

Seattle TGA HIV Planning Council

Monday, January 14, 2019 4:00 p.m.–6:30 p.m.


2100 Building: 2100 24th Avenue South

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

AGENDA

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

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| I. | Welcome, Meeting Rule Reminder, Introductions, Icebreaker and Announcements | 4:00 |
| II. | Agenda: <ul style="list-style-type: none">➤ Action: Review and approve | |
| III. | Minutes: <ul style="list-style-type: none">➤ Action: Review and approve | |
| IV. | Public Comment (Nicole and Jason) | |
| V. | Recipient Report | 4:05 |
| VI. | Council Staff Report | 4:10 |
| VII. | PSRA Committee Report (Richard, Jason) <ul style="list-style-type: none">• Report Ryan White All Parts Meeting• Report from January 10th PSRA meeting | 4:15 |
| VIII. | Membership: <ul style="list-style-type: none">• Membership changes from the Executive's Office<ul style="list-style-type: none">➤ Action: Vote on Council candidates Michael Louder and Brian Lauver | 4:45 |
| IX. | Planning Council Work for 2019 <ul style="list-style-type: none">• Review work products with due dates, discuss trainings, discuss holiday conflicts<ul style="list-style-type: none">➤ Action: Update the work plan and the calendar | 5:10 |
| X. | Break | 5:30 |
| XI. | Interactive Training | 5:45 |
| XII. | Celebrate Departing Members Steve Milkis & Dorian Davenport | 6:15 |
| XIII. | Adjourn | 6:30 |

 Attachments: November Minutes, Council Work Plan, Meeting calendar

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 on the Planning Council.

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.



Minutes ☘ January 14, 2019

4:00 – 6:30pm

(Draft- not yet approved by the Council)

Quorum @ 4:06pm

2100 Building – 2100 24th Avenue S, Seattle

Council Members Present: *Scott Bertani (via phone), Dorian Davenport, Matt Golden (via phone) Lydia Guy Ortiz, Bill Hall, Katie Hara, Jason Jacobs, Steve Milkis, Teresia Otieno, Richard Prasad, Nicole Price, Luiz Fernando Ramirez, German Rodriguez, Kim von Henkle (via phone)*

Council Members Absent: *Tyler Adamson, Carlos Delgadillo, German Galindo, Glenda Harris, Brian Knowles, Mel LaBelle, Adrian Tunney*

Planning Council Staff Present: Jesse Chipps, Mariah Taylor (minutes)

Recipient Staff Present: Linda Coomas, Leah Holland, Marcee Kerr

Visitors Present:

Laura Jones (Lifelong), Wilson Pipkin, Safia Malin, Alora Gayle Shrek (BABES), Brian Lauver (Council applicant), Dee Kelly (BABES), Dennis Saxman, Dennis Torres (Gillead), Michael Louder (Council applicant), Drew McCarthy (Gillead), Vanessa Leja (DOH), Clarissa Ochoa (Lifelong)

Italics denote Planning Council Membership.

I. Welcome, Introductions and Announcements

Introductions

II. Meeting Agenda

The agenda was approved as written by acclamation.

III. Meeting Minutes

Linda Coomas noted several errors in the minutes:

- Page 1: In the Visitors section, Kevin Hockley is incorrectly listed as being from “ATF.” The agency he is from is “AHF.”
- Page 3: At the top of the page in the bullet that starts “Steve wanted...” the word “where” should be replaced with “were.”
- Page 4: Second to the last bullet that starts, “Richard also...” the word “but” is not needed.

- Page 8: In the Membership Committee report, the last sentence in the paragraph does not make sense. Jesse clarified that, in writing up the minutes from the raw notes, they failed to erase the raw part. The last sentence should go away, entirely.

☑ *The minutes were approved as amended by acclamation.*

IV. Public Comment

Jason explained that anyone wishing to speak at the meeting may do so at this time, for up to 2 minutes.

