

# Seattle TGA HIV Planning Council

Monday, May 13, 2019 4:00 p.m.– 6:30 p.m.


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

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

## AGENDA

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

- |       |   |             |
|-------|---|-------------|
| I.    | <b>Welcome, Meeting Rule Reminder, Introductions, and Announcements (Bill, Katie)</b>   | <b>4:00</b> |
| 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>Public Comment (Katie &amp; Bill)</b>  |             |
| V.    | <b>Recipient Report</b>   | <b>4:10</b> |
| VI.   | <b>Council Staff Report</b>   | <b>4:15</b> |
| VII.  | <b>Executive Committee Report &amp; Technical Assistance (Katie &amp; Bill)</b> <ul style="list-style-type: none"><li>• TA key take home messages; committee structure; roles of Executive Committee and your Co-Chairs<ul style="list-style-type: none"><li>➤ <b>Action:</b> Review and approve new committee structure in outline</li></ul></li></ul> | <b>4:20</b> |
| VIII. | <b>Membership: (Mel &amp; Carlos)</b> <ul style="list-style-type: none"><li>• Openings/gaps, and proposed bylaw changes<ul style="list-style-type: none"><li>➤ <b>Action:</b> Review and vote on bylaw changes</li></ul></li></ul>  | <b>4:50</b> |
| IX.   | <b>PSRA Committee Report (Bill &amp; Richard)</b> <ul style="list-style-type: none"><li>• Needs Assessment</li></ul>  | <b>5:15</b> |
| X.    | <b>Break</b>  | <b>5:30</b> |
| XI.   | <b>Consumer Caucus (Jason)</b> <ul style="list-style-type: none"><li>• Restart of this committee, membership, meetings</li></ul>  | <b>5:45</b> |
| XII.  | <b>SNAC Committee Report (Michael)</b> <ul style="list-style-type: none"><li>• TA related to this committee, report on work-to-date on General Standards</li></ul>  | <b>6:00</b> |
| XIII. | <b>Celebrate Departing Members</b>  | <b>6:15</b> |
| XIV.  | <b>Adjourn</b>  | <b>6:30</b> |

 **Attachments:** Minutes, TA synopsis, proposed bylaw changes

**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!

### **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.

### **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 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.

### **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.



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**Minutes** ☒ May 13th, 2019  
4:00 – 6:30pm

2100 Building – 2100 24<sup>th</sup> Avenue S, Seattle

**Council Members Present:** *Hector Urranaga Diaz, Katie Hara, Susan Buskin, Lydia Guy-Ortiz, Scott Bertani, Alora Gale-Shreck, Michael Louder, Juan Rodriguez, German Galindo, German Rodriguez, Teresia Otieno, Tyler Adamson (phone), Eve Lake, Brian Lauver*

**Council Members Absent:** *Carlos Delgadillo, Bill Hall, Mel LaBelle, Richard Prasad, Kim von Henkle*

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

**Recipient Staff Present:** Linda Coomas, Marcee Kerr

**Visitors Present:** Muriel Reiner (CCS), Tim Blich (CCS), Kevin Hockley (AHF), Sean Washington (City of Seattle), Dennis Torres (Gilead)

*Italics denote Planning Council Membership.*

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**I. Welcome, Introductions and Announcements**

- Everyone introduced themselves and stated conflicts.

**II. Meeting Agenda**

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

**III. Meeting Minutes**

- On page 2 & 3 of the Recipient Report. Linda pointed out that the Recipient isn't renewing contracts for this year they are in the process of completing contracts. Linda emphasized that this is an RFA year not a renewal year.
- On the same page it states that "Marcee noted..." however Marcee was not present for that meeting.

**MOTION:** *German Rodriguez moved to approve the minutes as amended. Susan seconded.*

**Discussion:** There was no further discussion

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

- In favor – *Lydia, German R, German G, Eve, Alora, Michael, Katie, Hector, Susan, Scott, Juan, Teresia Tyler*
- Opposed – 0
- Abstaining – 0

#### **IV. Public Comment**

- There was no Public Comment.

#### **V. Recipient Report**

- Linda noted that they are finalizing the last couple of contracts. She also stated that her old job has been posted and is now closed, the next steps are interviews and hopefully the position will be filled by mid-June.
- Marcee noted that the Provide Data Base looks like it will launch in June.

#### **VI. Council Staff Report**

- Jesse noted that there is TA still going on for the committees.
- The Membership Committee is working on updating the Council interview form; Jesse noted that the Membership committee should be aware that the form provides a description of what it means to be a consumer but doesn't provide descriptions for any other position on the Council

#### **VII. Executive Committee Report & Technical Assistance**

- Katie presented a PowerPoint on what the Council took away from the Technical Assistance. Katie noted that during the TA they made the decision to change the committee structure. She also noted that the TA providers didn't think the Executive committee was functioning properly and so it was decided that the Executive committee will only be made up of the co-chairs of the Council and committees.
- Katie presented the new committee structure to the council.
  - There is a new Consumer Committee that will be made up of unaligned and aligned consumers.
  - The Executive Committee will only be made up of the committee co-chairs and chairs of the council. This committee will also act in place of the council in case of an emergency.
  - The PSRA Committee has become the Needs Assessment/PSRA. This committee was already informally doing Needs Assessment so the new committee structure just formalized that. A big change to the PSRA Committee however is that the priority setting and resource allocation will occur at the full Council meeting. The PSRA committee will be in charge of providing data to the full Council.
  - The SNAC Committee has become the SOC (Systems of Care) Committee. This committee will be looking at systems of care and standards as a whole.
  - The Membership Committee has become the Membership and Operations Committee. They will be overseeing Council operations including redoing the bylaws and MOU.
- It was noted that the Council as a whole will be doing resource allocation.

