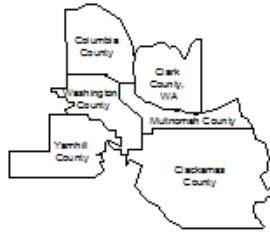




Portland Area HIV Services Planning Council

Advocacy and planning for people affected by HIV in the Portland metro area

Ryan White Program, Part A



Meeting Minutes

Meeting Date: October 3, 2023

Approved by Planning Council: November 7, 2023

Grantee: Multnomah County Health Department



Portland Area HIV Services Planning Council

MEETING MINUTES

Tuesday, October 3, 2023, 4:00 – 6:00 pm

Virtual Zoom Meeting

AGENDA

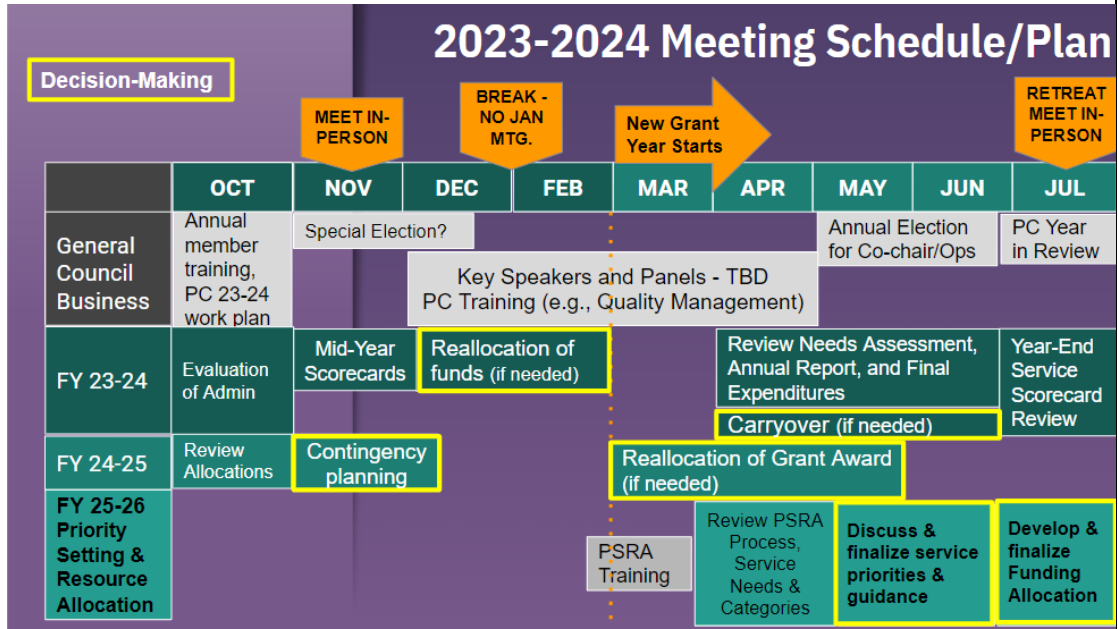
Item**	Discussion, Motions, and Actions
Call to Order	Bri Williams called the meeting to order at 10:10 AM.
Welcome & Logistics	<p>Bri Williams welcomed everyone to the meeting and reviewed meeting logistics.</p> <ul style="list-style-type: none"> • Please say your name each time you speak • Please “raise your hand” or type questions in the chat box • We will mute and unmute folks as needed during the meeting • If you're calling in (not viewing slides), please mute yourself to minimize background noise, unless you have a question / comment • Meetings are recorded for accurate meeting minutes. <p>Attendees introduced themselves via chat.</p> <p>The group reviewed the Council Participation Guidelines (see slide).</p>
Candle Lighting Ceremony	<p>Scott Moore led the candle lighting ceremony in memory of his cousin Steven Allen, who passed in 1986. We remember that this is still a terminal illness in some places, and is still very difficult to manage for some people. We are grateful that prevention is now a medical reality.</p>
Announcements	<p>Announcements: See slides.</p> <p>Announcements</p> <ul style="list-style-type: none"> • Goodbye to PC members Emily Borke & Marisa McDowell • Welcome to new PC members <ul style="list-style-type: none"> ○ Meghan Von Tersch ○ Meka Hill ○ Sean Mahoney • Welcome Jazmine Bowles from Multnomah County Public Health • October 15 – National Latinx AIDS Awareness Day • HIV Council will be tabling at the HIV Continuum of Care conference next week. If you're interested in joining, please contact Aubrey • HGAP Transition <ul style="list-style-type: none"> ○ Amanda Hurley, longtime HGAP Manager, is taking a new position (on the Health Department Director's grants team with Alison Frye). This is her last week at HGAP, and today is her last HIV Council meeting. ○ Recruitments <ul style="list-style-type: none"> ▪ Recruitment for a temporary work out of class HGAP manager position is already posted, and being expedited

