



HIV PLANNING COUNCIL  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)

June 8, 2022

Public Health Services Training Center (1729E)  
1725 W. 17th Street, Santa Ana, CA 92706  
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):** Jessica Castellon, Dr. Geeta Gupta, Kristen Kowalczyk, Wendy Lords, John Paquette, Ricardo Velasco, and Lydia Tran

**Members Present (In office):** Homero Beltran and Dr. Christopher Ried

**Affiliate Members Present (In Office):** Adelmo Chan

**Members Absent:** Michelle Gallardo, Dr. Scott Huffman, Fernando Martinez (Notification Received), and Khloe Rios-Wyatt

**Affiliate Members Absent:** None

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

**Staff Members Absent:** None

**Guests:** Ignacio Alvarez, April Orozco, and Dr. Jeffrey Vu (Arrived during Item 7)

**Item 1. Call to Order:** Lydia Tran called the meeting to order at 6:14 pm.

**Item 2. Welcome and Introductions:**

Lydia Tran welcomed all in attendance. Lydia 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:**

Prior to approval, Marlon Velasco proposed that agenda Item 11, Planning Council Letter of Endorsement for FY22 Priorities and Allocations be postponed until next month as the letter is still being drafted. Lydia Tran put forward a motion to approve the agenda with the change. The Chair repeated the motion. Dr. Ried seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of May 11, 2022 Minutes:**

Adelmo Chan put forward a motion to approve the May 11, 2022 minutes. The Chair repeated the motion. Ricardo Velasco 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. Approval of Conflict of Interest Policies and Procedures:**

Mindy He provided an overview of the Conflict of Interest Policies and Procedures. Adelmo Chan put forward a motion to approve the Conflict of Interest Policies and Procedures with the proposed changes. The Chair repeated the motion. Kristen Kowalczyk 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 Conflict of Interest Policies and Procedures with the proposed changes.

**Item 8. Approval of the Assessment of the Administrative Mechanism:**

Matilde Gonzalez-Flores provided an overview of the FY21 Assessment of the Administrative Mechanism (AAM) Summary document and the AAM survey results. The AAM survey was available for completion online via Survey Monkey

and hard copy from April 13, 2022 through May 11, 2022. The survey was anonymous and consisted of seven (7) questions. In total, there were 12 surveys completed among the 13 Council members: 8 online surveys (67% of members) and four (4) paper surveys (33% of members) representing a response rate of 92%. Dr. Gupta put forward a motion to approve the AAM results. The Chair repeated the motion. Adelmo Chan 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 AAM results.

**Item 9. 2021 Client Needs Survey Results:**

Marlon Velasco provided an overview of the 2021 Client Needs Survey Results. The survey was conducted November 2021 through January 2022. Approximately 719 paper surveys were distributed. In total, there were 58 surveys completed: 52 English (including two (2) surveys completed online) and 6 Spanish representing a response rate of 8.1%. A detailed report is available upon request.

**Item 10. Review Orange County's Epidemiological Profile and HIV Care Continuum:**

- Matilde Gonzalez-Flores provided an overview of the 2021 HIV Epidemiological and Continuum of Care Data for Orange County. New Centers for Disease Control and Prevention (CDC) methodology was used to calculate HIV Care Continuum data for 2021. The new CDC methodology is based on diagnosed individuals 13 years and older who are aware of their status. Additionally, the Linked to Care stage has been changed to only include newly diagnosed individuals in the denominator and the number of newly diagnosed individuals linked to care within 30 days in the numerator. Members suggested including the numerator and denominator when presenting Linked to Care data and removing the HIV Infected data as this stage is no longer part of the HIV Care Continuum under the new CDC guidance.

**Item 11. Approval of PC Letter of Endorsement for FY22 Priorities and Allocations:**

Postponed until next month.

**Item 12. CPG Update:**

Matilde Gonzalez-Flores provided an overview of the May CPG meetings.

**Item 13. State Office of AIDS Update:**

Jessica Castellon provided an overview of the OA Voice June Newsletter.

**Item 14. Grant Recipient Reports:**

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

**FY21 Ryan White Site Visit Summary Report**

- Matilde Gonzalez-Flores provided an overview of the Ryan White Site Visit Report. Site visits were conducted between October 2021 and February 2022 for services rendered during the months of March through August 2021. Site visits are conducted to ensure contract compliance, program requirements are met, and services are given to eligible clients.

**Board of Supervisors Review of Council Bylaws**

- The Bylaws were scheduled to be reviewed by the Board of Supervisors on July 19, 2022 but will now be reviewed at the July 26, 2022 Board of Supervisors meeting.

**Part A Award**

- The FY22 Ryan White Part A Grant Notice of Award was received on May 27, 2022. Orange County was awarded a total amount of \$6,721,441, which represents a \$429,406 (+6.82%) increase from FY21.

**B. Review FY 2021 Quality Management Performance Outcomes and FY 2022 Goals:**

- Due to time constraints Marlon Velasco proposed that the review of the FY 2021 Quality Management Performance Outcomes and FY 2022 Goals be postponed until next month.

**Item 15. Matters from the Chair:**

There were no matters from the Chair.

**Item 16. Member's Privilege/Announcements:**

There were no matters from the members.

**Item 17. Adjournment until July 13, 2022:**

John Paquette adjourned the meeting at 8:00 pm.