Dennis Saxman noted that the reason he was attending the meeting was to speak against proposed legislation updating Washington's HIV laws. He referenced Trevor Hoppe's book, "Punishing Disease: HIV and the Criminalization of Sickness." Dennis was concerned that, while the proposed legislation purports to decriminalize HIV, that is misleading, because it just reduces the crime from a felony to a misdemeanor. He noted that many years ago, when the original law was written, he felt it was wrong to go down this path, and he believes it is still wrong. He noted that, in future years people will look back and wonder how we could have done this. In general, he noted that the summary provided was incomplete and misleading, and he urged the Council not to support the proposal, although he believed that the Council had already endorsed the proposal. *[Note: while the Council hosted a debate about possible changes to the legislation it has not endorsed any proposal.]*

Jason asked if anyone else would like to speak, and noted that those with a conflict of interest could only speak on topics in which they have a conflict during this time.

V. Recipient Report

Linda reported that, since the last meeting in November, the Request for Applications process has been completed, and award letters have been sent to all of the successful applicants. The only dollars that were not awarded were for the subcategory of Chemical Dependency under Psychosocial Support Services. There were no applicants for these funds. The dollars have not yet been reallocated. Linda advised the committee that the final federal award is anticipated soon, and it would be better to wait to determine how much funding is available overall.

Linda also reported that, at the last meeting they had reported that the new Project Officer would be Luigi Procopio. Since that time we have learned that this is an interim assignment, and that Seattle will receive a new project officer, once someone has been hired. As soon as we know who that person is, it will be passed on to the Council.

<Katie Hara arrived>

The Program Manager position formerly held by Kate Briddell will be posted sometime during this week, and will be open for 2 weeks. It is hoped that hiring decisions will be made by mid-March.

Marcee reported that, on the QM side, staff is working with agencies to complete the 2018 Ryan White Services Report. Email Marcee if you have questions about that.

They are still waiting to hear about the Provide database system, which they hoped would be operational in the first quarter of this year, but it is not yet ready.

<Kim VonHinkle joined (via phone)>

VI. Council Staff Report

Jesse noted that every year Planning Council members need to complete a financial disclosure statement. They then walked the members of the Council through the form, explaining pieces that are sometimes confusing. They noted that there is a new section that has members further describe the nature of their conflict. Members completed the form and then turned it in to Jesse.

They also noted that the project officer, Luigi wants to restart technical assistance as soon as possible. He has been out of the country, but there will be a call with him in a week. It is hoped that the TA visit can take place around the next Council meeting. Lenny Green, who is the project officer over all technical assistance, intends to come personally and work with the Council. Both Richard and Jason were at the Ryan White meeting in DC and had the opportunity to meet Lenny.

Jesse also learned of a change to practice from the Executive's Office having to do with term limits and reappointments for board members. There is still some confusion, but they hope to have a clearer picture to present to the Membership Committee.

VII. PSRA Committee Report

Richard reported that the meeting took place on the previous Thursday, and had two major parts. First, Courtney and Jake from Public Health, who are working with the Council to do needs assessment work, came to work with the group to suss out what needs to be done in terms of assessment, and to develop a timeline. The group had a really good conversation about how to both develop a long term plan, and also get meaning full data before the PSRA process next year. While not everything was decided, one clear date is to have data collected and analyzed by January, 2020, so that the committee has time to use the data to determine gaps. A sub-committee has been formed which will meet soon to develop a proposal to bring back to the committee. If others would like to join, please let Jesse know. Kim brought up that the group began a conversation about focusing the needs assessment (and the dollars) on underserved communities. Instead of starting with all PLWH and hoping that things trickle down to the underserved, the Council has the opportunity to start with those populations, and really try to make a difference in eliminating disparities.

Then Linda went over the 3rd quarter report. Most services were spending as planned, but there were a couple where it was possible that they would have some money left over, or would need more. Linda asked that the Council grant her "superpowers" to move dollars between categories if needed in the last month of the year. The committee agreed to give her these powers, but this decision needs to be confirmed by the Council as a whole.

MOTION: Richard moved to allow the Recipient to move funds between service categories as needed during the end of the grant year. Dorian Seconded.

