

# Seattle TGA HIV Planning Council

Monday, August 13, 2018 4:00 p.m.–6:30 p.m.


2100 Building: 2100 24<sup>th</sup> Avenue South

CALL IN: 206-263-8114, CONFERENCE ID: 459350#

## AGENDA

*Overall note: ensure consumer input throughout the meeting on each topic*

- |       |   |             |
|-------|---|-------------|
| I.    | <b>Welcome, Introductions, Icebreaker and Announcements</b>   | <b>4:00</b> |
|       | <ul style="list-style-type: none"><li>• The group reads the information on the back of the agenda aloud</li></ul>   |             |
| II.   | <b>Agenda:</b>  |             |
|       | <ul style="list-style-type: none"><li>➤ <b>Action:</b> Review and approve</li></ul>   |             |
| III.  | <b>Minutes:</b>   |             |
|       | <ul style="list-style-type: none"><li>➤ <b>Action:</b> Review and approve</li></ul>   |             |
| IV.   | <b>Meeting Rules Reminder and Public Comment</b> (Nicole and Jason)   |             |
|       | <ul style="list-style-type: none"><li>• See information on the back of this agenda</li></ul>  |             |
| V.    | <b>Recipient Report</b> (Kate)  | <b>4:05</b> |
| VI.   | <b>Council Consumer Co-Chair</b> (Nicole)   | <b>4:15</b> |
|       | <ul style="list-style-type: none"><li>➤ <b>Action:</b> Elect a consumer co-chair</li></ul>  |             |
| VII.  | <b>PSRA Committee Report</b> (Kevin and Richard P)  | <b>4:15</b> |
|       | <ul style="list-style-type: none"><li>• Report: No changes made to 2017 unobligated balance plan (approved Nov, 2017)</li><li>➤ <b>Action:</b> Review and vote on the directives</li><li>➤ <b>Action:</b> Review and vote on the additional funds for MAI for the current year (2018)</li><li>➤ <b>Action:</b> Letter of concurrence for 2018 allocations</li><li>➤ <b>Action:</b> Letter of assurance for 2019</li></ul> |             |
| VIII. | <b>SNAC: Standards of Care Updates</b> (Brian)  | <b>4:35</b> |
|       | <ul style="list-style-type: none"><li>➤ <b>Action:</b> Review and vote on updated standards for Psychosocial Support Services</li></ul>   |             |
| IX.   | <b>Membership Committee</b> (Mel)   | <b>4:45</b> |
|       | <ul style="list-style-type: none"><li>• Report</li></ul>  |             |
| X.    | <b>BREE Collaborative</b> (Matt)  | <b>4:55</b> |
|       | <ul style="list-style-type: none"><li>• Report</li></ul>  |             |
| XI.   | <b>Break</b>  | <b>5:10</b> |
| XII.  | <b>Annual Council Training</b>  | <b>5:25</b> |
|       | <ul style="list-style-type: none"><li>• Bring your game face! It's time to compete for fabulous prizes!</li></ul>   |             |
| XIII. | <b>Adjourn</b>  | <b>6:30</b> |

 Attachments: Minutes, 2019-2020 Directives, 2018 Allocations (revised), Allocations Table, 2017 Final Carryover Request, Psychosocial Support standards, Part A Planning Council Primer, Quick Legislative Reference Guide.

**Barrier-free location**

**Reasonable accommodation for persons with disabilities available upon advance request.**

**Questions? Call: 206-263-2030**

**Visitors: Please read the information on the back to make your visit easier!**

## About Council Meetings

Welcome to the Seattle TGA HIV Planning Council, we are so glad you came! Here are a few things to know about what you will see and hear this afternoon, and how you can participate!

### **Please have some food!**

At full Council meetings, food is available for everyone, so please don't be shy about taking some!

### **Where should visitors sit?**

Visitors can sit at the table with the blue "Visitors" table tents, or at any of the chairs that are against the wall.

### **Introducing yourself at the beginning of the meeting:**

At the start of the meeting, everyone (Council members, staff and visitors) are all asked to introduce themselves, and state any conflicts of interest.

### **What are the conflicts of interest?**

If you work for, are a paid consultant to, or on the board of directors of any of the Part A funded agencies (listed here), then you have a conflict of interest. That means you have to hold up the "C" card when you speak, and there are some restrictions on when you can speak. Not sure if you have a conflict? Check in with staff before the meeting.

