



HIV PLANNING COUNCIL
www.ochealthinfo.com/hivcouncil
January 8, 2025

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: Fernando Martinez

Recorder: Martha Garcia

Members Present: Dr. Sean Arayasirikul, Homero Beltran, Jazmina Castillo, Dr. Roberta Cone, Kristen Kowalczyk, Josie Lopez, Fernando Martinez, Nsele Nsuangani, Dr. Christopher Ried, Khloe Rios-Wyatt, Karly Rubly, Ricardo Velasco, and Dr. Jeffrey Vu

Affiliate Members Present: None

Members Absent: Michelle Gallardo, Dr. Geeta Gupta, and Dr. Itamar Harari

Affiliate Members Absent: None

Staff: Tara Buehring, Martha Garcia, Mindy He, Bill Norsetter, and Linda Viramontes

Staff Members Absent: Marlon Velasco and Mary Young

Guests: Martin Becerra, Issac Ibarlucea, Jorge Miranda and Margarita Salazar

Item 1. Call to Order: Fernando Martinez called the meeting to order at 6:05 pm.

Item 2. Welcome and Introductions:

Fernando Martinez welcomed all in attendance. Fernando Martinez 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:

Khloe Rios-Wyatt put forward a motion to approve the agenda. The Chair repeated the motion. Josie Lopez seconded the motion. There was no discussion or public comment. The motion passed by consensus.

Item 4. Approval of December 11, 2024 Minutes:

Homero Beltran put forward a motion to approve the December 11, 2024 minutes. The Chair repeated the motion. Josie Lopez 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. Fernando Martinez 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 of Planning Council and Grant Recipient Roles and Responsibilities:

Mindy He provided an overview of the Planning Council and Grant Recipient Responsibilities. In the past, this was an action item and signed by the Chair and Vice Chair of Council. During the HRSA comprehensive site visit, the HRSA consultants provided further guidance that a Memorandum of Understanding (MOU). Currently, the MOU including the roles and responsibilities is being developed to accommodate the change recommended by HRSA and will be presented to Council for approval.

Item 8. Approval of Tentative Master Calendar of Council and Committee Activities:

Mindy He provided an overview of the Tentative Master Calendar for all the committees. Homero Beltran put forward a motion to approve the Tentative Master Calendar for all the committees. The Chair repeated the motion. Ricardo Velasco 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 9. Review FY24 Q2 Expenditure Report:**
Linda Viramontes provided an overview of the FY24 Q2 Expenditure Report that covered the timeframe from March 1, 2024 to August 30, 2024.
- 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. Overview of Attendance and Leave of Absence Procedures:**
Martha Garcia provided an overview of the Planning Council attendance and leave of absence procedure.
- Item 12. California Planning Group (CPG) Update**
There were no updates.
- Item 13. State Office of AIDS (SOA) Update:**
- The SOA report 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. Contract Services:** Bill Norsetter provided the following updates:
- **Status – Current Solicitations**
 - **HIV Comprehensive Care and Support Services**
Six (6) contracts have been developed to provide a range of HIV Care, Housing, and one for Legal Services. They are scheduled for review and approval for the January 28, 2025 Board date. Services are scheduled to commence March 1, 2025.
 - **HIV-STI Testing, Treatment and Prevention Services**
Request for Applications (RFA) was posted on December 2, 2024 with a January 16, 2025 deadline. All selected applicants will be expected to start services on July 1, 2025.
 - **Reminder – Contract Projections**
As most subrecipients may be aware, most (actual cost contracts only) are required to provide monthly projections for expenditures of all services. This will assist Procurement and Contracts Services (PCS) and Program staff to have better oversight of expected costs to allow for timely responses to any proposed or outstanding matters. E&R's will be reviewed monthly to assure the projections are reasonable.
 - **Commencement of Bi-Monthly Provider Meetings**
PCS will be present at all Bi-Monthly Provider meetings. Topics will include administrative, fiscal (as noted above), as well as programmatic matters specific to each contracted subrecipient. Meetings will commence this month on January 9, 2025.
- B. Quality Management (QM) Committee:**
- There were no updates.
- C. HIV Planning and Coordination:** Mindy He shared the following:
- Ryan White 2030**
- A copy of the HRSA letter that was sent to Ryan White Providers was shared with the members. Ryan White Program 2030 is a renewed vision for the Ryan White HIV/AIDS Program.
- Council Binder**
- An overview of the 2025 Planning Council Binder was presented to members. Previous year binders can be brought back and HIVPAC will recycle them.
- 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 March 12, 2025:**
Fernando Martinez adjourned the meeting at 7:58 pm.