Item **	Discussion, Motions, and Actions
	<ul style="list-style-type: none"> ▪ Recruitment for the permanent HGAP manager position will be posted shortly, and will be shared nationally. ○ During recruitment for the HGAP Manager position, the Council will be working with Kim Toevs (outgoing Communicable Disease & Harm Reduction Program Director) and Jazmine Bowles (Interim Director). ○ HIV Council processes will go forward without change – both HGAP and the HIV Council have work plans to guide their work in the coming months ○ Operations Committee will work to ensure Council’s needs are met by new manager
Agenda Review and Minutes Approval	<p>The agenda was reviewed by the Council, and no changes were made.</p> <p>The meeting minutes from the July 11 meeting were approved by unanimous consent.</p>
Public Testimony	None.
Special Election: Operations Committee	<p><i>Presenters: Julia Lager Mesulam</i> <i>Summary of Discussion:</i> See slides.</p> <p>Opening due to Marisa McDowell’s departure Robb Lawrence has accepted nomination Aubrey shared a voting poll</p> <p>Decision: Robb Lawrence is elected as a Member-At-Large (2 year term) on the Operations Committee</p> <p>We are currently at 26 Council members. If you know anyone who is interested in being a member, please contact Julia Lager Mesulam.</p>
Annual Forms & Training	<p><i>Presenters: Scott Moore & Bri Williams</i> <i>Summary of Discussion:</i> See slides.</p> <p>Planning Council Reminders</p> <p>Aubrey Daquiz sent out an email asking Council members to complete annual forms.</p> <p>As a reminder – members, please complete forms this week:</p> <ul style="list-style-type: none"> ● Code of conduct ● Member Responsibilities ● Multnomah County Personnel Policies (applicable to volunteers) ● Conflict of interest & provider neutral approach <p>Scott Moore and Bri Williams reviewed:</p> <ul style="list-style-type: none"> ● Types of conflict of interest to bring forward, such as self or family member working for a provider. Receiving Ryan White services is not considered a conflict. ● How the Council operates with a “provider neutral” approach - do not speak about a particular provider, but instead of speak about a service category. ● Consensus model of decision making – watched video

Item**	Discussion, Motions, and Actions
	<ul style="list-style-type: none"> We will be using “fist to five” to communicate consensus. This will be reviewed further at next month’s meetings.

Meeting Schedule & Work Plan

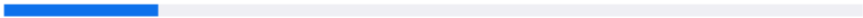
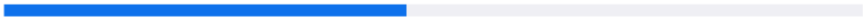
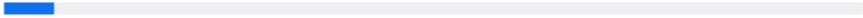
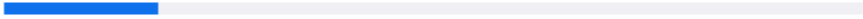
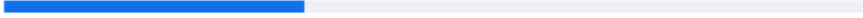
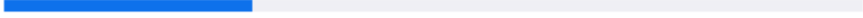
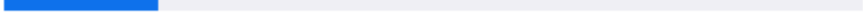

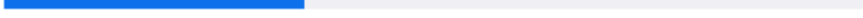
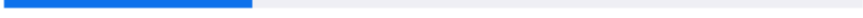
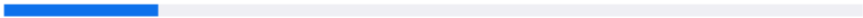
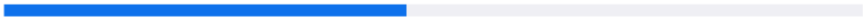
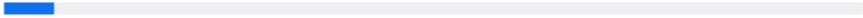
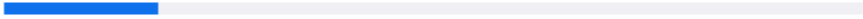
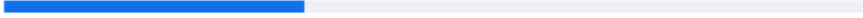
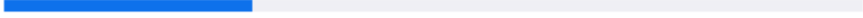
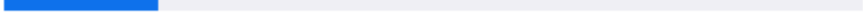