### **What does "Unaligned Consumer" mean?**

This is a term used to describe people whose only connection to Part A funded agencies is that they use their services. This term comes from the Ryan White legislation and *includes* both People Living with HIV (PLWH) and the parents of minor children with HIV. It *excludes* those PLWH who do not use Part A services, and/or those who work for funded agencies. Unaligned Consumers play a key role in Part A funded areas.

### **What is a "TGA"?**

The counties served by this Part A grant. The Seattle TGA is King, Snohomish and Island Counties.

### **Making a comment at the meeting:**

Anyone who is visiting the Council can speak up at the beginning of the meeting when the chairs call for Public Comment. This is the time to make a comment about something on the agenda, or bring up a topic you would like the Council to discuss in the future. You can talk for up to 2 minutes (which is much longer than it seems).

### **What are those laminated 4" X 8" cards all about?**

The Council uses these to help move the process along, including understanding when someone who is speaking works for, or is on the board of a funded agency. A description of the purpose of each card is on the back of it. Please take a moment to familiarize yourself with them.



# Seattle TGA HIV Planning Council

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Minutes ☿ August 13, 2018

4:00 – 6:30pm

**2100 Building – Community Room B, 2100 24<sup>th</sup> Ave S, Seattle, WA 98144**

**Council Members Present:** *Tyler Adamson (phone), Richard Aleshire, Scott Bertani, Dorian Davenport, Luis Fernando Ramirez, Matt Golden, Katie Hara, Bill Hall, Glenda Harris, Jason Jacobs, Janet Jones, Brian Knowles, Mel LaBelle III, Steve Milkis, Teresia Otieno (phone), Kevin Patz, Richard Prasad, Nicole Price, Germán Rodriguez*

**Council Members Absent:** *Kim von Henkle, Jonah West*

**Council Staff Present:** Jesse Chipps, Lauren Mansur (minutes)

**Grantee Staff Present:** Kate Briddell, Linda Coomas, Marcee Kerr (Public Health – Seattle & King County)

**Visitors:** Kevin Hockley (AIDS Healthcare Foundation), Aric Lane (Department of Health & Human Services – Region X), Vanessa Leja (Washington Department of Health), Dennis Worsham (Public Health – Seattle & King County), Tesia Forbes (Public Health – Seattle & King County), Marc Vincent (AIDS Healthcare Foundation), Jake Ketchum (Public Health – Seattle & King County)

*Italics denote Planning Council Membership.*

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## I. Welcome, Introductions, and Announcements

- Jason and Nicole welcomed everyone. The Council members read the meeting rules and reminders.
- Dorian led the group in an icebreaker and introductions about birthdays!
- Anyone with a conflict in the group also declared it at this time.

*[Janet arrived at 4:15pm.]*

- Mel announced that Jake Ketchum from Public Health – Seattle & King County is in attendance to take pictures of the meeting to be used by the Membership Committee in outreach and recruitment materials. Jake will try to get a group together to do a group photo.
  - o If there is anyone who does not want their picture taken or used, Mel asked that you please let him and Jake know.
- Richard A. introduced Vanessa Leja, WADOH's new HIV Planning Coordinator. She was formerly the Community Action Board member at the Center for AIDS Research (CFAR) at the University of

Washington and is a recent grad from the university's MPA program, as well. She is looking forward to working with the HIV Planning Steering Group on the Integrated Plan.

- Scott noted that there is an issue around policy coming up. There is a notice of proposed federal rule changes: re: public health benefits.
  - o This might come up at the end of the month (August), and the Council may want to address this as a whole soon. Entre Hermanos is leading the charge around this.
  - o The rule change would make it that anyone who is using public services while undocumented or while having a green card would be ineligible to apply for citizenship. Additionally, they would be unable to apply for citizenship if a family member used these benefits.

