



HIV PLANNING COUNCIL
www.ochalthinfo.com/hivcouncil
Wednesday, May 13, 2020
Webinar Meeting



MINUTES

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Chair: John Paquette

Recorder: Martha Garcia

Members Present (via Webinar):, Sandra Boodman, Mike Carson, Mark Coleman, Heather Enciso, Michelle Gallardo, Dr. Geeta Gupta, Liz Hall, Kean Kirk, Fernando Martinez, Darby Osnaya, John Paquette, and Dr. Christopher Ried

Affiliate Members Present: None

Members Absent: Homero Beltran (LOA), John Conrad (Notification Received), Narciso Guevara (LOA), and Steven Madrid (LOA)

Affiliate Members Absent: Adelmo Chan (LOA)

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

Staff Members Absent: None

Guests: Antonio Viramontes

- Item 1. Call to Order:** John Paquette called the meeting to order at 6:33 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 as a webinar due to special circumstances. A roll call for attendance was taken. A quorum was not established. During the review of Item #14 (Approval of Request for Leave of Absence (LOA) or Extenuating Circumstance) a quorum was established.
- Item 3. Approval of Agenda:**
Prior to approval Matilde Gonzalez-Flores requested to move up Item #14 (Approval of Request for Leave of Absence (LOA) or Extenuating Circumstance) to Item #5 to address the issue of limited participation of Council members particularly Consumer members and the impact it has on quorum. Also the date on the agenda was incorrectly listed as May 20, 2020 instead of May 13, 2020. A quorum was not established. During the review of Item #14 a quorum was established and the Agenda was reviewed again. Mike Carson put forward a motion to approve the agenda with the changes. The Chair repeated the motion. Mark Coleman seconded the motion. There was no further discussion or public comment. A roll call vote was taken. The motion passed by consensus.
- Item 4. Approval of April 8, 2020 Minutes:**
Minutes were not approved as a quorum was not established. During the review of Item #14 a quorum was established and the minutes were reviewed again. Mike Carson put forward a motion to approve the April 8, 2020 minutes. The Chair repeated the motion. Kean Kirk seconded the motion. There was no discussion or public comment. A roll call vote was taken. The motion passed by consensus.
- Item 5. Public Comment:**
There was no public comment.
- Item 6. Our Working Council Discussion:**
There were not comment cards for review. John reminded members that comment cards can be submitted to Planning Council Support via email.
- Item 7. Member Acknowledgement:**
John Paquette acknowledged Dr. Thomas Nakatsuchi.
- Item 8. Approval of FY 2020 Part A Allocations Based on Award:**
Mindy He provided an overview of the FY20 Part A Allocations Based on Award. Upon receipt of the Ryan White Part A/MAI and the Part A COVID-19 awards, the Grant Recipient has proposed additional reallocations based on FY 2019-20 preliminary year-end expenditures and anticipated need. Prior to discussion, Sandra Boodman, Heather Enciso, Kean

Kirk, and Darby Osnaya recused themselves by muting their phones. PSAP recommended the approval of the following revisions:

Part A Funding Reallocations

- Medical Retention Services (Service Category 2.1): Increase of \$1,227 in Part A to \$653,000 with an additional \$394,207 in HOPWA, Part B, and Part C. The total allocation is \$1,047,207 with an increase of \$5,524 in MAI.
- Linkage to Care (Service Category 2.2): Reduction of \$11,775 to \$323,924 with an additional \$57,615 in Part B and Part C. The total allocation is \$381,539 with an increase of \$11,775 in MAI.
- Oral Health (Service Category 7): Reduction of \$15,000 to \$502,506 with an additional \$25,500 in Part C. The total allocation is \$528,006.
- Early Intervention Services (Service Category 9): Reduction of \$10,000 to \$140,000 with an additional \$208,441 in Part B. The total allocation is \$348,441.
- Home Health/Para-professional Care (Service Category 13.2): Reduction of \$10,000 to \$124,101.
- Client Support Services (Service Category 2.3): Decrease of \$200 to \$408,476 with an additional \$69,830 in Part B and Part C. The total allocation is \$478,306.
- Eligibility Screening (Service Category 3.2): Decrease of \$15,661 to \$360,260 with an additional \$218,792 in Part B and Part C. The total allocation is \$579,053.
- Outreach Services (Service Category 11): Decrease of \$10,000 to \$30,019 with an additional \$161,610 in Part B and Part B MAI. The total allocation is \$191,629.
- Food Bank – Support (Service Category 12.2): Increase of \$25,000 to \$179,405 with an additional \$81,300 in HOPWA funds. The total allocation is \$260,705.
- Part A Grant Recipient Administration: Decrease of \$25,759 to \$470,602.
- Part A Quality Management: Decrease of \$1,362 to \$211,194.

