



HIV PLANNING COUNCIL  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
April 08, 2026

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 in lieu of Homero Beltran

**Recorder:** Mindy He

**Members Present:** Dr. Sean Arayasirikul, Martin Becerra, Homero Beltran, LeRoy Blea, Jazmina Castillo (arrived during Item 4), Dr. Roberta Cone, Dr. Geeta Gupta (arrived during Item 6), Kristen Kowalczyk, Linda Ly, Dr. Christopher Ried, Khloe Rios-Wyatt, Ricardo Velasco, and Dr. Jeffrey Vu

**Affiliate Members Present:** None

**Members Absent:** Everardo Alvizo (LOA), Dr. Itamar Harari, and Fernando Martinez (Notification Received)

**Affiliate Members Absent:** None

**Staff Members Present:** Mindy He, Karen Leland, Sierra Myers, Marlon Velasco, and Mary Young

**Staff Members Absent:** Tara Buehring, Martha Garcia

**Guests:** Susan Calen, Huno Hilton Diaz, Cindy Jessome, Yvonne Lee, Jorge Miranda, and Margarita Salazar

**Item 1. Call to Order:** Kristen Kowalczyk called the meeting to order at 11:38am

**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:**

Ricardo Velasco put forward a motion to approve the agenda with the change. 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 January 14, 2026 Minutes:**

Dr. Arayasirikul put forward a motion to approve January 14, 2026, 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. Approval of the Directives to the Grant Recipient:**

Marlon Velasco provided an overview of the Directives to the Grant Recipient. The Directives were reviewed by the Priority Setting, Allocations, and Planning Committee on March 25, 2026. The following changes were made to the Directives, in addition to minor grammatical changes (not listed):

- Reference to the “Ryan White HIV/AIDS Program Manual” was updated to reflect the current version of the manual revised in 2025.
- References to the “Recommendations for the Delivery of Housing Services Approved by Council” were updated throughout the document to reflect the current version approved by Council on July 09, 2025.
- For the Referral for Health Care and Support Services service category (Client Advocacy, Benefits Counseling, and Eligibility Screening) additional language was added under Service Qualification stating: “The Grant Recipient may approve persons with incomes up to 600% of Federal Poverty Level (FPL) on a case-by-case basis to align with the income eligibility criteria for the California Department of Public Health AIDS Drug Assistance Program.”

- Planning Council Support Definition for “Expenses incurred by persons living with HIV on the Planning Council and its committees” was updated to 500% of federal poverty level to reflect the current version of the Transportation Compensation Policy and Procedure approved by Council on May 14, 2025.

The Grant Recipient will monitor the requests and approval of clients with incomes up to 600% FPL accessing Referral for Health Care and Support Services for one (1) year. Council will then re-evaluate if any changes are needed regarding this eligibility criteria. Council will consider funding, capacity, and continued need. Jazmina Castillo put forward a motion to approve the Directives to the Grant Recipient with proposed changes. 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 to say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the Directives to the Grant Recipient.

**Item 8. Approval of the Executive Committee, Integrated Plan Committee, PSAP Committee and HIV Client Advocacy Committee Policies and Procedures (P&P):**

Mindy He provided an overview of the P&P and changes for all the committee P&Ps. Homero Beltran put forward a motion to approve the Executive Committee, Integrated Plan Committee, PSAP Committee, and HIV Client Advocacy Committee P&Ps. 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 to say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the P&Ps for all the committees.

**Item 9. Review FY 2026-27 Planning Council Support Budget:**

Mary Young provided an overview of the 2026-27 Planning Council Support Budget. The budget has been updated to reflect guidance from Health Resources Services Administration (HRSA) that certain Grant Recipient activities shall be listed under Administration and removed from Planning Council Support. Only Planning Council Support Staff (Martha Garcia) shall be listed in the Planning Council Support Budget. Additionally, adjustments to travel, food, and interpretation line items were made to reflect actual expenditures from previous fiscal year.

**Item 10. Complete the FY 2025-26 Assessment of the Administrative Mechanism (AAM) Survey:**

Dr. Vu provided an overview of the AAM process and survey questions. Members received a physical copy of the survey that can be completed and returned by the next scheduled Council meeting (May 13, 2026). An email was also sent out to members to complete via an online survey link. Once completed, please notify Martha Garcia that it was completed to ensure all members have completed.

**Item 11. Approval of FY 2025-26 Preliminary Expenditures, Reallocations & Carryover Report:**

Mary Young and Sierra Myers provided review of FY 2025-26 preliminary projected expenditures. Based on a review of projected expenditures for year-end, the following reallocations are proposed for Council approval. The Council Directives to the Grant Recipient allow reallocations of up to \$50,000 without prior authorization at year-end. Any amount that exceeds \$50,000 per subservice category requires Council approval. The following reallocations exceeds the \$50,000 per subservice category:

- **Home and Community Based Health Services (HCBHS):** Increase of \$197,000 to \$848,348.
- **Medical Case Management: Jail Linkage to Care:** Decrease of \$59,883 to \$9,794.