*[Tyler joined by phone at 4:25pm.]*

- Richard A. announced this would be his last meeting, as he is retiring from Washington State Department of Health (WADOH). Lydia Guy-Ortiz will attend in his place starting in September. The group congratulated Richard for his service to the State, and to the Council.
- Nicole brought postcards about BABES' upcoming fundraiser, Stella Steps Out on September 26. The event will celebrate Dr. Shireesha Dhanireddy. BABES is also hiring an HIV+ peer advocate.
- Kate announced that she is leaving Public Health – Seattle & King County and her last day in her position will be September 14<sup>th</sup>. The group was surprised by this announcement, and wanted to make sure she will be in attendance at the September meeting, which she agreed she would.
- Aric announced that World AIDS Day, December 1, is approaching quickly. If anyone is planning any events around, Aric will be the point person compiling World AIDS Day information to distribute to interested audiences closer to the date.
- Glenda is glad to be back after her successful eye surgery!

## **II. Agenda**

- Nicole asked to remove the election of a consumer co-chair from the agenda, as Jason has returned.

***The meeting agenda was approved as amended by acclamation.***

## **III. Minutes From July 9th**

- Matt Golden was left out from the list of those absent from the meeting.
- A line break is needed before "Council Staff Present"

***The minutes from July 9th were approved as amended by acclamation.***

## **IV. Recipient Report**

- Other than the major news that Kate will be leaving her role as Ryan White Program Manager at PH-SKC in September, the Recipient is still working on the Notice of Final Award.

## **V. PSRA Committee Report**

- Kevin and Richard P. led the group through the recommendations the committee was bringing to the Council for vote, directing them to the materials provided for each decision point.

### **Decision 1: Directives to the Recipient**

- In addition to the allocations PSRA made, the committee created Directives to the Recipient for 2019. These give the allocations depth and provide guidance to the Recipient to focus on specific populations or areas to concentrate on.
  - o Kevin noted that there was confusion about directives vs. service standards: PSRA creates the directives, SNAC adds those directives to service standards, and SNAC can also create its own directives, as long as they do not supersede or conflict with the PSRA's directives.
  - o Most directives were carried over from the previous grant years, with the exception of Food/Meals. One directive was reversed—rather than prohibiting meals to be served at an agency, the group agreed that having meals at an agency intended to bring PLWH together and reduce isolation should be encouraged.
  - o Steve asked whether this would be the appropriate place to talk about adding a directive to require agencies to advertise the Council, its work, and its role in funding services.
    - Brian © reminded Steve that SNAC could add this as part of developing the General Standards. Those standards are going to reviewed by the committee at the November meeting.
    - Related to Steve's comment, Marcee said that funded agencies already are required to state that the funding for services is made available through Ryan White on posters, fliers and marketing materials. Council members pointed out that this was actually about not the fund source, but the role of the Council. It will be addressed in November.

[Teresia joined by phone at 4:45pm.]

- **MOTION:** Dorian moved to approve the Directives to the Recipient for 2019-2020 as written. Seconded by Richard P.
  - **Discussion:**
    - o Since the comprehensive list of Directives apply to all service categories, the Council wondered where conflict lies in the vote on this. It was clarified that people from funded agencies are conflicted and should abstain. Any other Council members are allowed to vote.

#### **☑ The motion passed with the following vote:**

- o In favor - Jason, Kevin, Mel, Richard P. Katie, Steve, Bill, Dorian, Richard A., Germán, Glenda, Tyler
- o Opposed - 0
- o Abstaining - Teresia ©, Nicole ©, Brian © , Matt ©, Janet ©, Scott ©

### **Decision 2: 2018 Funding Amendment**

- Richard P. then discussed PSRA's work around the 2018 Funding Update (referenced in the attached 2018 Allocations document, bottom of the page). PSRA made a change to the 2018 MAI allocations specifically. As noted, the TGA received less overall funding this year, but the Recipient was able to balance that out with reductions to QM costs. Despite that, the TGA received more MAI dollars than anticipated, even more than their 5% increase increment plan, so the PSRA made the following decisions:
  - o Early Intervention Services (EIS): would not have an increase and remain at \$186,653. These were new programs starting in mid-2017, and they have under-expended due needing time to start up. There is not sufficient data on their efficacy, so keeping the funding level seemed the best course.

- NMCM- Engagement and Retention: the group put all of the funds into this service category; they increased the allocations proportionally between the two populations (Blacks and Latinos).

➤ **MOTION:** Dorian moved to approve the amendment to the 2018 allocations as written. Jason seconded.