Discussion: There was no further discussion

☑ The motion passed unanimously with the following vote:

- In favor –14 - Scott, Dorian, Luis, German, Matt, Lydia, Bill, Katie, Jason, Steve, Teresia, Richard, Nicole, Kim
- Opposed – 0

- Abstaining – 0

VIII. Membership Committee Report

Jason noted that the Membership Committee has met with two new consumer candidates, Michael Louder, and Brian Lauver. He asked each of them to say a little bit about why they want to join the Council.

Michael Louder noted that his best friend, Dennis Bookhart, had been on the Council for a long time, and told him that he would be a great addition to the group. He is looking forward to contributing.

Brian Lauver receives services and wants to be able to be of service.

Jason went on to say that the Membership Committee felt that both candidates brought great insight to the table, and feels they would make excellent Council members. He recommended that each member be voted on separately.

MOTION: *Dorian moved to nominate Brian Lauver to the Planning Council. Nicole Seconded.*

Discussion: There was no further discussion

✓ The motion passed unanimously with the following vote:

- In favor –14 - *Scott, Dorian, Luis, German, Matt, Lydia, Bill, Katie, Jason, Steve, Teresia, Richard, Nicole, Kim*
- Opposed – 0
- Abstaining – 0

MOTION: *Nicole moved to nominate Michael Louder to the Planning Council. Dorian Seconded.*

Discussion: There was no further discussion

✓ The motion passed unanimously with the following vote:

- In favor –14 - *Scott, Dorian, Luis, German, Matt, Lydia, Bill, Katie, Jason, Steve, Teresia, Richard, Nicole, Kim*
- Opposed – 0
- Abstaining – 0

Jason welcomed both candidates to come and sit with the Council. He noted that they still need to be officially appointed by the King County Executive, at which time they will be able to vote.

IX. PC Work Plan Draft for 2019

Jesse asked members of the Council to review the handouts provided with the mailer. One is a calendar of all meetings for the year, and the second is a month-by-month description of actions

that will need to be taken by the Council (that are known at this point in time). The group took a few minutes to review the material. Jesse then noted that, in 2018, both the November and December meetings were cancelled (partly due to holidays, but also other obstacles, such as the early December Ryan White meeting) in favor of a meeting late in November. They noted that there had been some problems with this. For one, the initial carryover request is due in December, and so it needed to be approved in November. There was also just the confusion of changing a meeting. For 2019, while there is a conflict for the November meeting (Veteran's Day), the December 9th meeting seems fine, and they recommended that meeting be kept as is, and this is how it has been reflected in the documents.

Although there will no doubt be changes to these documents as the year continues, the group agreed to them as they stand for now.

X. Break

XI. Group Training: The Language of the Council

Jesse led the group through a paired exercise around Council jargon, and the terms with which people had difficulty. They asked members and visitors to remember the first time they came to a Council meeting, and recall what was confusing. Groups then reported out:

- Epidemiology-related terms
- Service category names and descriptions, and the acronyms
- What are allowable and unallowable costs
- Planning Council specific: TGA, PSRA, SNAC
- Planning Council procedures –
- The standing rules (acclamation, etc.) – They are kind of like Robert's Rules, but not completely
- Who can vote
- Who can speak
- DOH
- Unaligned consumer
- RSR, RFA, grantee, recipient, sub-recipient
- Who does what
- Even as someone who had worked at an agency for 5 years, I felt I wasn't smart enough because I wasn't a medical provider. Was afraid to speak up and felt overwhelmed
- Not knowing where to sit
- Integrated Plan
- UOB
- Understanding why I have a conflict
- The way the data is presented can be confusing
- Understanding what data is and where it comes from—how to tell what the value is, and where inherent bias comes in related to how the data was designed, the sample size, how it was collected, and analyzed.

The group agreed to have someone come and give an overview of epidemiology terms and complexities. The group would like Michele Andrasik to be the presenter.