- Teresia questioned why only co-chairs can vote at the Executive Committee meeting. Katie answered that the TA providers thought it would be best so that work isn't derailed by someone who is not on a committee.
- Scott asked if council members can add things to the Council agenda at the Executive Committee meeting; it was answered yes.
- Juan noted that the chair of the Consumer Caucus will be on the Executive committee.

**MOTION:** *Lydia moved to agree in principle with the proposed restructuring of the committees. Scott seconded.*

**Discussion:** There was no further discussion

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

- In favor – *Brian, Hector, Susan, Lydia, Scott, Alora, Michael, Juan, German G, German R, Eve, Teresia, Tyler*
- Opposed – 0
- Abstaining – 0

*<Brian arrived 4:31pm>*

## VIII. Membership Committee Report

- Both Membership co-chairs Mel and Carlos were unable to attend this meeting so Tyler gave the Membership Committee report. He noted that the committee has decided that having permanent positions on the Council doesn't align with Ryan White best practices. Having these positions not go through open nominations is against the Ryan White legislation.
- There are currently 3 positions that are permanent. Currently these positions are Local Public Health, Medicaid, and Part B representatives.
- The committee wants to make sure the Council is equal across the board.
- Eve noted that the committee decided that every position should have an open nominations process. Linda added that it is important that the nominees know the qualifications for those positions. She noted that she wouldn't mind helping draft a description for the Public Health position and urged the Council to draft descriptions for the Medicaid and Part B representative positions as well.
- Jesse reminded the Council that in the March meeting the Council changed term time from 2 years to 3 years. They added that permanent positions are not in the legislation, however they are also not prohibited, just not a "best practice".
- Susan noted that changing these positions to term limited positions is more egalitarian. She reiterated Linda's point on the importance of drafting the responsibilities of these positions.

**MOTION:** *Tyler moved to change the 3 permanent positions on the Council to term limited positions, and require open nominations for all positions, per the draft bylaw language presented to the Council. Susan seconded.*

**Discussion:** Scott asked if there will be any weight given to recommendation. Jesse stated that it would be a good idea to let the departments help draft the responsibilities of their representatives as well as make recommendations. So yes, some weight will be given.

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

- In favor – *Katie, Brian, Hector, Susan, Scott, Alora, Michael, Juan, German G, German R, Eve, Teresia, Tyler*
- Opposed – 0
- Abstaining – Lydia

## **IX. PSRA Committee Report**

- Co-chairs Bill and Richard were unable to attend this meeting. Teresia noted that other members of PSRA should be given the opportunity to present even if the co-chairs are absent.

## **X. Break**

## **XI. Consumer Caucus Report**

- Jason was not in attendance, but following Teresia's comment, it was noted that others who were present (Brian, Alora, Juan, German G., and Teresia) could chime in.
- Michael noted that having a Consumer Caucus is beneficial.
- Juan reported that at the last meeting they discussed the importance of having a Caucus in the TGA. One thing that they voted on at the last meeting was that aligned consumers can also join the caucus as long as they join as consumers and not to represent their agencies.
- Juan noted that the council is below the quota for the number of consumers they are supposed to have; he stated that the Consumer Caucus is a great way to recruit.
- Initially the Caucus was to meet every other month but they felt as a group it is important to meet every month for the first year in order to get as much work done as possible.
- Alora noted that the group worked on the caucus's mission statement. The meeting ended with the creation of a sub-group that will finalize the mission statement.
- Teresia noted that the caucus is open to every consumer even if they are not receiving Part A services, as long as they are positive they can join.
- Michael asked what day and time the caucus is meeting. It was answered that the group is still deciding.
- It was noted that Alora and Teresia and maybe Pat will be attending the WA State HIV Conference in Spokane.

## **XII. SNAC Committee Report**

- Michael noted that the SNAC committee has been having lengthy conversations about the systemic aspects of care, for example systemic bias and racism. He noted that passing off Needs Assessment to PSRA felt natural.
- Michael informed the group that the committee is updating the general standards and they are currently on Standard 2.6. He stated that at their last meeting the conversations were centered on grievances.
- Lydia added that as the committee was editing the standards they came across the general standard on grievance policies. She noted that the standard doesn't indicate how the policy is measured and the conversations revolved around how to bridge the gap.
- Linda noted that it isn't the responsibility of the SNAC committee to say what should be in the grievance policies of individual agencies. SNAC's role is to review standards.

- Jesse stated that the goal for this committee is to finish reviewing the standards at the next meeting.
- Katie noted that the reason the SNAC Committee has been having such lengthy conversations surrounding grievances is because if people aren't making grievances they are walking away from care instead. She stated that the committee gets hung up on certain sections because they are doing their best to eliminate disparities.
- Juan noted that agencies need to improve education surrounding grievances, specifically the difference between a complaint and a grievance.

### **XIII. Celebrate Departing Members**

- Alora read aloud the thank you note for former member Nicole Price.
- Scott read aloud the thank you note for former member Brian Knowles.
- Scott read aloud the thank you note for former member Jason Jacobs.
- Alora read aloud the thank you note for former member Matt Golden.

### **XIV. Adjourn**

**Next Meeting: June 10<sup>th</sup> 4:00pm - 6:30pm, 2100 24<sup>th</sup> Ave S, Seattle WA**