Minority AIDS Initiative (MAI) Reallocations:

- Medical Retention Services (Service Category 2.1): Increase of \$5,523 in MAI to \$137,260.
- Linkage to Care (Service Category 2.2): Increase of \$11,775 to \$264,333.
- MAI Grant Recipient Administration: Increase of \$4,529 to \$41,786.
- MAI Quality Management: Increase of \$1,362 to \$20,892.

Part A COVID-19 Response: This funding is intended for services to prepare for, prevent, and respond to the needs of individuals living with HIV due to the impact of COVID-19.

- Medical Retention Services (Service Category 2.1): Allocation of \$30,510.
- Linkage to Care (Service Category 2.2): Allocation of \$22,530.
- Client Support Services (Service Category 2.3): Allocation of \$40,829.

Dr. Gupta put forward a motion to approve the FY 20 Part A Allocations Based on Award. The Chair repeated the motion. Mike Carson 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. A roll call vote was taken. John Paquette voted nay. He noted funding should be discussed in depth to better reallocate the funds. Mindy He clarified that this was a proposal and Council could make any changes. John stated it should go to PSAP before it goes to Council for approval. Mindy clarified that PSAP approved the reallocations on April 22, 2020 for Council review and approval. The yay votes were majority and the motion carried to approve the FY20 Part A Allocations Based on Award.

Item 9. Review of FY20 Planning Council Support Budget:

Mindy He provided an overview of the FY20 Planning Council Support Budget. This is included in the administrative budget for Ryan White Part A funding. The administrative budget is legislatively limited to 10% of the total Part A allocation. For FY 2020, the total Part A allocation is \$5,885,441 of which, \$470,602 has been proposed as the allocation for Part A administration. The Planning Council Support budget is 50% of the total administrative budget.

Item 10. Review FY 2019-20 Assessment of the Administrative Mechanism:

Matilde Gonzalez-Flores provided an overview of the FY 2019 Assessment of the Administrative Mechanism. This is a HRSA requirement to look at how efficiently the Grant Recipient is at adjusting contracts and paying providers

Item 11. Complete the Assessment of the Administrative Mechanism Survey:

Matilde Gonzalez-Flores provided an overview of the Assessment of the Administrative Mechanism (AAM) Survey. Every year the Council is required to assess the efficiency of the administrative mechanism in rapidly allocating funds to service providers that will address the area of greatest service need in Orange County. Members are required to complete the online AAM survey by June 1st. The Survey Monkey link will be shared with members via email tomorrow. The PDF

version of the survey that was mailed/emailed prior to today's meeting was incomplete, the answer choices were not listed for question 1. Members should contact Planning Council support for assistance with completing the online survey or to request that a hard copy to be mailed.

Item 12. Post Procurement Survey Results:

Matilde Gonzalez-Flores provided an overview of the post Procurement Survey Results. The Executive Committee of the HIV Planning Council is responsible for conducting the Assessment of the Administrative Mechanism (AMM). In 2017, the Executive Committee eliminated the annual review of the procurement process because procurement is not conducted annually. The Executive Committee instructed the Grant Recipient to conduct a post procurement provider survey following the release of a solicitation for services. A procurement for HIV Care Services was initiated in 2019 (HIV Care Services Request for Applications (RFA) was released on September 30, 2019 and Legal Services RFA was released on December 10, 2019). The survey was available for completion from February 5, 2020 through March 1, 2020, and consisted of seven (7) questions. The survey was intended for providers who participated in the 2019 RFA for HIV Care Services or Legal Services. A total of five (5) service providers responded to the survey. Of these, four (4) providers stated that they participated in the 2019 RFA for HIV Care or Legal Services, three (3) of which completed the survey in its entirety representing a 75% response rate for those who participated in the solicitation process. Each provider (agency) could only respond once to the survey regardless of the number of funding sources received.

