HIV PLANNING COUNCIL

http://ochealthinfo.com/hiv/council

Wednesday, August 8, 2012

Public Health Services Training Center (1729E)
1725 West 17th Street
Santa Ana

MINUTES

Para solicitar una copia de estos minutos en español póngase en contacto con Iris Corpus al (714) 834-8399 o ICorpus@ochca.com.

Chair: Alex Trac **Recorder:** Iris Corpus

Voting Members Present: Amanda Acabeo, Ray Angulo, Clayton Chau, Mitch Cherness, Donna Fleming, Sarah Kasman, John Larson, Leslie Lindgren, Shelly Lummus, John Paquette, Christopher Ried, Jeremiah Tilles, Alex Trac, and Jennifer Vivar

Affiliate Members Present: Rutherford Cravens

Voting Members Absent: Kelly Gomez (LOA), (Rutherford Cravens sat in as the voting member for Kelly Gomez. This is in accordance with the Planning Council Bylaws, Article III, Section 4.)

Affiliate Members Absent: Bobby Avalos (LOA), Gwen Gipson (LOA), Michael Lehman, and Hamid Tahir

Staff: Jane Chai, Iris Corpus, Mindy He, Tamarra Jones, and Sheila Refoy

Guests: Ignacio Alvarez, Colleen Brody (HCA Clinic), Jeffrey Howell, Darcey Johnston (Straight Talk Inc.), Irene Magana (HCA Clinic), Chau Ngo (LBCC), Javier Perales, Derk Rooke, Laura Salazar, George Smith, Tzeli Triantafllou, Jesus Torres, Alejandro Uroza, Christina Weckerly-Ramirez (REACH), Philip Yaeger, and Earl Yurivilca

Item I. Call to Order:
Alex Trac called the meeting to order at 6:07pm.

Item II. Welcome & Introductions:
Alex Trac welcomed all in attendance. Members and guests introduced themselves.
A moment of remembrance was held. The Pledge of Allegiance was conducted. A quorum was established.

Item III. Approval of Agenda:
Jennifer Vivar put forward a motion to approve the agenda. Amanda Acabeo seconded the motion. The motion passed by consensus.

Item IV. Approval of July 11, 2012 Minutes:
Jennifer Vivar put forward a motion to approve July 11, 2012 minutes. Sarah Kasman seconded the motion. The motion passed by consensus.

Item V. Public Comment:
Jeffrey Howell announced Straight Talk's 10th Annual Chili Cook-Off Fundraiser event to be held on Saturday, September 8, 2012 from 10am to 5pm. Raffle tickets were available for $2.00.

Rutherford Cravens announced the Miracles Happen 2013 summer picnic on August 19, 2012 at noon. For more information please visit www.miracleshappen.org.

Item VI. Planning Council Member Acknowledgement:
Mitch Cherness acknowledged Amanda Acabeo. Mitch reminded members to fill out the member acknowledgement cards that are included in the Planning Council meeting folders.

Item VII. AIDS at 30: The U.S. Epidemic Video:
The Council viewed the AIDS at 30: The U.S. Epidemic Video. Tamarra acknowledged Council members and guests for their contributions over the past 30 years.

Item VIII. Overview of PSAP process for FY 2013:
Jane Chai presented on the Priority Setting, Allocations, and Planning process for FY 2013. The presentation included an overview of information used to make decisions about the FY 2013 priority setting and allocations process, including epidemiological data, client utilization data, cost data, survey results from persons living with HIV/AIDS.

Item IX. Committee Reports:

A. Executive Committee: Alex Trac provided an overview of the FY 2011 Evaluation of Administrative Mechanism (EAM) summary (see handout). The purpose of the EAM records review was to determine if the Grantee rapidly allocated funds to providers and how quickly the Grantee reimbursed providers. The following areas were assessed in the records review:

- Contracting Process
- Reimbursement Process
- Fiscal Monitoring
- Program Monitoring
- Technical Assistance (TA) and Training Provided

The Executive Committee had no findings. The committee recommended that records review be conducted annually. They also recommend a provider survey conducted biannually. A copy of the complete EAM records review is available upon request.

B. Priority Setting, Allocations, and Planning Committee (PSAP):

- **Approval of FY 2013 Application Funding Scenario and Staging:**
  The Council reviewed the handout for the recommended FY 2013 Application Funding Scenario and Staging (see handout).

  Alex Trac provided an overview of the process for the review and approval of the action item. He also reminded Public Officials that they must recuse themselves prior to any action on the motion. Rutherford Cravens provided an overview of the work PSAP conducted to determine the recommended action. Sarah Kasman, Leslie Lindgren, and Shelly Lummus recused themselves and left the room.

  Mitch Cherness put forward a motion to approve the FY 2013 Application Funding Scenario and Staging. John Paquette seconded the motion. Donna Fleming asked for an overview on the staging of the allocations. Jane Chai provided the overview. There was no public comment. The motion passed by consensus.

- **Approval of PSAP Committee Policies and Procedures:**
  The Council reviewed the changes made to the PSAP Committee Policies and Procedures (see handout). Ray Angulo put forward a motion to approve the revised PSAP Committee policies and procedures. Amanda Acabeo seconded the motion. There was no discussion. There was no public comment. The motion passed by consensus.

C. Membership Committee: John Larson stated there was no report since Membership met early the month of July and the report was made at the last Council meeting.

D. Housing Committee: Shelly Lummus reported that Risk-reduction, Education, and Community Health (REACH) program presented information on the program and services they provide.

E. Client Advocacy Committee (HCAC): Rutherford Cravens reported that the committee discussed questions for the focus groups regarding barriers to care for individuals who are out of care.

F. Prevention Planning Committee (PPC): Alex Trac shared that there was no report because the committee did not meet in July.

Item X. Staff Reports:

A. HIV Planning and Coordination (HIV PAC): Tamarra Jones provided an overview of the following (see handouts):

- FY 2011 Ryan White Part A, MAI, and HOPWA Final Expenditures, which included the final Part A unobligated balance. The PSAP committee will make recommendations regarding the carryover request for the unobligated funds. The request is due August 31, 2012.
- FY 2011 Final Expenditures and Service Utilization Report
- FY 2012 First Quarter Expenditures and Service Utilization Report

Donna Fleming asked that information on the total number of clients served be added to the reports for Transitional Housing and Residential Substance Abuse Services. Jane reported that the total clients served in those programs for FY 2011 were 37 and 24, respectively.

Tamarra announced that the Part A Grant Application is due September 21, 2012. The Comprehensive Plan was submitted to HCA Quality Management for review and will be published once approved.

- **Quality Management Committee Update:** Jane Chai announced that the next Quality Management Committee meeting is Tuesday, August 21, 2012.

B. Contract Development and Management: Sheila Refoy announced that a Request for Proposal (RFP) for HIV Prevention services was released on August 2, 2012. The bidder's conference will be held August 9, 2012 at 1pm. Proposal are due August 31, 2012. For information visit ww.BidSync.com.

Item XI. **Matters from the Chair:**
There were no matters from the Chair.

Item XII. **Member's Privilege/Announcements:**
Ray Angulo announced that he attended the International AIDS Conference and the conference was well attended. Ray shared that he had a positive experience with the Medical Services Initiative (MSI) application process. Ray also shared that Saddleback PEACE Center is open and providing various services for residents of Orange County.

Item XIII. **Adjournment:** Alex Trac adjourned the meeting at 7:39pm.