



HIV PLANNING COUNCIL  
[www.ochealthinfo.com/hivcouncil](http://www.ochealthinfo.com/hivcouncil)  
April 10, 2024

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

**Chair:** Josie Lopez

**Recorder:** Martha Garcia

**Members Present:** Jazmina Castillo, Eder De Leon, Dr. Geeta Gupta, Dr. Itamar Harari, Kristen Kowalczyk, Josie Lopez, Wendy Lords, Dr. Christopher Ried, Khloe Rios-Wyatt, Kming Rosenthal, and Dr. Jeffrey Vu

**Affiliate Members Present:** None

**Members Absent:** Homero Beltran, Adelmo Chan (LOA), Michelle Gallardo (LOA), Fernando Martinez (LOA), and Ricardo Velasco (LOA)

**Affiliate Members Absent:** None

**Staff:** Tara Buehring, Martha Garcia, Mindy He, and Karen Leland

**Staff Members Absent:** Marlon Velasco

**Guests:** Martin Becerra, Frank Luna, Nsele Nsuangani, and Karly Rubly

**Item 1. Call to Order:** Josie Lopez called the meeting to order at 6:13 pm.

**Item 2. Welcome and Introductions:**

Josie Lopez welcomed all in attendance. Josie Lopez provided an overview of the agenda, the purpose of public comment, and how the meeting will be facilitated. The Pledge of Allegiance was conducted. The moment of remembrance was held. Members and guests introduced themselves. A quorum was established.

**Item 3. Approval of Agenda:**

Wendy Lords put forward a motion to approve the agenda. The Chair repeated the motion. Jazmina Castillo seconded the motion. There was no discussion or public comment. The motion passed by consensus.

**Item 4. Approval of March 13, 2024 Minutes:**

Dr. Harari put forward a motion to approve the March 13, 2024 minutes. The Chair repeated the motion. Wendy Lords 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. Josie Lopez reminded members that comment cards can be submitted to Planning Council support via email or dropped into the Suggestion Box at the back of the room.

**Item 7. Review FY23 Preliminary Q4 Expenditure Report:**

Mindy He provided an overview of the Q4 Expenditure Report. This is a preliminary report which covered the time frame of March 1, 2023 to February 28, 2024. The report is preliminary as there are invoices that still need to be processed.

**Item 8. Approve FY 2023-24 Preliminary Final Expenditures, Reallocations, & Carryover:**

Mindy He provided an overview of the FY 2023-24 Preliminary Final Expenditures, Reallocations, and Carryover. Year-end adjustments and reallocations are done at the end of the year to ensure funds are being allocated to areas of need and funds are not unobligated (unexpended) at the end of the year. Year-end adjustments and reallocations are based on the final invoices or expenses that have been claimed or are pending payment. The Planning Council (Council) Directives to the Grant Recipient allows reallocations of up to \$20,000 without prior authorization at year end. The Priority Setting, Allocations, and Planning Committee (PSAP) reviewed and approved the FY 2023-24 Preliminary Final Expenditures, Reallocations, and Carryover Request on March 27, 2024 and recommended the Council approve the work of the committee and approve the FY 2023-24 reallocations. Since the PSAP meeting, additional expenses were recorded, and additional adjustments were made to the proposed reallocations.

- **Outpatient Ambulatory Health Services:** Decrease of \$136,629 to \$926,139
- **Specialty Medical Care:** Increase of \$23,741 to \$174,443.
- **Medical Retention Services:** Decrease of \$746 to \$798,343.
- **Linkage to Care Services:** Increase of \$1,943 to \$209,308.
- **Health Insurance Premium:** Increase of \$5,000 to \$92,000.
- **Mental Health Services:** Decrease of \$3,609 to \$10,391.
- **Early Intervention Services:** Increase of \$51,963 to \$205,741.
- **Home Delivered Meals:** Increase of \$3,609 to \$36,585.
- **Client Support Services:** Increase of \$7,087 to \$379,095.
- **Client Advocacy:** Increase of \$970 to \$321,164.
- **Benefits Counseling:** Decrease of \$7,702 to \$136,938.
- **Medical Transportation Services:** Increase of \$2,372 to \$291,503.
- **Administration:** Increase of \$31,459 to \$573,380.
- **Quality Management:** Increase of \$20,542 to \$267,473.

There were no proposed changes to Minority AIDS Initiative allocations.

The total anticipated unobligated funds are \$367,762, of which, \$205,000 is anticipated to be requested for carryover and \$162,762 will be unexpended carryover funds.

Prior to discussion, Jazmina Castillo, Kristen Kowalczyk, and Wendy Lords recused themselves. Dr. Vu put forward a motion to approve the FY 2023-24 Preliminary Final Expenditures, Reallocations, and Carryover. 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 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 2023-24 Preliminary Final Expenditures, Reallocations, and Carryover

**Item 9. Nomination and Election of Executive Committee At-Large Members:**

Martha Garcia provided an overview of the Executive Committee At-Large Members roles and responsibilities. The Chair opened the floor for nominations as follows:

- Kming Rosenthal self-nominated

Nominations were closed and a ballot vote was taken for the following nominees:

- Kming Rosenthal: Jazmina Castillo, Eder De Leon, Dr. Gupta, Dr. Harari, Kristen Kowalczyk, Josie Lopez, Wendy Lords, Dr. Christopher Ried, Khloe Rios-Wyatt, Kming Rosenthal, and Dr. Vu

Kming Rosenthal elected as an At-Large Member.

**Item 10. EHE Quarterly Update:**

Tara Buehring provided an update on Orange County's Ending the HIV Epidemic (EHE) Work Plan which included a review of current and planned activities as well as progress made for each activity

**Item 11. Planning for Open House:**

Martha Garcia shared with the members that the Open House is scheduled for May 8, 2024. The Open House will take place prior to the Council meeting. Volunteers will be needed to assist with the presentation. Applications for new members will be due by May 31, 2024.

**Item 12. California Planning Group (CPG) Update**

There were no updates.

**Item 13. State Office of AIDS (SOA) Update:**

Nsele Nsuangani shared the SOA report. The SOA is available at: <https://ochealthinfo.com/about-hca/public-health-services/health-promotion-community-planning/hiv-planning-and-0>

**Item 14. Grant Recipient Reports:**

**A. HIV Planning and Coordination:** Mindy He

- There were no updates.

**B. Quality Management (QM) Committee:** Mindy He

- There were no updates.

**C. Contract Services:** Karen Leland

- There were no updates.

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

The Chair informed members the following was in their packets:

- Executive Committee Policies and Procedures
- Compensation Memo
- Outpatient/Ambulatory Health Services Standards of Care

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

Kristen Kowalczyk asked for clarification regarding non-Ryan White Medical Transportation on the Compensation Memo Request and whether it was accurate to have that language on the memo. The Grant Recipient will review and provide an update.

**Item 17. Adjournment until May 8, 2024:**

Josie Lopez adjourned the meeting at 7:16 pm.