- **Discussion:** The group clarified that any member with a conflict in Non-Medical Case Management could not vote on this motion. There was confusion about whether Teresa could vote, as her agency is funded in by MAI dollars. It was clarified that conflicts are by service category, not funding type. As there were no changes to the EIS funds, Teresa may vote.

Dorian wanted to know where the EIS under-expended funds had gone. The group reminded him that those under-expenditures were in 2017, and the dollars had been reallocated and used during that grant year, or were part of the carryover.

-  **The motion passed with the following vote:**

- In favor - Jason, Matt, Kevin, Mel, Richard P., Katie, Steve, Janet, Dorian, Bill, Richard A., Germán, Teresa, Tyler
- Opposed – 0
- Abstaining - Nicole ☉, Brian ☉, Scott ☉

[Tyler left the call for a brief time at 4:55pm.]

### **Decision 3: Letter of Concurrence 2018**

- Kevin noted that the next two items are things related to allocations, but were not decided on by PSRA. These need to be determined solely by the Council.
- He explained that 90 days after the Recipient receives the Final Notice of Award, the Recipient (Kate) then needs to turn in a final Allocation Table and a letter from the Council stating that the Allocations listed in this table are the ones that they had set for the grant year. Kevin provided an overview of how to crosswalk between the Council's spreadsheet and the HRSA allocation table. If these two documents match, then the Council should direct the co-chairs, Jason and Nicole to sign the Letter of Concurrence.

[Tyler spoke up at 5:03pm to make it clear to everyone that he had returned to the call]

➤ **MOTION:** Dorian moved to direct the Council Co-Chairs to sign the Letter of Concurrence. Seconded by Mel.

- **Discussion:** There are no conflicts of interest related to letters of concurrence and assurance, so everyone is eligible to vote.

**The motion passed with the following vote:**

- In favor - Nicole, Jason, Brian, Matt, Kevin, Mel, Richard P., Katie Hara, Jason Jacobs, Steve, Bill, Germán, Glenda, Scott, Richard A., Dorian, Tyler, Teresa
- Opposed – 0
- Abstaining – 0

### **Decision 4: Letter of Assurance**

- Richard P. explained the differences between the Letter of Assurance and the Letter of Concurrence they had just addressed. The Letter of Assurance is part of the 2019 grant submission, and it asks the Council, through their co-chairs signatures, to assure 4 things:
  1. How the Conditions of Award related to the Planning Council were met for 2018.
    - i. There were no conditions of award for 2018
  2. How the 2018 money is being used the way the TGA planned it to be used
    - i. Kate's allocation table and the Council's allocation table for 2018 are the same.
    - ii. Kate/Recipient put out an RFA and contracted for the services and dollars planned.
    - iii. Kate reports quarterly to the Council about performance and expenditures
  3. How the Council determined the 2019 priorities.
    - i. The Council follows its own approved process wherein the PSRA committee does the in-depth work of reviewing the data, eliminating the services fully covered by other payers, and using the Council's guiding principles and goals to set the priorities. They then bring the plan back to the Council for review and vote, which happened last month, and then the directives were approved just a few minutes ago.
  4. That training for Council members took place
    - i. All new Council members receive group or one-on-one new member orientation
    - ii. While many trainings take place throughout the year, there is one specific annual training. This year, that training is taking place today.
- **MOTION:** *Mel moved to direct the Council Co-Chairs to sign the Letter of Assurance. Glenda seconded.*
  - **Discussion:** There was no further discussion.
- **The motion passed with the following vote:**
  - In favor - Nicole, Jason, Brian, Matt, Kevin, Mel, Richard P., Katie, Steve, Janet, Bill, Dorian, Richard A., Scott, Germán, Glenda, Tyler
  - Opposed - 0
  - Abstaining - Teresia (missed part of the discussion)

**(Non) Decision 5: Final Carryover Request for 2017 dollars**

- Kevin noted that the Council approved an initial carryover request in November, 2017. There were no changes since this was approved in November 2017. In this plan, \$80,000 was allocated to Housing, \$80,000 to Oral Health, and \$67,219 to the Food/Meals sub-priority of grocery bags and prepared meals. Since the grant year had not ended when this plan was made, the plan included what to do if less money was carried over: Dollars would be reduced proportionately. As a result the plan was:
  - Housing: 78,198
  - Oral Health: \$78,198
  - Food/Meals, grocery bags & prepared meals: \$65,803.
- The PSRA committee considered whether there was any data that suggested that these amounts should be changed, and concluded that there was not. As a result, there is no vote needed.
- Kevin also noted that there is no August meeting of PSRA. At the September 13<sup>th</sup> meeting the group will review 1<sup>st</sup> quarter performance and expenditures, and talk about what gaps there are in the data needed for decision-making. Jake Ketchum and Courtney Moreno are the staff hired to work on the needs assessment.