Council members discussed the need to conduct an analysis of the clients receiving HCBHS and consider making changes to the Directives to the Grant Recipient for future grant years.

Prior to approval Jazmina Castillo and Kristen Kowalczyk recused themselves from the room. Dr. Vu put forward a motion to approve the of FY 2025-26 Preliminary Expenditures, Reallocations & Carryover. 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 to say yay. The Chair then asked for any nay votes. The yay votes were unanimous to approve the FY 2025-26 Preliminary Expenditures, Reallocations & Carryover.

**Item 12. Nomination and Approval of Executive Committee At-Large Members:**

This item was postponed due to time constraints.

**Item 13. CPG Update**

There were no updates.

**Item 14. State Office of AIDS (OA) Update:**

The OA report is available at: <https://ohealthinfo.com/about-hca/public-health-services/health-promotion-community-planning/hiv-planning-and-0>.

LeRoy Blea shared the following:

- It is anticipated that OA will have stable funding and as a result, the allocation for Ryan White Part B for Orange County has increased to help address the gap in funding anticipated in Ryan White Part A funding in future years.

- OA is identifying an individual from Department of Health Care Services to fulfill the mandated seat of State Medicaid Agency. Once identified, this representative will participate in Planning Council meetings.
- Dr. Arayasirikul inquired regarding the responses from the Prevention Funding RFA Webinar shared in the January 2026 meeting. LeRoy shared that a write-up will be prepared for the group in a future meeting.
- **5<sup>th</sup> Annual Ending the Syndemic Symposium 2026**  
Please save the date for the 5th Annual Ending the Syndemic Symposium 2026! This year's free virtual symposium will be held September 29-October 1st from 12-4 PM each day. Speakers will be addressing three of the social determinants on which our Strategic Plan and Implementation-Blueprint are organized: Racial Equity, Housing First and Health Access for All. Save the Date Link: <https://cvent.me/kwgxkQ>
- **HIV PrEP Navigation Certification (HIVPNC)**  
This is a special opportunity for staff to enhance knowledge and skills to deliver inclusive, affirming PrEP navigation services! Join Health HIV online for a two-part training on Tuesday, April 21, 2026 (Part 1) and Thursday, April 23, 2026 (Part 2) from 9:30 to 1:00 PM Pacific Standard Time (PST), respectively, to earn the free HIV PrEP Navigation Certification (HIVPNC). The HIVPNC is the only national certification program that prepares providers and allied health professionals to guide community members in initiating, using, and staying engaged in PrEP care. Complete the live virtual training and gain new skills, CE credits, an "HIVPNC" designation recognizing your certification in PrEP navigation, and a listing alongside hundreds of others in the Certified HIV PrEP Navigator national online directory. For more information and to register visit: <https://tinyurl.com/eakapbxr>.

**Item 15. Grant Recipient Reports:**

**A. Contract Services:**

- Procurement and Contract Services (PCS) will conduct Annual Administrative Site Visits of HIV contracted providers.
- The County of Orange is participating in a forensics audit. As a result of this audit, additional language will be added for future contracts.

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

- Marlon Velasco informed members that all Standards of Care (SOC) will be reviewed annually by QM in accordance with HRSA guidelines. SOC that are due for an in-depth comprehensive review require Council approval as part of the regular SOC review schedule.
- **Approval of Emergency Financial Assistance (EFA) for Medications Standards of Care:**  
Marlon Velasco provided an overview of the Standards of Care (SOC). There were no substantive changes to the EFA for Medications SOC. Homero Beltran put forward a motion to approve the EFA for Medications SOC. The Chair repeated the motion. Jazmina Castillo 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 EFA for Medications SOC.
- **Approval of Health Insurance Premium (HIP) and Cost Sharing Assistance for Low-Income Individuals Standards of Care:**  
Marlon Velasco provided an overview of the Standards of Care (SOC). There were no substantive changes to the HIP and Cost Sharing Assistance for Low-Income Individuals SOC. Dr. Arayasirikul put forward a motion to approve the HIP and Cost Sharing Assistance for Low-Income Individuals SOC. The Chair repeated the motion. Dr. Cone 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 HIP and Cost Sharing Assistance for Low-Income Individuals SOC.
- **Review of Early Intervention Services Standards of Care:**  
Marlon Velasco shared that the Early Intervention Services SOC were reviewed by QM with no substantive changes.
- **Review of Outreach Services Standards of Care:**  
Marlon Velasco shared that the Outreach Services SOC were reviewed by QM with no substantive changes.

**C. HIV Planning and Coordination:**

- Mary Young informed the Council that the FY 2026-27 Ryan White Part A Notice of Award for is still pending.
- In future meetings, printed meeting materials will be limited. The meeting agenda and meeting minutes will be printed along with large spreadsheets or documents with smaller font. All materials will be emailed the day prior to members and members are encouraged to print materials on their own or bring devices to the meetings.

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

There were no matters from the Chair.

**Item 16. Member's Privilege/Announcements:**  
There were no matters from the members.

**Item 17. Adjournment until May 13, 2026:**  
Kristen Kowalczyk adjourned the meeting at 1:22 pm.