

Seattle TGA HIV Planning Council

Technical Assistance and Regular Meeting

Monday, April 8, 2019 **3:00** p.m.–6:30 p.m.

2100 Building: 2100 24th Avenue South

IF YOU NEED TO CALL IN: 206-263-8114, CONFERENCE ID: 459350#

PLEASE NOTE THAT THE MEETING WILL BEGIN AT 3PM

AGENDA

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| I. | Meeting Rule Reminder, Introductions, and Announcements (Katie & Bill) | 3:00 |
| | <ul style="list-style-type: none">• This is a special meeting, focused on providing technical assistance to the Council. All are encouraged to attend, but the regular meeting will be from 4:10 to 5pm. Public Comment will be allowed at approximately 4:10. | |
| II. | Agenda: | |
| | <ul style="list-style-type: none">➤ Action: Review and approve | |
| III. | Technical Assistance with the Council (Lennie Green, Hila Berl) | 3:10 |
| | <ul style="list-style-type: none">• Introduction to Council issues and the technical assistance plan; work session on roles, responsibilities, and boundaries | |
| IV. | Minutes: | 4:10 |
| | <ul style="list-style-type: none">➤ Action: Review and approve | |
| V. | Public Comment (Bill & Katie) | |
| VI. | Recipient Report (Linda) | 4:15 |
| VII. | PSRA Committee (Richard & Bill) | 4:20 |
| | <ul style="list-style-type: none">➤ Action: Vote on directing the co-chairs to sign the letter of concurrence | |
| VIII. | Membership: (Mel & Carlos) | 4:35 |
| | <ul style="list-style-type: none">• Committee report➤ Action: Vote on nominating Susan Buskin (as Local Public Health) and Hector Urrunaga-Diaz (as Hospital/Health Planner), Juan Rodriguez (as an Unaligned Consumer) | |
| IX. | Break | 4:50 |
| X. | Second Technical Assistance Work Session (Lennie Green & Hila Berl) | 5:00 |
| XI. | Adjourn | 6:30 |

 Attachments: March Minutes, Part A Allocations Table & Letter of Concurrence.

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!

Visitors: How to participate at 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!

This is an unusual meeting.

Most of today's meeting will be training and technical assistance provided by our federal funder and a consultant. We encourage you to sit back and learn, but know that there will not be the opportunity to speak on Council issues until about 4:10pm.

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 closest to the door as you come in. There should be dry erase table tents—please write your full name, and agency if you work for a Part A funded agency.

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, 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.

Making a comment at the meeting:

Anyone who is visiting the Council can speak up 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.



Minutes ☒ April 8th, 2019
3:00 – 6:30pm

2100 Building – 2100 24th Avenue S, Seattle

Council Members Present: *Katie Hara, Jason Jacobs, Michael Louder, Carlos Delgadillo, Mel LaBelle, Richard Prasad, German Galindo, German Rodriguez, Lydia Guy-Ortiz, Kim von Henkle, Teresia Otieno (initially by phone then in person), Bill Hall, Alora Gale-Shreck, Eve Lake, Tyler Adamson (phone)*

Council Members Absent: *Glenda Harris, Adrian Tunney, Brian Lauver*

Council Nominees Not Yet Appointed by the Executive Present: Juan Rodriguez, Hector Urrunaga-Diaz (Bailey Boushay House), Susan Buskin (Public Health-Seattle & King County)

Planning Council Staff Present: Jesse Chipps, Safia Malin (minutes)

Recipient Staff Present: Linda Coomas

Visitors Present: Karen Hartfield (Public Health-Seattle & King County), Tony Radovich, Vanessa Leja (Washington State Department of Health) Hila Berl (EGMC), Lennie Green (HRSA), Sean W.

Italics denote Planning Council Membership.

I. Welcome, Introductions and Announcements

- Katie made a short statement informing the group that this is a “special meeting” since HRSA representatives will be providing the Council with Technical Assistance.
- Introductions were made by attendees of the meeting.

II. Meeting Agenda

- The group decided to move the break after the Technical Assistance.

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

III. Technical Assistance with the Council

- Katie introduced Lennie and Hila who came to provide Technical Assistance from HRSA to the Council
- Lennie made a short statement regarding the history of battling HIV through the Ryan White program and his work with HRSA. He stressed the importance of planning councils

because they directly identify the needs of consumers and turn them into services. He went over their goals for this TA and began a presentation on 'Planning Council roles, responsibilities, and boundaries.'