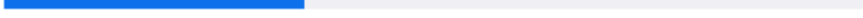
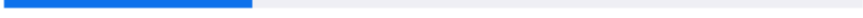
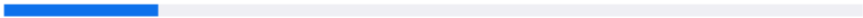
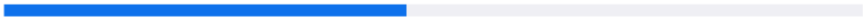
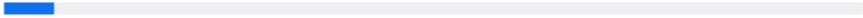
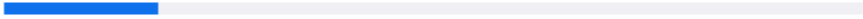
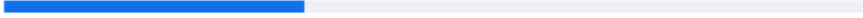
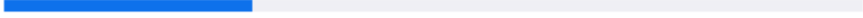
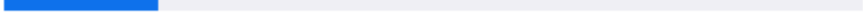

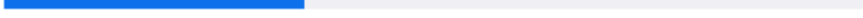
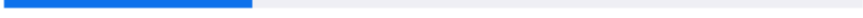
Presenters: Aubrey Daquiz
Summary of Discussion:
 See slides.

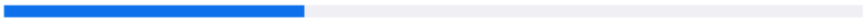
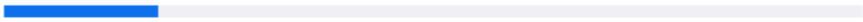
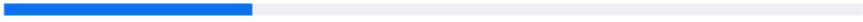

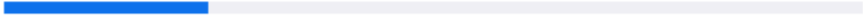
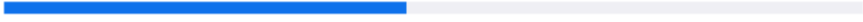
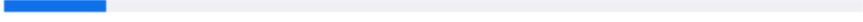
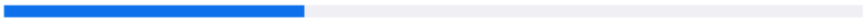
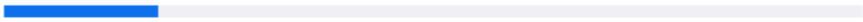
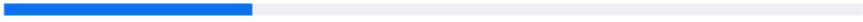

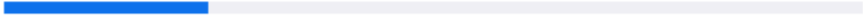
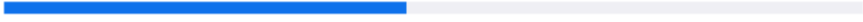
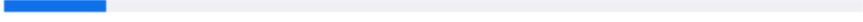
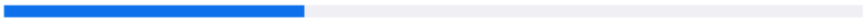
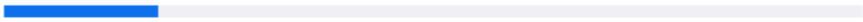
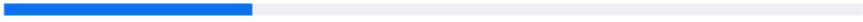

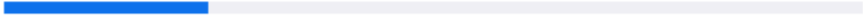
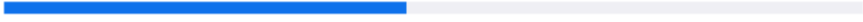
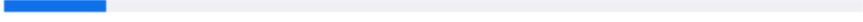


We are always operating in three different grant years (March-February):

- Wrapping up 23-24 year
- Planning & implementing 24-25 year
- Priority Setting & Resource Allocation (PSRA) for 25-26

The Council discussed possible panels / presentations and completed a poll to help determine what to prioritize. Each Council member was asked to vote for four or five priorities.

