



Minutes ☘ August 12th, 2019

4:00pm-6:30

2100 Building – 2100 24th Avenue S, Seattle

(Draft: Not yet approved by Planning Council)

Council Members Present: *Susan Buskin, Scott Bertani (phone), Carlos Delgadillo, Alora Gale-Schreck, German Galindo, Bill Hall, Brian Lauver, Michael Louder, Teresia Otieno, Richard Prasad, John Rodriguez, Hector Urrunaga-Diaz, Kim von Henkle*

Council Members Absent: *Tyler Adamson, Lydia Guy-Ortiz, Katie Hara, Eve Lake*

Planning Council Staff Present: Jesse Chipps, Wilson Pipkin (minutes)

Recipient Staff Present: Linda Coomas

Visitors Present: Ron Padgett, Ross Nakanishi, Rekha Ravindran (Public Health), Victor Ramirez (UW), Grey Skully, Gladys Weissner, Dennis Torrez (Gilead), Drew McCarthy (Gilead), Pat Migliore, Laura Jones (Lifelong, by phone)

Italics denote Planning Council Membership.

• **Welcome, Introductions and Announcements**

- Introductions were made around the room, and conflicts were stated.
- *Carlos Delgadillo* announced that he is leaving his co-chair position on the Membership/Operations committee. *Carlos* also voiced his disappointment in how long it is taking the Planning Council Staff to process travel reimbursement for unaligned consumers.
- *Bill Hall* will be going to the USCA conference in September.
- *Bill & Katie Hara* learned in the technical assistance that there are things the Planning Council should have been doing, but haven't. One of these is to negotiate the Council budget with the recipient. They will be meeting with Linda Coomas on the 26th to discuss the budget.

• **Meeting Agenda**

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

• **Meeting Minutes**

☑ *The July minutes were approved as written by acclamation.*

• **Public Comment**

- No public comment.

- **Recipient Report (Linda)**
 - The deadline for the Ryan White Part A grant application is coming up at the end of September. Linda is going to be working on this constantly for the foreseeable future. Shila Wu is new to the Recipient staff and will be working with Linda moving forward.
 - The State is working to get the Provide database up and running, but it is still in the works, and it is slow going. No updates yet from the State level.
 - Marcee is working with the state on stigma collaborative in clinical quality management.

- **Needs Assessment, Priority Setting, Resource Allocation (NAPSRA) Committee Report (Bill)**
 - 3 year calendar for needs assessment has been created in order to ensure deadlines are met, and action items aren't being missed.
 - Annual analysis of administrative mechanism efficiency will be happening soon. This includes making sure that contractors are getting paid for services in a timely manner, and that services are being delivered. Jesse will be doing a presentation on this later.

- **Membership/Operations Committee Report (Carlos)**
 - Working on the draft bylaws in both English & Spanish.
 - There is a new member of the +Caucus, Ron Padgett, who has applied to be a member of the Planning Council. The Membership/Operations committee would like to forward him for a vote.

Motion: *Carlos* moved that Ron Padgett nominated to serve on the Planning Council. Seconded by *Bill*.

Discussion: No discussion.

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

- In favor – 8 – *Carlos, Michael, Brian, Susan, Kim, Teresia, Scott, Bill*
- Opposed – 0
- Abstaining – 0

<*John Rodriguez arrived at 4:26pm*>

- **+ Caucus Committee Report (John)**
 - The group agreed on voting terms last meeting. Members must have been to 3 meetings to have voting rights. This is to encourage members to attend frequently, and be active in order to vote.
 - The group agreed on objectives, and that it is best to have the +Caucus educate and train people on the Planning Council, bylaws, and everything related to these.
 - Need to create a manual/handbook as well as leadership training for more effective onboarding.

- Discussed rules for who could be a co-chair. Pat was nominated, but as there was no chance to discuss with Pat beforehand, and several members will become voting members at the next meeting, the motion was withdrawn. Discussed working as a team on the agenda for the +Caucus and items to be discussed by the Caucus at Planning Council meetings.
- Need another co-chair for +Caucus.

<Hector Urrunaga-Diaz arrived mid discussion at 4:31pm>

- **System of Care (SOC) Committee Report** (Michael)
 - Almost done with general standards. Still working out the CLAS Standards and measures with which to hold sub-recipients accountable.
 - Will present entire revised standards to the Executive Committee on the 26th. Will likely present again at the next Planning Council and put to a vote.

Discussion: Sub-recipients have been informed about attending SOC meetings to give input from the provider perspective on the General Standards.

<German Galindo arrived at 4:34pm>

- **Information on the administrative mechanism** (Jesse)
 - Jesse explained that the NAPSRA Committee will do this assessment at the next NAPSRA meeting. They then will bring back their findings (along with the recipient's response). Topics include:
 - Are people getting paid within a month from receiving a correct invoice,
 - Are contracts signed within 90 days of Notice of Award,
 - Are things generally running efficiently and effectively
 - Was the process of choosing sub-recipient agencies open and fair with appropriate participation from those with expertise?

Discussion:

- It was clarified that the assessment is strictly within Ryan White, not the whole of Public Health. Once the assessment is done, Linda will be informed of anything that needs to be addressed. This is something that has always been done by the SNAC (now SOC) committee, it has moved to NAPSRA where it is now more formalized.
- In response to a question about assessing how the recipient monitors sub-recipients, it was noted that the assessment happens at the Recipient level, by service category. It is not the role of the Council to discuss Sub-Recipients or the way in which they are monitored. The closest we have to that is the work done in the System of Care (SOC) Subcommittee where service standards for Sub-Recipients are set. But it is very important that the Council stays away from looking at the agencies in any way.
- Jesse encouraged people to come to the Needs Assessment – Priority Setting & Resource Allocation (NAPSRA) Committee meeting where the assessment will be discussed in more detail.
- Someone asked whether small agencies or new agencies receive extra points in the procurement process. They noted that, in the past when the Council funded prevention

programs, there was a special category for Innovative Programs. It was explained that here is not special consideration given to the size or age of the organization, or whether they are new or old. Awards are given on an objective basis, and are dependent only on the criteria in the RFA (which should come from the Council's directives).

- Linda clarified that Ryan White money is hard funding for agencies to be awarded, due to the administrative burden. With multiple criteria to meet, and an administrative cap of 10%, many providers don't want to apply for the money.
- Bill noted that in future meetings, Council members will need to raise their hand and be acknowledged before speaking.

<Alora Gale-Schreck arrived mid discussion at 4:47pm>

<Richard Prasad arrived at approximately 4:50pm>

- **Break** 4:58pm-5:09pm
- **Training on meeting facilitation** (Pat)

Pat led the group through a variety of exercises designed to improve listening and groups facilitation.

- **Adjourn** at 6pm

Next Meeting: September 9th | 4:00pm - 6:30pm, 2100 24th Ave S, Seattle WA