



HIV PLANNING COUNCIL  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
Wednesday, January 8, 2020  
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](mailto:MGarcia@ochca.com).

**Chair:** John Paquette

**Recorder:** Martha Garcia

**Members Present:** Dr. Adam Crits, Michelle Gallardo, Dr. Geeta Gupta, Kean Kirk, and John Paquette

**Affiliate Members Present:** Adelmo Chan, John Conrad, and Fernando Martinez

**Members Absent:** Dr. Christopher Ried

**Affiliate Members Absent:** None

**Staff:** Janlus Chou, Martha Garcia, Matilde Gonzalez-Flores, and Mindy He

**Staff Members Absent:** None

**Guests:** Ignacio Alvarez, Homero Beltran, Sandra Boodman, Heather Enciso, Nicole Gracey (On Phone), Narciso Guevara, Liz Hall (On Phone), Steven Madrid, Madeline Magazine, Jeanine Mumford, Thomas Nakatsuchi, Darby Osnaya, and Derek Tran

**Item 1. Call to Order:** John Paquette called the meeting to order at 6:03 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 Pledge of Allegiance was conducted. A moment of remembrance was held. Members and guests introduced themselves.

**Item 3. Approval of Agenda:**

Prior to approval Matilde Gonzalez-Flores proposed that Action Item #6 and #7 under Item #14 be moved up in the agenda to be Items #9 (Action Item #3) and #10 (Action Item #4). Matilde also proposed that the date of the next Council meeting be revised to February 5<sup>th</sup> instead of March 11<sup>th</sup> and the date of the next Executive meeting be revised to January 29<sup>th</sup> instead of February 5<sup>th</sup>. Michelle Gallardo put forward a motion to approve the agenda with the change. The Chair repeated the motion. Kean Kirk seconded the motion. There was no further discussion or public comment. The motion passed by consensus.

**Item 4. Approval of November 13, 2019 Minutes:**

Michelle Gallardo put forward a motion to approve the November 13, 2019 minutes. Chair repeated the motion. Kean Kirk seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 5. Public Comment:**

There was public comment.

**Item 6. Our Working Council:**

There were no comment cards for review. Kean Kirk reminded members to complete the Suggestion cards.

**Item 7. Review of 2020 Planning Council Binder:**

Martha Garcia provided an overview of the Planning Council Binder.

**Item 8. Member Acknowledgement:**

There were no member acknowledgments.

**Item 9. Approval of Reallocations for FY19-20:**

Mindy He provided an overview of the FY 2019-20 Reallocations and the Q3 Expenditure Report. Prior to the overview, Kean Kirk recused himself and left the room. The committee approved the following reallocations:

- Outpatient Ambulatory Health Services: Increase of \$20,000 for a total of \$1,197,900
- Medical Retention Services: Increase of \$12,500 for a total of \$706,813
- Linkage to Care: Decrease of \$6,500 for a total of \$245,758

- Linkage to Care (MAI): Increase of \$18,000 for a total of \$183,643
- Health Insurance Premium Payments: Increase of \$20,000 for a total of \$85,000
- Oral Health Care: Decrease by \$76,000 to \$635,506
- Home Delivered Meals: Increase by \$10,000 for a total of \$20,000
- Home and Community Based Health Care Services: Decrease of \$13,075 for a total of \$121,025
- Client Support Services: Decrease of \$34,500 for a total of \$255,125
- Client Support Services (MAI): Decrease of \$18,000 for a total of \$121,308
- Client Advocacy: Decrease of \$7,000 for a total of \$203,833
- Benefits Counseling/Eligibility: Increase of \$21,500 for a total of \$384,030
- Emergency Financial Assistance (EFA) for Medications: Increase of \$4,000 for a total of \$10,000
- Outreach Services: Increase of \$5,000 for a total of \$55,000
- Medical Transportation Services: Increase of \$7,000 for a total of \$288,115
- Other Professional Services including Legal Services: Increase of \$20,000 for a total of \$108,445

Dr. Crits put forward a motion to approve the FY 2019-20 Reallocations. The Chair repeated the motion. Dr. Gupta seconded the motion. Dr. Gupta asked why there was only a minimal increase to Ambulatory Health Services. Mindy He clarified that there are other funding sources in addition that support this service category. 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 FY 2019-20 Reallocations.

