



Wednesday, August 11, 2021
Webinar Meeting



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: John Paquette

Recorder: Martha Garcia

Members Present (via Webinar): Dr. Scott Huffman, Kean Kirk (arrived during Item 9), Dr. Christopher Ried, and Lydia Tran

Members Present (In office): Homero Beltran and John Paquette

Affiliate Members Present (In Office): Adelmo Chan

Members Absent: Michelle Gallardo (LOA), Narciso Guevara (LOA), Dr. Geeta Gupta, and Fernando Martinez (LOA)

Affiliate Members Absent: None

Staff: Martha Garcia, Matilde Gonzalez-Flores, Mindy He, and Marlon Velasco

Staff Members Absent: Karen Leland

Guests: Ignacio Alvarez, Jessica Castellón, Tamarra Jones, Kristen Kowalczyk, Wendy Lords, and Khloe Rios-Wyatt

Item 1. Call to Order: John Paquette called the meeting to order at 6:07 pm.

Item 2. Welcome and Introductions:

John Paquette welcomed all in attendance. John provided an overview of the agenda, the purpose of public comment, and how the meeting will be facilitated. The meeting was held in office and also as a webinar due to special circumstances. A roll call for attendance was taken. Martha Garcia announced that Adelmo Chan would be voting for Fernando Martinez. A quorum was established.

Item 3. Approval of Agenda:

Adelmo Chan 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 July 14, 2021 Minutes:

Dr. Ried put forward a motion to approve the July 14, 2021 minutes. The Chair repeated the motion. Adelmo Chan 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. John Paquette reminded members that comment cards can be submitted to Planning Council Support via email.

Item 7. Member Acknowledgement:

John Paquette acknowledged Mark Coleman and Steven Madrid for their contributions to the Council.

Item 8. Review of FY21 Planning Council Support Budget:

Mindy He provided an overview of the FY21 Planning Council Support Budget. This is included in the administrative budget for Ryan White Part A funding which is limited to 10% of the total Part A allocation. For FY21, the total Part A allocation is \$5,838,609 of which, \$470,602 (7.99%) has been proposed as the allocation for Part A administration. The Planning Council Support budget is 48% of the total administrative budget.

Item 9. Approval of Evaluation of Grant Recipient Policies and Procedures:

Matilde Gonzalez-Flores provided an overview of the Evaluation of Grant Recipient Policies and Procedures. Adelmo Chan put forward a motion to approve the Evaluation of Grant Recipient Policies and Procedures. The Chair repeated the motion. Kean Kirk 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 Evaluation of Grant Recipient Policies and Procedures.

Item 10. Approval of Grievance Procedure Policies and Procedures:

Marlon Velasco provided an overview of the Grievance Procedure Policies and Procedures. Adelmo Chan put forward a motion to approve the Grievance Procedure Policies and Procedures. The Chair repeated the motion. Dr. Huffman 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 Grievance Procedure Policies and Procedures.

Item 11. Approval of Guidelines for Conference Attendance and Reporting:

Matilde Gonzalez-Flores provided an overview of the Guidelines for Conference Attendance and Reporting. Kean Kirk put forward a motion to approve the Guidelines for Conference Attendance and Reporting. The Chair repeated the motion. Adelmo Chan 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 Guidelines for Conference Attendance and Reporting.

Item 12. Approval of External Communications Procedure Policies and Procedures:

Marlon Velasco provided an overview of the External Communications Policies and Procedures. Adelmo Chan put forward a motion to approve the External Communications Policies and Procedures. The Chair repeated the motion. Dr. Ried 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 External Communications Policies and Procedures.

Item 13. California Planning Group (CPG) Update: Matilde Gonzalez-Flores shared the following:

- CPG Youth Committee is in the process of developing a Youth Webpage on the Office of AIDS website. They are soliciting input from the community on information to include on the webpage. A mockup of the webpage was shared with the members. The link to the survey to provide input will be shared via email. The link may also be shared with key stake holders.
- The L.A. Family AIDS Network developed patient/provider videos. The health education videos target patients and providers to address transitioning to adult HIV care. The videos include challenges and barriers and how they can be addressed. The link to the survey to provide input will be shared via email. The link may also be shared with the community.
- The CPG is accepting applications for At-Large members. The membership term is (3) three years. Applications are being accepted through August 31, 2021. To request an application contact CPG at cpg@cdph.ca.gov. A recruitment letter will be emailed to members with additional information.

Item 14. Grant Recipient Reports: Matilde Gonzalez-Flores shared the following:

A. HIV Planning and Coordination:

- The Ryan White Part A Application is in the process of being completed and is due on October 6th.
- HIVPAC is collaborating with Health HIV, a technical assistance provider to conduct an assessment of the Council. This is an opportunity to look at what is currently working well and what improvements can be made to support with Council recruitment efforts as well as increase member engagement. The assessment will take three (3) to four (4) months to complete and will start in December 2021. Health HIV will present additional information to Council about the components and timeline of the assessment later in the year.
- The United States Conference on HIV/AIDS is now virtual and is scheduled for December 2-3, 2021.
- The 34th AIDS on The Front Line Conference will be held virtually on September 22, 2021. Members can reach out to Council support for additional information.
- The Annual AIDS Walk will be held in person on September 18th at Bill Barber Memorial Park in Irvine. Council will participate in this year's event. More information to follow regarding participation.
- The Council applicants will be reviewed by the Board of Supervisors at the August 24th meeting. There was a change from Council's approval last month in that Ace Robinson is no longer with the Health Care Agency and will no longer be up for consideration for appointment to the Council.

B. Quality Management (QM) Committee:

Marlon Velasco provided an overview of the 2020 Quality Management Committee accomplishments.

Item 15. Matters from the Chair:

The Chair informed members the following was in their packets:

- FY20 Final Expenditures and Carryover Request

- FY 2022-23 Service Category Priorities
- Planning Council Support Policies and Procedures

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

Item 17. Adjournment until September 8, 2021:
John Paquette adjourned the meeting at 7:25 pm.