Seattle TGA HIV Planning Council

Monday, October 14, 2019 4:00 p.m.– 6:30 p.m.
2100 Building: 2100 24th Avenue South
IF YOU NEED TO CALL IN: 206-263-8114, CONFERENCE ID: 8692128#

AGENDA

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

I. Welcome, Meeting Rule Reminder, Introductions, and Announcements (Richard) 4:00
   ➢ Short announcement from Wilson on Council meeting space change (Chinook Building).

II. Public Comment (Katie)

III. Agenda:
   ➢ Action: Review and approve

IV. Minutes:
   ➢ Action: Review and approve

V. Recipient Report (Linda) 4:10

VI. Short and Long-Term Plans to Replace the Council Administrator 4:20
   • Executive Committee report on how individual members of the Council, and the Council as a whole will be involved in replacing this position- from creating the job description to interviewing candidates.
   ➢ Action: Review, Revise and Approve Plan

VII. Executive Committee Report (Katie) 4:40
   • Possible nomination for Planning Council unaligned consumer Co-Chair
     ➢ Action: Nominate, Discuss, and vote

VIII. Needs Assessment, Priority Setting & Resource Allocation Committee (Richard) 5:00

IX. Membership/Operations: (Tyler) 5:15
   • Report on Bylaws progress

X. Break 5:30

XI. + Caucus Report: (John) 5:45
   • Report on last meeting

XII. System of Care Committee Report (Tony, Michael) 6:00
   • Report on last meeting

XIII. Adjourn 6:30

Attachments: Minutes, Bylaws

Barrier-free location
Reasonable accommodation for persons with disabilities available upon advance request.
Questions? Call: 206-263-2030

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!
Food is available for everyone, so please don't be shy about taking some!

Where should visitors sit?
Visitors can sit at the Visitor table, or in a chair along the back—basically anywhere except at the big square/horseshoe in the middle—that's for Council members.

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. Here is how you do it:

- State your name
- If you or any member of your immediate family work for, are on the board of directors of, or in any way represent any of the Part A funded agencies then you have a conflict of interest.
- State the name of the agency you work for
- State the name of the service categories that agency receives funding for
- Not sure if you have a conflict? No problem—state the agency, and simply ask if it receives Part A funding.

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 only 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.
Minutes  
Monday, October 14, 2019
4pm-6:30pm
2100 Building: 2100 24th Ave S.

Council Members Present: Tyler Adamson (phone), Scott Bertani (phone), Susan Buskin, Carlos Delgadillo, German Galindo, Lydia Guy-Ortiz (phone), Katie Hara, Eve Lake, Brian Lauver, Michael Louder, Teresia Otieno, Richard Prasad, John Rodriguez, Hector Urrunaga-Diaz, Kim von Henkle (phone)

Council Members Absent: Ron Padgett, Alora Gale-Schreck

Planning Council Staff Present: Jake Ketchum, Wilson Pipkin (minutes)

Recipient Staff Present: Linda Coomas

Visitors Present: Vanessa Leja (WA State Dept. of Health), Dennis Torres (Gilead), Jonas Nicotra (unaligned consumer, phone)

*Italics denote Planning Council Membership.*

I. Welcome, Introductions and Announcements

Wilson announced that moving forward all full Planning Council meetings will be held in Rm 233 (Rhododendron Rm) of the King County Chinook Building.

Susan announced that the Health Resources and Services Administration (HRSA) End the HIV/AIDS Epidemic (EtHE) grant application requesting $2 million per year for King County was turned in.

Richard announced that Bill Hall resigned from the Planning Council.

Carlos announced that this meeting marks his 1 year anniversary on the Planning Council.

Scott announced that Oct 16th at 11:35am there is the Drug Utilization Review Board meeting. It will be reviewing the Medicaid HIV Formulary.

Carlos announced that he still has not received reimbursement for travel to Planning Council meetings.

II. Meeting Agenda

Discussion on reimbursement for travel of unaligned consumers was added before the Recipient Report.

