



**HIV PLANNING COUNCIL**  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
**Wednesday, June 10, 2020**  
Public Health Services Training Center  
1725 West 17<sup>th</sup> Street, Santa Ana  
and  
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](mailto:MGarcia@ochca.com).

**Chair:** John Paquette

**Recorder:** Martha Garcia

**Members Present (via Webinar):**, Sandra Boodman, Mike Carson, John Conrad, Heather Enciso, Michelle Gallardo, Dr. Geeta Gupta, Liz Hall, Kean Kirk, and Dr. Christopher Ried

**Members Present (In office):** Mark Coleman, Steven Madrid, Fernando Martinez, John Paquette

**Affiliate Members Present:** Adelmo Chan

**Members Absent:** Homero Beltran (LOA) and Narciso Guevara (LOA)

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** Ignacio Alvarez, Tate Martinez, Jeanine Mumford, and Jacqueline Talamantes

**Item 1. Call to Order:** John Paquette called the meeting to order at 6:05 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 Homero Beltran. A quorum was established.

**Item 3. Approval of Agenda:**

Prior to approval Matilde Gonzalez-Flores requested to postpone Item #10 until next month to provide members additional time to complete the Assessment of the Administrative Mechanism survey. 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 May 13, 2020 Minutes:**

Mike Carson put forward a motion to approve the May 13, 2020 minutes. The Chair repeated the motion. John Conrad 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 no comment cards for review. John Paquette reminded members that comment cards can be submitted to Planning Council Support via email.

**Item 7. Approval of Conflict of Interest Policies and Procedures:**

Matilde Gonzalez-Flores provided an overview of the Conflict of Interest Policies and Procedures with the proposed changes. Michelle Gallardo put forward a motion to approve the Conflict of Interest Policies and Procedures with the proposed changes. The Chair repeated the motion. Kean Kirk seconded the motion. There was no further discussion or public comment. The Chair asked for the members in favor say yaya. The Chair then asked for any nay votes. A roll call vote was taken. The yaya votes were unanimous and the motion carried to approve the Conflict of Interest Policies and Procedures with the proposed changes.

**Item 8. Approval of Comment Card Policies and Procedures:**

Matilde Gonzalez-Flores provided an overview of the Comment Card Policies and Procedures with the proposed changes. John Conrad put forward a motion to approve the Comment Card Policies and Procedures with the proposed changes. The Chair repeated the motion. Sandra Boodman 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. The yay votes were unanimous and the motion carried to approve the Comment Card Policies and Procedures with the proposed changes.

**Item 9. HIV Epidemiological Profile Presentation:**

Mindy He provided an overview of 2019 HIV epidemiological and continuum of care data for Orange County. Dr. Ried asked whether the CDC calculation methodology for the total number of persons estimated to be living with HIV was different for each state. Mindy He will look into that information.

**Item 10. Assessment of the Administrative Mechanism Survey Results:**

This item will be postponed until the July meeting.

**Item 11. Grant Recipient Reports:**

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

- **HIV Prevention Progress Report:**

The Jail and Targeted Testing reports outlined activities and outcomes for calendar year 2019. Members requested additional information such as demographics for future reports.

- **Ending the HIV Epidemic Update:**

The Integrated Plan Committee (IPC) is the designated Ending the HIV Epidemic steering committee and will take the lead on development of Orange County's Ending the HIV Epidemic plan and activities. The committee will provide ongoing feedback on proposed activities, community engagement strategies, and input on the plan. Planning Council will review and provide concurrence on the plan before it is submitted to the state. The final plan is due to the CDC in late September and will be submitted by the state on behalf of Orange County and other local health jurisdictions.

- **2020 National Ryan White Conference:**

Members were informed that the Ryan White Conference will be virtual this year, August 11 – 14, 2020. This will allow for more participation online. Registration is open through July 31<sup>st</sup>. If anyone is interested in attending let Martha Garcia know.

**B. Ryan White Quality Management (QM):** Marlon Velasco shared the following:

- **Approval of Health Insurance Premium and Cost Sharing Assistance for Low-income Individuals Standards of Care (SOC):**

There was no standalone SOC for Health Insurance Premium (HIP) and Cost Sharing Assistance for Low-Income Individuals as the Common SOC was used as guidance for this service category in the past. HRSA provided additional guidance through Policy Clarification Note (PCN) #16-02 and PCN #18-01 on how funds may be used to pay for health care coverage. The SOC was developed to provide guidance on how HIP services should be provided and documented. Mark Coleman put forward a motion to approve the Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals SOC. The Chair repeated the motion. Dr. Gupta 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. The yay votes were unanimous and the motion carried to approve the Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals SOC.

- **Approval of Emergency Financial Assistance for Medications Standards of Care:**

There was no standalone SOC for Emergency Financial Assistance for Medications (EFA) as the Common SOC was used as guidance for this service category in the past. HRSA provided additional guidance through Policy Clarification Note (PCN) #16-02 on how funds may be used to pay for urgent essential items to include medications. The SOC was developed to provide guidance on how EFA services should be provided and documented. Fernando Martinez put forward a motion to approve the Emergency Financial Assistance for Medications SOC. The Chair repeated the motion. John Conrad 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. The yay votes were unanimous and the motion carried to approve the Emergency Financial Assistance for Medications SOC.

**Item 12. Matters from the Chair:**

John Paquette acknowledged Darby Osnaya.

**Item 13. Member's Privilege/Announcements:**  
There were no matters from the members.

**Item 14. Adjournment until July 8, 2020:**  
John Paquette adjourned the meeting at 7:53 pm.