Item 13. Approval of FY 2020-21 Directives to the Grant Recipient:

Matilde Gonzalez-Flores provided an overview of the FY 2020-21 Directives to the Grant Recipient. The Grant Recipient is proposing changes to the Directives due to the COVID-19 Pandemic. Prior to discussion, Sandra Boodman, Heather Enciso, Kean Kirk, and Darby Osnaya recused themselves by muting their phones. The following are the proposed changes:

- Minor formatting changes.
- Updates to the Federal Poverty Level (FPL) to reflect U.S. Department of Health and Human Services 2020 income limits.
- Addition of language regarding services available under Food Bank (Support Service) during a local, state, or national emergency/crisis such as the COVID-19 pandemic that include:
 - Service qualifications (disability and income at or below 150% of FPL) may be temporarily lifted (duration to be determined in accordance with local, state, and/or national guidelines) to provide individuals food through a food pantry or food vouchers who are homeless, at risk of homelessness, or experiencing extenuating circumstances during a local, state, or national emergency/crisis such as the COVID-19 pandemic.

Mark Coleman put forward a motion to approve the FY 2020-21 Directives to the Grant Recipient. The Chair repeated the motion. Mike Carson 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. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the FY 2020-21 Directives to the Grant Recipient.

Item 14. Approval of Request for Leave of Absence (LOA) or Extenuating Circumstance:

Matilde Gonzalez-Flores provided an overview of the Request for Leave of Absence (LOA) or Extenuating Circumstance form. Due to COVID19 some members, particularly Consumers have had challenges participating in the webinar meetings for a number of reasons, including not having access to the internet or a computer. These absences put these members at risk of being deemed to resign based on the Bylaws. As a result, the following changes are proposed to the form to include Public Health Emergency/Crisis as an acceptable reason to request an LOA. The updates to the form would be applied retroactively to the April meeting, this meeting, and any future meetings, which would allow us to meet quorum. Dr. Gupta put forward a motion to approve the Request for Leave of Absence (LOA) or Extenuating Circumstance with the proposed changes. The Chair repeated the motion. Michelle Gallardo 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. A roll call vote was taken. The yay votes were unanimous and the motion carried to approve the Request for Leave of Absence (LOA) or Extenuating Circumstance form and retroactive to April's meeting.

Item 15. Grant Recipient Reports:

A. HIV Planning and Coordination:

• **FY19 Ryan White Site visit Summary Report:**

Matilde Gonzalez-Flores provided an overview of the Ryan White Site Visit Report. Site visits are conducted to ensure contract compliance, program requirements are met, and services are given to eligible clients. Any questions can be addressed to HIV Planning and Coordination.

• **Preliminary Q4 Expenditure Report:**

Mindy He provided an overview of the Q4 Expenditure Report. This is a preliminary report. The final report will be available in July. Any questions can be addressed to HIV Planning and Coordination.

B. Ryan White Quality Management (QM):

- **FY19 QM Outcomes and FY20 Goals:**

Marlon Velasco provided an overview of FY19 QM Outcomes and the FY20 QM Goals. Outcomes were determined using ARIES, Surveillance, and chart review data for services provided in the reporting period of March 1, 2019 through February 29, 2020.

Item 16. Matters from the Chair:

John Paquette informed members that the following was in their packets:

- Compensation Policies and Procedures
- Compensation Memo
- FY 2019 Preliminary Final Expenditures, Reallocations, and Carryover
- Housing Directives
- Medical Nutrition Therapy SOC
- Food Bank/Home Delivered Meals SOC

Item 17. Member's Privilege/Announcements:

- Dr. Ried commented that the Ambulatory Medical Care HAB Pneumocystis jiroveci Pneumonia (PCP) prophylaxis quality measure may need to be revised as the guidance has changed, you do not have to give (PCP) prophylaxis if the CD4 count is between 100 – 200 cells/mm³.
- Matilde Gonzalez-Flores thanked everyone for going above and beyond to continue to meet the grant requirements and the needs of the community. Feedback on how we can make the webinar meetings run smoother can be provided to Martha Garcia.

Item 18. Adjournment until June 10, 2020:

John Paquette adjourned the meeting at 8:14 pm.