Board of Supervisors organizational chart. There was discussion to make a revision and to clarify on whom to direct the letter to. The Council agreed on the following:

- Remove the word “pulled” and replace with “administratively withdrawn”
- Email letter to the OC Health Care Agency (HCA), County Executive Office (CEO), and cc: Board of Supervisors
- Fernando Martinez, Chair, will sign the letter
- Kristen Kowalczyk, Vice Chair, will send the letter via e-mail and cc: Fernando Martinez

Homero Beltran put forward a motion to approve the Council Letter regarding Council Applicant with the changes. The Chair repeated the motion. Karly Rubly 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. Dr. Vu abstained from voting. A roll call vote was taken:

- Yay: Dr. Sean Arayasirikul, Martin Becerra, Homero Beltran, Jazmina Castillo, Dr. Roberta Cone, Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Karly Rubly, and Ricardo Velasco
- Abstain: Dr. Vu

The yay votes were majority and the motion carried to approve the Council Letter Regarding Council Applicant with the changes.

Item 11. TakeMeHome Test Data:

Tara Buehring provided an overview of the TakeMeHome Testing Program data for 2025, Quarters 1-3.

Item 12. Review Unmet Need Data:

Marlon Velasco provided an overview of the 2024 Unmet Need Data. Estimates of unmet need among those individuals with HIV who are aware of their status but not receiving regular primary HIV health care requires unmet need estimates for three (3) target populations chose by the jurisdiction. For Orange County, there are four (4) target subpopulations identified (men who have sex with men, intravenous drug users, incarcerated, and transgender individuals. Data is reviewed for all people living with HIV and Ryan White clients.

Item 13. Nomination of Officers:

Martha Garcia reviewed the Planning Council Officer responsibilities and duties with the members. The Chair opened the floor for nominations 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 (pending)
- Kristen Kowalczyk nominated Dr. Gupta (pending)
- Kristen Kowalczyk nominated Dr. Harari (pending)
- Homero Beltran self-nominated (accepted)

Vice-Chair:

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

Nominations will remain open until December 10, 2025.

Item 14. California Planning Group (CPG) Update:

Fernando Martinez shared that at the California Planning Group (CPG) meeting that he attended there was a discussion on citizenship information when applying for Council. Orange County and Riverside County are the two (2) counties that request this information. He also shared that his term with CPG will end Spring of 2026.

Item 15. 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>.

- Integration of CDPH HIV, STI AND HCV programs into a single new division is in progress. The announcement for the new Chief of the Division will close on November 15, 2025. Position to be filled by April 2026.
- The State Office of AIDS is working on a Statewide solution for the vacancies for Medicaid/Medi-Cal representatives on Planning Councils.
- A new [Federal Register Notice](#) (FRN) issued by the Health Resources and Services Administration (HRSA) proposes a significant change to the methodology for calculating Ryan White HIV/AIDS Program (RWHAP) Part A and Part B formula awards. In summary, HRSA is proposing to shift the data used for formula calculations from a person's residence at HIV diagnosis to their most recent address. The change will be phased in over five (5) years to allow grantees to adapt and plan for shifts in funding. This change is intended to better align funding with where clients currently live and receive care.

Item 16. Grant Recipient Reports:

A. Contract Services:

- **Comprehensive Care and Support Services**
 - Brian Greene shared with members that the second amendment approved on October 28th, 2025 modified Part A funding to the most recent allocations and added some additional HOPWA dollars.

B. Quality Management (QM) Committee:

- **Case Management Standards of Care:**
 - Marlon Velasco provided an overview of the Case Management Standards of Care with proposed revisions. Dr. Vu put forward a motion to approve the Case Management 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 Case Management Standards of Care.
- **MAI Case Management Standards of Care:**
 - Marlon Velasco provided an overview of the MAI Case Management Standards of Care with proposed revisions. Dr. Cone put forward a motion to approve the MAI Case Management 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 Mail Case Management Standards of Care.
- **Jail Case Management Standards of Care:**
 - Marlon Velasco provided an overview of the Jail Case Management Standards of Care with proposed revisions. Karly Rubly put forward a motion to approve the Jail Case Management Standards of Care. The Chair repeated the motion. Homero Beltran 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 Jail Case Management Standards of Care.
- **Review Oral 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 Oral Health Standards of Care.

C. HIV Planning and Coordination:

- Mary Young shared with members that staff will start working on the Non-Competing Continuation (NCC) Application for EHE funds.

Item 17. Matters from the Chair:

There were no matters from the Chair.

Item 18. Member's Privilege/Announcements:

Jazmina Castillo shared with members that The Women SHINE study led by Dr. Jamila K. Stockman, is a web-based peer navigation intervention for cisgender women diagnosed with HIV/AIDS in CA, AZ, and NV, focused on improving HIV care and mental well-being.

- Participants are compensated (up to \$450 if qualified)
- Enrollment closes in December 2025.
- Client flyers (English/Spanish) and the partners only fact sheet will be shared with Council members.

Item 19. Adjournment until December 10, 2025:

Fernando Martinez adjourned the meeting at 7:57 pm.