**VI. SNAC Report: Standards of Care Update (Psychosocial Support Services)**

Brian presented updates from SNAC's review of Psychosocial Support Services standards.  
-Only changes made: clarified "assessment skills" (in red on document)

- **MOTION:** *Dorian moved to accept the Psychosocial Support Service Standards as amended.*  
*Seconded by Glenda.*

**Discussion:** There was no further discussion.

☑ **The motion passed with the following vote:**

- In favor – Jason, Brian, Matt, Kevin, Richard P. Steve, Janet, Bill, Katie, Mel, Dorian, Richard A., Germán, Glenda, Teresia, Tyler
  - Abstaining – Nicole ©, Scott ©
- At the next SNAC meeting on August 27 the committee will review Medical Transportation service standards, and the service units for all services.

## VII. Membership Committee Report

- Mel reported on the last Membership Committee meeting on June 21, 2018
  - Advertising for consumers in providers' offices with posters. Jake is taking photos of everyone in an attempt to get more representation of diverse groups and actual members of the Council on the posters.
    - Please notify Mel if you do not wish to be in any photos.
  - While the Council needs more consumers, it also wants to focus on engaging the consumers currently on the Council even more.
    - Trainings: more "game-like" and
    - Also attempting to revive the Consumer Caucus: individuals who receive RW Part A Services get together prior to the Council meeting in order to discuss the Council meeting agenda to ensure everyone understands the content.
    - Mel invited consumers on the Council to attend a Membership meeting to provide input into how to make the Council more consumer-friendly and what they want the Council
    - Anyone who knows an unaligned consumer (HIV+ receiving RW Part A services and are not aligned with any provider and/or parent of a child receiving RW Part A services)
    - Matt has a connection to a consumer, and Mel updated everyone that he is having coffee with that individual tomorrow (August 14).
    - Bill: clarifying question – CC meeting before the Council meeting?
    - Thursday, August 16 – Chinook Room 126, 5:30-7:30pm

## VIII. BREE Collaborative (Matt presentation)

- Matt presented on the work of the BREE Collaborative, a statewide initiative run by the healthcare authority, which chooses an issue every year to work on. This year, through a proposal from the HPSG and others, supported by the Council, they are working on improving health outcomes for LGBTQ populations.
- For the past year, they have developed guidelines and recommendations. There is now a public comment period, and Council staff sent that email to the Council and interested parties last week.
- Matt updated the group on the recommendations around the focus areas:
  - Lack of tracking of specific populations creates gaps in data and information – tracking in medical records going forward that allows to focus care and treatment better on these populations
  - Key measures related to HIV in the recommendations
    - Creation of more inclusive medical environments (anti-stigma)
    - Systematic identification of LGBTQ populations at risk with recording of info in electronic medical record



- Promotion of HIV/STI screening
- Promotion of PrEP
- o Scott worked on this as well, and Matt asked him to add anything. Scott noted that this is the first project of this kind in the nation.

*[Luis arrived at 5:30pm.]*

*[Germán Galindo arrived at 5:30pm and introduced himself. He is a consumer who is interested in the work of the Planning Council.]*

#### **IX. Annual Council Training**

- The group conducted its annual training. Council members gathered into 2 teams to play *Planning Council Brain Dump* covering all things Ryan White and TGA Planning Council. Jesse asked the questions. Kate was the sole judge of accuracy and completeness of answers. Lauren kept score. Members felt this was fun, informative and a good way to team-build. The Executive Committee is going to look at doing additional things like

#### **X. Adjourn**

- The meeting adjourned by acclamation at 6:14pm.

**NEXT MEETING:** Monday, September 10, 4:00pm at the **2100 Building, 2100 24<sup>th</sup> Ave South, Seattle, WA 98144**