Marcee explained about the service category definitions. She noted that these are created by HRSA. (Health Resources Services Administration's HIV/AIDS Bureau. The people who administer Ryan White on the federal level. These can't be changed. Then the local jurisdiction determines how this is operationalized, but can't change it significantly. The jurisdiction's Project Officer is generally the person who decides whether the local interpretation is ok, but they are not always consistent.

Next the pairs picked one of the words or ideas, and discussed what they thought was meant, and then reported back to the group.

Steve and Katie chose to discuss the concept of the unaligned consumer: This is a person with HIV who receives services funded by Ryan White Part A. They are unaligned because they don't work for an agency that is Part A funded. The group talked about whether people who receive services have conflict. It was explained that, for HRSA's purposes, consumers do not have a conflict is there only relationship is through getting the services.

Nichole and Michael decided to take on "conflict." They explained that someone has a conflict if the agency they work for gets Part A funding. The conflict is category by category, but a member is conflicted, even if they work in a different part of the agency. For instance, if your agency provides housing and psychosocial support, and you work in the housing department—you still have the conflict.

Jason and Bill decided to talk not about a word, but about being intimidated about speaking. Bill wanted to tell consumers in particular that when he first came to a Council meeting he felt so small because of the doctors and agency directors. He didn't speak, and it took a long time before he came to realize that all of those people were working for him. They do the work because of him and other PLWH. He also noted that no one understood better what his needs were than he did, and he knew about the needs of others because he is out in the community. He realized that it was important for him to speak up, and it's similarly important that all consumers on the Council speak up.

Lydia and Brian talked about "aligned" vs. "unaligned" and noted that there could be some confusion about dentistry. It was explained that dental practices that get funding through Part A also have a conflict. "Conflict" and "unaligned" were chosen by several groups.

Luis and Richard took on PSRA: Priority Setting and Resource Allocation. Priority setting is ordering the service categories by importance. Resource Allocation is then assigning dollar amounts to those categories. Then the recipient finds agencies to provide the services and monitors their work.

Planning Council members were reminded that they received a glossary when they joined the Council. If anyone would like to get it by email, let Jesse know.

XII. Celebrating Departing Members

Nicole noted that this was the last meeting for two Council members. She then read a certificate for Steve Milkis:

Steve Milkis

The Seattle TGA HIV Planning Council would like to thank you for your four years of service. You joined the Council in January, 2015, as a medical provider serving PLWH. You have participated in the Services and Needs Assessment Committee for your entire four years, which has meant that you have been part of no fewer than five updates to the General Standards.

During your tenure you have voted in favor of 90 motions, and abstained on 6 others, and that is just at the full Council. This is partly because you have missed only 4 meetings in all four years. You have been less likely to make motions, but your friendly amendments have helped the SNAC committee out of many confusing situations. You will be remembered for your willingness to dig into the issues, your ability to craft a lovely standard, and your willingness to compromise.

Thank You!

The Seattle TGA HIV Planning Council

Steve thanked everyone for the experience, and noted that he was sad to be leaving. Laura Jones asked whether those leaving could serve on other committees. It was clarified that anyone can come to any meeting, but that the only committee that non-Council members can be voted onto is the SNAC committee.

Jason read the certificate for Dorian Davenport:

Dorian Davenport

The Seattle TGA HIV Planning Council would like to thank you for your four years of service. You joined the Council in January, 2015, after participating in the April, 2014 Council post-ACA brainstorming session. Your enthusiastic participation led Council members to recruit you as a regular member.

Your tenure on the Council is marked by two major accomplishments: Your strong and abiding desire to make and second motions— you did so at least once at every meeting you attended, making 31 motions, and seconding another 28— and your dogged work in recruiting consumers to the Council. You will be remembered for your willingness to ask questions and volunteer for committees.

Thank You!

The Seattle TGA HIV Planning Council

Dorian then asked when he could return to the Council. Nicole explained that anyone who has served cannot be reappointed until 1 year from the date their term ends.

XIII. Adjourn @ 5:50

NEXT MEETING: February 11, 2019 at the 2100 Building