

HIV Health Services Planning Council
EXECUTIVE COMMITTEE
 Meeting Notes – June 12th, 2008

Members Present: Dave Casey, Ronnie Castillo, Peter Feeley, Gary Parent, Adrienne Rogers, Michael Ungeheuer

Members Absent: Craig Spatola

Members Absent, Notified Staff:

Members Excused: Bill Puryear

Guests: Lili Joy

Staff & Advisory: Jon Benorden

AGENDA ITEM	DOCUMENT	DISCUSSION	ACTION/TASK
1. Introductions/ Announcements/ Public Comment		<p>Sacramento Valley AIDS Walk/Run – registration is open, www.sacvalleyaidswalkrun.org Paula has started a HHSPC team. “Survivors” of HIV can register for free, others it will cost \$25.00.</p> <p>CARES Luau – Saturday, June 14th – cost is \$55 before the event, or \$65 at the door – located at CARES. Michael Ungeheuer stated that he sent a letter of protest to the Sacramento County Board of Supervisors regarding the budget cuts.</p>	
2. Adopt Agenda	Agenda		M/S (Ronnie/Michael) to approve agenda; approved.
3. Approve Minutes	Minutes 05.08.08	<p>Add Adrienne as “Members Absent, Notified Staff” Add note that Fiscal Agent Report was not presented due to no representatives from the Fiscal Agent being present at the meeting. FA Report was forwarded to HHSPC for approval.</p>	M/S (Michael/Dave) to approve minutes; approved.
4. Comprehensive Plan Update	Comprehensive Plan and Memo from Lili Joy	<p>Comprehensive Plan and Memo: See memo from Lili Joy regarding the changes that were made. Adrienne gave input since then. Alan/Jon/Sara then looked at what Adrienne submitted and made some suggestions. Adrienne then looked over the suggestions and Lili inputted the changes into the draft submitted to the Executive Committee to review. Attached is a memo from Lili Joy, which highlights the changes she’s made since the May meeting to incorporate the suggestions made by the Executive Committee (Exec).</p> <p>As discussed, Exec members need to review the attached draft of the Comprehensive Plan on their own and contact Lili to let her know if there are any further edits or not by Thursday, June 19th. Exec members need to notify her either way. If Exec members do not contact Lili by June 19th, they will forfeit their right to object. Lili’s contact information is as follows: Email: lcjcs@sbcglobal.net Phone: (530) 306-9861 After receiving any further comments/edits, Lili will prepare another draft to be approved at the July Executive Committee meeting. After it is approved, it will move to the full Council.</p> <p>HRSA sent a letter regarding the recommended format of the Comprehensive Plan. Adrienne will do a page reference so that the Project Officer will be able to find everything. One of the new recommendations is with “long-term & short-term goals” – Adrienne will call the project</p>	Staff will send a memo to Exec Committee to have them review the Comprehensive Plan and give any suggestions/comments to Lili by June 19th. Lili will summarize the recommendations and present them back to the Executive Committee.

		<p>officer to get a better clarification of what is required.</p> <p>Section 4 has three parts to it: 1) Improve Client Level Data, 2) Using Data for Evaluation, and 3) Measuring Clinical Data/Outcomes. Adrienne and Lili will working on a narrative description of this for the plan.</p> <p>Corrections</p> <ul style="list-style-type: none"> • 1.5. has a wording error – “provider” should be “provided” • 6.4. should read “Improve monitoring of client compliance with treatment adherence by improving documentation collected through the EMR.” The Medical Case Management standard needs to state this as well. <p>Committees will use this new Comprehensive Plan to update their work plans with goals and objectives assigned to them.</p> <p><u>Communicating Suggestions:</u> Michael suggested asking the Council, who has email and computer access. It would be helpful to do a “reply all” when responding back with comments. Staff emails and snail mails all packet information (except for huge documents, only will be emailed) at least one week in advance of the meetings so that members can “do their homework” and be prepared for discussion when it comes to having the meeting. Council should implement a way to communicate to each other via email or phone when it comes to suggestions/changes.</p>	
5. FA Report	FA Report	<p>Spending rate should be at 16.6%: Sacramento is at 15%</p> <p>Missing invoices from El Dorado and Placer Counties</p> <p>Adrienne discussed how Yolo County’s Part B money has a different time schedule – that’s why it shows money through April 2008 only.</p>	Adrienne will send a corrected version of the report stating that invoices missing are from March & April.
6. Committee Reports		<p><u>Administrative Assessment Committee:</u> 4th Quarter Monitoring Site Visit was completed on May 31st. Staff will forward to Adrienne their findings so that she may review them and contest anything that she disagrees on.</p> <p><u>Affected Communities Committee:</u> There will be a booth at both Pride and Juneteenth to continue outreach to the HIV community. There is need for people to help out at Pride since there are only two people scheduled.</p> <p><u>Governance Committee:</u> No report.</p> <p><u>Needs Assessment Committee:</u> Jim Austin has been administering the NA survey to his patients in the jail. He has approximately 8-10 completed and will keep the committee updated on any progress. FA has given approval to move forward with the QDS software/equipment purchase. FA will work with CSPC’s business manager regarding billing for this. State Office of AIDS will be putting their property stickers on the equipment.</p> <p><u>Priorities and Allocations Committee:</u> FY 09 priorities were done. PAC is waiting on recommendations from Adrienne for the allocations. Staff will bring to the HHSPC a list of the FY 09 priorities for them to approve.</p> <p><u>Quality Advisory Committee:</u> Staff presented the results from the Client Satisfaction Postcard Survey. Staff will forward these on to the full Council.</p>	Put on HHSPC agenda to have Council approve the FY09 Priorities.

7. Setting Planning Council 04.23.08 Meeting Agenda	Proposed 06.25.08 Meeting Agenda	The agenda was discussed. Breaking Barriers has confirmed they will be doing their agency presentation as part of the Council Member Training. The Vice Chair of Program Planning nominations/election will be occur. There will be no Comprehensive Plan approval until the July meeting.	
8. Adjourn			Next meeting: July 25 th , 2008.