**Item 10. Approval of Transportation Standards of Care:**

Matilde Gonzalez-Flores provided an overview of the Medical Transportation Standards of Care with the proposed changes from the Quality Management Committee. Dr. Gupta asked why Narcan training was added to list of Safety Trainings if this topic may not be applicable to all Medical Transportation providers or staff. Kean, who is a member of the Quality Management Committee, clarified that the topics listed under Safety Trainings were suggested topics and may not apply to all staff. Dr. Gupta also asked for further clarification on the Staff for which the trainings were applicable. The definition of Staff in the glossary was reviewed. Kean Kirk put forward a motion to approve the Medical Transportation Standards of Care with further clarification on the definition of Staff. The Chair repeated the motion. Dr. Crits seconded the motion. There was no further 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 Medical Transportation Standards of Care with further clarification on the definition of Staff.

**Item 11. Approval of Planning Council and Grant Recipient Responsibilities:**

Matilde Gonzalez-Flores provided an overview of the Planning Council and Grant Recipient Responsibilities. Dr. Crits put forward a motion to approve the Planning Council and Grant Recipient Responsibilities. 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 Planning Council and Grant Recipient Responsibilities.

**Item 12. Nominations and Election of Executive Committee At-Large Members:**

Martha Garcia proposed that this item be postponed until next month due to the postponement of the Board of Supervisors reviewing the new and renewing member's applications to allow current and future members to be nominated. Dr. Crits put forward a motion to postpone the Election of Executive Committee At-Large Members. 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 postpone the Election of Executive Committee At-Large Members.

**Item 13. Approval of Tentative Master Calendar of Council and Committee Activities:**

Martha Garcia provided an overview of the Tentative Master Calendar for all the committees. Dr. Gupta put forward a motion to approve the Tentative Master Calendar for all the committees. The Chair repeated the motion. Dr. Crits 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 Tentative Master Calendar for all the committees.

**Item 14. Break:**

A break was not taken.

**Item 15. Updates: (Report made available in members packet)**

**A. State Office of AIDS (SOA):** Liz Hall and Nicole Gracey provided the update.

- The State report is available at: [www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)

**B. California Planning Group (CPG):**

Sandra Boodman informed members that the next meeting was scheduled for March in Sacramento.

**Item 16. Committee Reports: (Report made available in members packet)**

**A. Executive Committee:** Kean Kirk provided the update.

- **Extension of Terms for Renewing Members:**

Matilde Gonzalez-Flores informed members that the review of Council applications by the Board of Supervisors for new applicants and renewing members was postponed to January 14, 2020. As a result, there was a need to extend the terms of renewing members in accordance with the Council Bylaws prior to the Council meeting. The Executive Committee held a special meeting prior to the Council meeting to approve the renewing member's terms, which ended on December 31, 2019 for one month.

**B. Priority Setting, Allocations, and Planning (PSAP) Committee:** John Paquette provided the update.

**C. Integrated Plan Committee:** Darby Osnaya provided the update.

**D. HIV Client Advocacy Committee:** Fernando Martinez provided the update.

**Item 17. Grant Recipient Reports:**

**A. HIV Planning and Coordination:** Matilde Gonzalez-Flores reported the following:

- **2020 Calendar of Meetings:**

The calendar has been updated to reflect all the dates for the upcoming year.

- **Project Empowerment FRA Update:**

The State Office of AIDS released a Request For Applications (RFA) for Project Empowerment which is a grant funding opportunity for local health department and community based organizations. The application is due January 10<sup>th</sup> and Project Empowerment requires that applications target African American or Latinx populations through innovative interventions to increase viral load suppression. HIVPAC intends to submit an application focusing on engaging the African American population to address the significant disparities this population experiences across the continuum of care.

- **Ending the HIV Epidemic Plan and Regional Meeting Update:**

On January 24<sup>th</sup> there will be a one-day meeting to discuss a regional response to Ending the HIV Epidemic. It will be held at the L.A. Music Center Dorothy Chandler Pavilion in Los Angeles.

**B. Ryan White Quality Management (QM):** Kean Kirk provided the update

- **Eligibility Focus Group Summary and Next Steps:**

Matilde Gonzalez-Flores provided an overview of the next steps taken as a result of the Eligibility Focus Group. Three focus groups were conducted in 2019 to identify barriers to completing Ryan White eligibility screening in Orange County. A summary of the results has been shared with the Eligibility Workgroup, QM Committee, Priority Setting, Allocations, and Planning Committee (PSAP), and HIV Client Advocacy Committee (HCAC). Committees will continue to work on possible next steps.

**Item 18. Matters from the Chair:**

There were no matters from the Chair.

**Item 19. Member's Privilege/Announcements:**

There were no matters from the members.

**Item 20. Adjournment until February 5, 2020:**

John Paquette adjourned the meeting at 7:52 pm.