Item **	Discussion, Motions, and Actions																																								
	<h2 style="text-align: center;">Top Priorities for PC Speakers/Panels</h2> <p>Poll ended 2 questions 17 of 21 (80%) participated</p> <p>17/17 (100%) answered</p> <table border="0"> <tr> <td>Clark County System and Funding</td> <td style="text-align: right;">(3/17) 18%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Care for People who are Incarcerated/Justice-Involved</td> <td style="text-align: right;">(8/17) 47%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>End HIV Strategy</td> <td style="text-align: right;">(1/17) 6%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>HIV Medical Provider Panel</td> <td style="text-align: right;">(3/17) 18%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Housing Panel</td> <td style="text-align: right;">(6/17) 35%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Long Term Survivors</td> <td style="text-align: right;">(5/17) 29%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Medical Monitoring Project Data</td> <td style="text-align: right;">(3/17) 18%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Minority AIDS Initiative (MAI) Updates</td> <td style="text-align: right;">(6/17) 35%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>New Cases (Harm Reduction/Needle Exchange) & New Test...</td> <td style="text-align: right;">(6/17) 35%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Mental Health</td> <td style="text-align: right;">(5/17) 29%</td> </tr> <tr> <td colspan="2"></td> </tr> </table>	Clark County System and Funding	(3/17) 18%			Care for People who are Incarcerated/Justice-Involved	(8/17) 47%			End HIV Strategy	(1/17) 6%			HIV Medical Provider Panel	(3/17) 18%			Housing Panel	(6/17) 35%			Long Term Survivors	(5/17) 29%			Medical Monitoring Project Data	(3/17) 18%			Minority AIDS Initiative (MAI) Updates	(6/17) 35%			New Cases (Harm Reduction/Needle Exchange) & New Test...	(6/17) 35%			Mental Health	(5/17) 29%		
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	<p>2. Additional Topics (Multiple Choice) *</p> <p>17/17 (100%) answered</p> <table border="0"> <tr> <td>Peer Support Specialists</td> <td>(6/17) 35%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Substance Use Disorder Treatment Programs</td> <td>(3/17) 18%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Service Navigators</td> <td>(5/17) 29%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Other counties we support (beyond MultCo)</td> <td>(7/17) 41%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Use of Client Experience Survey Data</td> <td>(4/17) 24%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Case Management</td> <td>(8/17) 47%</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Early Intervention Services</td> <td>(2/17) 12%</td> </tr> <tr> <td colspan="2"></td> </tr> </table>	Peer Support Specialists	(6/17) 35%			Substance Use Disorder Treatment Programs	(3/17) 18%			Service Navigators	(5/17) 29%			Other counties we support (beyond MultCo)	(7/17) 41%			Use of Client Experience Survey Data	(4/17) 24%			Case Management	(8/17) 47%			Early Intervention Services	(2/17) 12%		
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<p>Evaluation of the Administrative Mechanism</p>	<p><i>Presenters: Scott Moore & Jamal Muhammad (Evaluation Committee)</i></p> <p><i>Summary of Discussion:</i></p> <p>Review dates: 8/31, 23, 9/7/23, 9/19/23 HGAP Staff Support: Jonathan Basilio, Aubrey Daquiz</p> <p>See slides.</p> <p>The Ryan White HIV/AIDS Treatment Extension Act requires each Part A program’s planning council to assess the efficiency of the administrative mechanism to determine how quickly and well a recipient carries out its responsibilities and meets the needs of people with HIV.</p> <p>How HGAP did with expenditures</p> <ul style="list-style-type: none"> • The Grantee allocated 100% of the services grants award directed by the Planning Council for the 2022-2023 Grant Year. This resulted in nearly 100% of services funds being spent. • HGAP submitted a carryover request in the amount of \$193,967.00 based on the spending plan approved by the PC on 7/31/23 <p>Action Taken on 2022-2023 Recommendations</p> <table border="1"> <thead> <tr> <th data-bbox="375 1690 727 1726">Recommendation</th> <th data-bbox="727 1690 1463 1726">Actions Taken</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1726 727 1864">#1: The Evaluation Committee recommends an evaluation of a Planning Council website.</td> <td data-bbox="727 1726 1463 1864">Actions Taken included: a conversation regarding a website by the Operations Committee. Ops did not determine that a standalone website is either needed nor feasible.</td> </tr> </tbody> </table>	Recommendation	Actions Taken	#1: The Evaluation Committee recommends an evaluation of a Planning Council website.	Actions Taken included: a conversation regarding a website by the Operations Committee. Ops did not determine that a standalone website is either needed nor feasible.																								
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		The overall Health Department is planning updates to the current MCHD website and the PC was feature in the MCHD monthly newsletter.
	#2: Continue to focus on BIPOC populations and BIPOC data review committee	Language specific to 'cultural humility' was added to the Sub-Recipient Program Guidance During the PC year, the BIPOC data review committee provided feedback on the Recipient's Annual Report presentation as well as the 2023 Client Experience Survey.
	#3: Some level of outreach (should be conducted) to non-traditional partners that are focused on our shared marginalized populations.	This recommendation was related to the Request for Qualified Programmatic Qualification completed by the Recipient in August 2022. Per the Evaluation Committee's request for information, a count of agencies who received this solicitation was provided, in addition to the RFPQ questions relevant to diversity, equity, and inclusion.
	#4: During the 2021 HRSA HIV/AIDS Bureau with HGAP and PC, there were recommendations for the PC to be more involved in the budgeting process and to update the five-year MOU between HGAP and the PC.	In Fiscal Year 22-23, the Recipient drafted and presented both the PC budget and an updated MOU to the Operations Committee. There was a question and answer and revision period, followed by approval by OPS.
	#5: The recommendations from the PC Learning Collaborative should be presented. This included a recruitment and retention plan for PC members.	HGAP has continued to support this effort through the development of flyers, website updates, social media outreach, announcements are in-person events. The Evaluation Committee suggests that Membership review the Learning Collaborative report and its utility
<p>New Administrative Mechanism Recommendations for FY23-24</p> <ol style="list-style-type: none"> 1. HGAP should continue to outreach to agencies who may be interested in providing services to Ryan White populations and Council members who could participate in those outreach efforts. <p style="margin-left: 40px;">This includes agencies serving crossover populations that are creating new culturally-specific organizations and collaborations between existing agencies, e.g. Behavioral Health Resource Network and Joint Office of Homeless Services.</p> 2. The Recommendations from the PC Learning Collaborative should be presented more accurately to Ops and the Council, and work should continue towards fully implementing the recruitment and retention plan. 3. HGAP should help evaluate current Membership status and assist OPS and Membership in increasing Membership Committee ranks, prioritizing Membership outreach (through incentives, etc.), and making it a priority to have a full Council. 		