☑ The agenda was approved as amended by acclamation.

III. Meeting Minutes

On pg. 2 paragraph 3, there was clarification on the purpose of the Quality Management Advisory Committee.
On pg. 3 bullet pt. 4 was clarified that there is a Request For Application (RFA) process every 2 years. In years where there isn’t an RFA, already contracted agencies are funded based on performance. On the following bullet, the process for invoicing was clarified.

✔ The September minutes were approved as amended by acclamation.

IV. **Travel Reimbursement for Unaligned Consumers**

It was stated that there have been challenges with the reimbursements, and there are no excuses for the process taking 12 months. Planning Council staff apologized for the length of time the process has taken, and stated that research is being done on how to make the process more streamlined.

There was discussion on possible solutions to paying for or reimbursing for mileage and parking in a timely manner. The issue of childcare was brought forth, and it was stated that finding and paying for childcare is a barrier to participation. The need to eliminate as many barriers to participation as possible was stated, as well as the need for more consumer participation.

V. **Recipient Report**

It was stated that the Ryan White Part A funding application was submitted on Sept. 25th ahead of schedule. There is no guarantee for what the award amount will be, or whether it will be disbursed all at once or in installments.

Site visits to agencies are beginning soon, and the recipient will be monitoring compliance to standards of care and HRSA requirements. Still waiting on a start date for the Provide database. Once Provide is in place, it will streamline the process for consumers by providing centralized eligibility.

It was stated that the Recipient received the carryover that was requested last year.

VI. **Short and Long-Term Plans to Replace the Council Administrator**

Jake Ketchum was introduced as the successful candidate for the interim Council Administrator position. He has previously served on the Council as consumer co-chair and later staff to the Council. The search for the permanent Council Administrator will hopefully be finished by the end of March. Members of the Planning Council will be asked to participate on the interview panel for the permanent position.

VII. **Executive Committee Report**

<Lydia Guy-Ortiz joined by phone at 4:39 pm>

The need for a consumer co-chair of the Council to fill the vacant position was discussed. The duties required were discussed including being a representative of the Council, and the need to attend and facilitate both Planning Council and Executive Committee meetings. The three people that were nominated for the position were Carlos Delgadillo, Brian Lauver, and Michael Louder. Each spoke briefly about what they would bring to the position. Carlos withdrew his name from being voted on.

✔ Michael Louder was elected Council co-chair with the following vote:
VIII. Needs Assessment, Priority Setting & Resource Allocation Committee Report

It was stated that there is a 3 year plan for the ongoing assessment that is being done, and the current work is on provider interviews to get the quickest part done first. Providers are not the end goal, but they are the easiest to access. Next step is interviewing people that recently got back into care.

It was stated that the Committee was unable to finalize a plan for reallocation of unspent funds due to last minute changes in the data. That was pushed to the next meeting.

IX. Membership/Operations Committee Report

It was stated that work is still being done on the bylaws. The issue of whether or not multiple members of a family can serve on the Council was brought up. It was stated that this is not allowed due to rules in place by King County, but that family members can bring their voices to the +Caucus meetings.

X. Break

XI. +Caucus Report

It was stated that a logo for the +Caucus brochure was chosen by the Caucus members. There is work being done on both the brochure and a consumer handbook for participating in the Council.

It was stated that the brochure would serve as a great recruiting tool for the Council, and that the handbook would help remove barriers to participation for those recruited. There is need for more consumer participation, and more participation from those outside of King County in the TGA.

XII. System of Care Committee Report

It was stated that the System of Care (SOC) Committee is currently working on the Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS) Standards of the General Standards. The last meeting focused more on the cultural aspects of those standards, as well as language. The hope is that the General Standards will soon be finished, and brought before the Council. The Housing Standards are the next step after that.

XIII. Adjourned at 5:51pm

NEXT MEETING: Monday, December 9th, 4pm-6:30pm at the King County Chinook Building, Rm 233.