- Lennie asked the members of the council to take a pre-session quiz to test their knowledge. He asked the group to take into consideration what they do and don't know.
- Lennie went over the objectives for the meeting which included defining the purpose of the TA visit, discussing Legislative roles and the expectations of HRSA/HAB, identifying roles that the Seattle Planning Council isn't implementing, clarifying the roles of the Recipient vs the roles of the Planning Council, and to explain how Planning Council support staff and Recipient staff should work with the Planning Council,
- During the presentation Lennie went over the reasons for the TA visit, and conducted a Planning Council Overview in which he went over Part A legislation and guidelines, decision making and funds, roles & responsibilities, PC formation and membership, and expectations from HRSA regarding representation, reflectiveness, and consumer engagement.
- Lennie went into detail about the Ryan White award, which was awarded on time this year. He explained the conditions that might come with the notice of award.
- The presentation also included a section on the Legislative Roles of the Planning Council and Recipient which included an in-depth analysis of the Needs Assessment (& components of the Needs Assessment) as well as the integrated/comprehensive plan that Part A and B formulate together.
- Lennie stressed the importance of the Planning Council not mentioning individual agencies by name. There is a firewall between the Planning Council and the Recipient that must be maintained. Lennie went into detail about the specific roles and responsibilities of the Planning Council vs the Recipient. He noted the importance of the administrative mechanism.
- The group went over HRSA/HAB's expectations regarding Planning Council formation, membership, and trainings.

IV. Meeting Minutes

- The minutes was approved as **written** by acclamation.*

V. Public Comment

None

VI. Recipient Report

- Linda gave out the Recipient report to the group, she stated that she and Recipient staff are in the process of completing contracts, they are behind but are working towards getting those complete. She noted that the job posting for her old job (Project Manager) will be posted soon.
- Linda noted that the launch of the Provide database will happen hopefully sometime before June. Marcee is working on both the Stigma collaborative with the state and the nationwide echo collaborative. Linda noted she will bring more information regarding those collaborations to the next full council meeting.

VII. PSRA Committee

- The PSRA committee didn't have anything to report because their last meeting was before the March full council meeting.
- It was stated that the co-chairs are to sign a letter of concurrence stating that the Council approves the funded service categories reflected in the 2019 Part A formula, supplemental, and MAI Allocations Table, if the Council directs them to do so. The co-chairs asked Jesse to explain the formatting differences between the Council's allocations table, and the HRSA one. They showed the Council how these two reports match up, and members agreed that the Allocations Table was correct.

MOTION: Richard moved to have Bill and Katie sign both the allocation report and the letter of concurrence.

Discussion: There was no further discussion

<Teresa arrived at the meeting in person>

☑ The motion passed unanimously with the following vote:

- In favor – Lydia, Kim, German R, German G, Eve, Richard, Mel, Alora, Carlos, Michael, Jason, Katie, Bill
- Opposed – 0
- Abstaining – Teresa

VIII. Membership Committee

- The committee presented three members to be nominated by the Council.
 - The committee introduced Susan Buskin who is an epidemiologist for Public Health Seattle & King County. She is set to replace Matt Golden as the Local Public Health representative on the Council. Susan made a short statement.

MOTION: Mel moved to nominate Susan Buskin. Richard seconded.

Discussion: There was no further discussion

☑ The motion passed unanimously with the following vote:

- In favor – Kim, Lydia, German R, German G, Eve, Richard, Mel, Alora, Carlos, Teresa, Michael, Jason, Katie, Bill
- Opposed – 0
- Abstaining – 0

- The committee introduced Hector Urranaga-Diaz who is a caseworker for Bailey-Boushay House. He is set to fill the role of Hospital/Health Planner on the Council. Hector made a short statement.

MOTION: Mel moved to nominate Hector Urranaga-Diaz. Carlos seconded.

Discussion: There was no further discussion

✓ The motion passed unanimously with the following vote:

- In favor – *Kim, Lydia, German R, German G, Eve, Richard, Mel, Alora, Carlos, Teresia, Michael, Jason, Katie, Bill*
- Opposed – 0
- Abstaining – 0

- The committee introduced Juan Rodriguez who is an unaligned consumer who helps with suicide prevention. It was noted that Juan would be able to fill the role of Mental Health Provider on the Council while also maintaining his status as an unaligned consumer. Juan made a short statement.