Item **	Discussion, Motions, and Actions
	<p>4. The Evaluation Committee recommends that HGAP support Operations to review the functions of the Evaluation Committee. It is the recommendation of this Committee that the Evaluation Committee be seated and functioning throughout the year in order to properly evaluate and make recommendations.</p> <p>Questions / Comments: None</p>
<p>Review 24-25 Allocations & Contingency Planning Review</p>	<p><i>Presenters: Bri Williams, Scott Moore</i> <i>Summary of Discussion:</i> See slides.</p> <p>The Co-Chairs reviewed the allocation proposal for the 24-25 grant year that was approved at the 7/11/23 meeting.</p> <ul style="list-style-type: none"> • 3% COLA across the board • \$25,931 to Medical <ul style="list-style-type: none"> ○ Priority ○ Does not get Part B funds & Increasing costs • \$25,931 to Medical Case Management <ul style="list-style-type: none"> ○ Priority ○ Critical part of care continuum & experiencing high case loads • \$10,000 to Housing <ul style="list-style-type: none"> ○ Priority ○ Always a need for housing • \$6,000 to Food <ul style="list-style-type: none"> ○ Critical service for our region ○ Increasing food costs • \$3000 to Oral Health Care <ul style="list-style-type: none"> ○ Parity for Clark County <p>They then provided an overview of the contingency planning process, which will occur during the in-person meeting in November.</p> <ol style="list-style-type: none"> 1. Review Consensus Decision-making 2. Divide into three small groups (from July) 3. Draft proposals for all three funding scenarios (decrease, flat, increase up to 4.9%) 4. Share proposals with full Council 5. Discuss and come to consensus on 3 group proposals
<p>Evaluation and Closing</p>	<p><i>Presenter: Bri Williams</i></p> <p>Suggestion: It might be helpful to have a slide or put into chat, who is on the Ops Comm in case new members want to reach out. (This info is also listed at the top of the agenda.)</p> <p>The next meeting will be held in-person. More information will be sent soon.</p> <p>Thank you for participating in this meeting. If you have feedback / comments / ideas, please include them in your evaluation.</p>
<p>Adjourned</p>	<p>6:00 PM</p>

ATTENDANCE

Members	Present	Absent*	Members	Present	Absent*
Tom Cherry, he/him	X		Heather Leffler, she/her	X	
Claire Contreras, she/ella		E	Sean Mahoney, he/him	X	
Steven Davies	---		Scott Moore, he/him	X	
Carlos Dory, him/his	X		Jamal Muhammad, he/him	X	
Michelle Foley, they/them	X		Diane Quiring, she/her	X	
Greg Fowler, he/him	X		Tessa Robinson, she/her	X	
Jeffrey Gander, he/him		A	Taylor Silvey, she/her	X	
Kris Harvey, he/him	X		Nick Tipton, he/him	X	
Meka Hill, she/her		E	Meghan Von Tersch		E
Shaun Irelan, he/him	X		Shane Wilson, he/him	X	
Julia Lager-Mesulam, she/her	X		Joanna Whitmore, she/her	X	
Robb Lawrence, he/him	X		Abrianna Williams, she/her (Co-Chair)	X	
PC Support Staff			Guests		
Sandra Acosta Casillas	X		ASL Interpreter 1	X	
Jonathan Basilio	X		ASL Interpreter 2	X	
Aubrey Daquiz, she/her	X		Rayna Appenzeller, ORAETC, she/her	X	
Jenny Hampton, she/her (Recorder)	X		Michele Pindyck, Russell Street Clinic Director	X	
Amanda Hurley, she/her	X				
Jazmine Bowles, she/her	X				
Grace Walker-Stevenson, they/them					

* R = Attended Remotely (for an in person meeting); A = Unexcused Absence; E = Excused Absence; L = On Leave