MOTION: *Mel moved to nominate Juan Rodriguez. Carlos seconded.*

Discussion: There was no further discussion

✓ The motion passed unanimously with the following vote:

- In favor – *Kim, Lydia, German R, German G, Eve, Richard, Mel, Alora, Carlos, Teresia, Michael, Jason, Katie, Bill*
- Opposed – 0
- Abstaining – 0

- Jason made a short statement regarding the efficiency of the membership committee in recruiting new members, noting that more members have been nominated since the re-forming of the Membership Committee. He noted how proud he is of all the work the committee has been doing.
- Carlos made a comment thanking Jason for his service to the Council. It is Jason's last meeting.

IX. Second Technical Assistance Work Session

- Hila presented on Consumer Engagement within the Council. She stated that there are 7 unaligned consumers that are actively participating in the Council.
- Lennie informed the group about webinars designed to boost consumer engagement, he stated that they are moving towards translating the webinar content to Spanish.
- Hila stressed the importance of changing council membership to accurately reflect the TGA.
- Consumer engagement is something that is difficult around the country. People have jobs and life distraction, Hila noted the importance of spending the time of every council member wisely.
- Hila mentioned that this Planning Council has been going back and forth between having consumers join different committees or form a Consumer Caucus. She stated that it should be up to the consumers what they want their role to be.
- The presentation noted that respecting consumers on the council means taking into consideration how the council regards consumers. Hila mentioned that the council should push consumers to be on committees. She used Tony Radovich as an example, he is a consumer that isn't on the Council but serves as co-chair of the SNAC committee.
- Hila went over the role of the Planning Council and why it exists. The role of the Planning Council is to create an equitable system to provide care for PLWH. It is

also the role of the Planning Council to make sure that PLWH in the TGA are learning about and entering Ryan White services as well as helping marginalized people who wouldn't get the care otherwise.

- Lennie stated that the operative word in 'Planning Council' is plan. He stressed the importance of evaluating the needs of PLWH and creating a plan revolving around those needs. He also stressed the importance of getting feedback about how your plan worked.
- It was noted that being a Planning Council member is difficult. Hila stated that people have different needs regarding knowledge. She urged the Council members to take advantage of this TA as an opportunity to learn, as well as taking advantage of all the materials that will be left with Jesse.
- Teresia made a comment regarding consumer engagement. She stated that one of the reasons she is on the Planning Council is because of the close proximity of the council meetings, she noted that there are other consumers who cannot make the meetings because of distance and there needs to be outreach to other counties. Lennie agreed that it is important to meet the needs of the consumers in the counties that aren't getting representation in the TGA.
- The group discussed having consumers participate remotely and having relationships with consumers in Island and Snohomish counties. Lydia noted that it is also important to do outreach in South King County as well because there are marginalized communities in the southern part of the county.
- Mel mentioned that the people who are on the Council that are aligned for the part are getting paid to be here whereas consumers on the council aren't getting compensated. He asked if it was possible to get compensation for consumers. Lennie responded that as of right now stipends are an unallowable cost under the legislation. You can't reimburse time using federal funds.
- Mel asked if there was a way to draft a change to the legislation; Lennie responded that "knocking on the door of congress at this time is more than an uphill battle."
- Hila mentioned the support that the Council can provide for its consumers including childcare, transportation, and reimbursement for anything you do while working for the council. Lennie urged the group to not forget about the support mechanisms.
- Hila noted that whichever committee takes on bylaws will have to make sure that the support mechanisms are equitable.
- The group discussed the support mechanisms for unaligned consumers vs aligned consumers; Lennie noted that income should be taken into consideration regardless of conflict status.
- The group discussed HRSA/HAB's expectations regarding the integrated plan.
- The group discussed Needs Assessment. It was noted that there will be a meeting the needs assessment group tomorrow, April 9th.
 - Hila mentioned that the Planning Council has the primary responsibility of Needs Assessment; the Recipient offers support and data. She stressed the importance of remembering that Needs Assessment has many components.
 - The importance of epidemiologic data while doing Needs Assessment was stressed.
- The group discussed some of the barriers for people who don't receive care. It was noted that PLWH go on vacation from care for various reasons.
- Hila informed the group that members of the Planning Council should know the statistics, they have a responsibility to the TGA.
- Lydia mentioned that the Planning Council gets a lot of data but it is difficult to retain that data. Lennie responded that it might be easier to have a small committee of five or six people break down the data and present it to the whole council.

- Lennie urged the group to think about their committee structure. He stated the benefits of having one committee handle data and gave ideas on how that group could present said data.
- The group discussed the Annual RWHAP Part A Planning Cycle.
- Lennie and Hila made closing statements.

X. Adjourn 6:10pm.