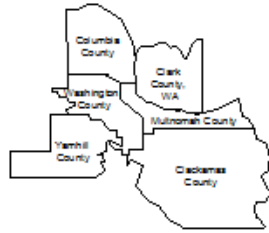




# Portland Area HIV Services Planning Council

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

*Ryan White Program, Part A*



## Meeting Minutes

Meeting Date: October 1, 2024

Approved by Planning Council: November 5, 2024

Grantee: Multnomah County Health Department



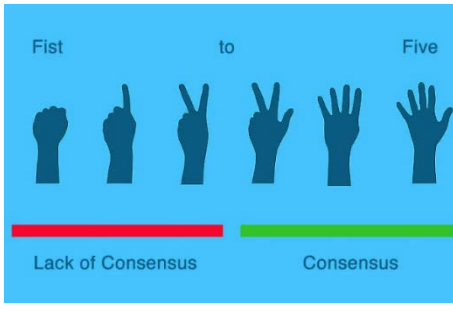
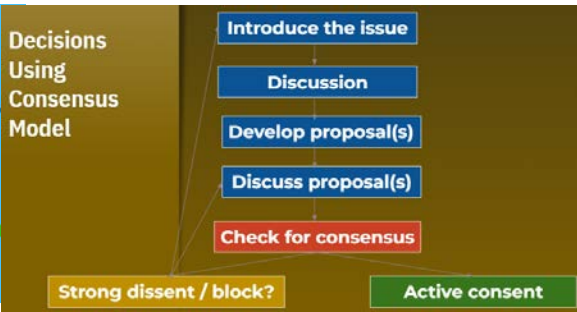
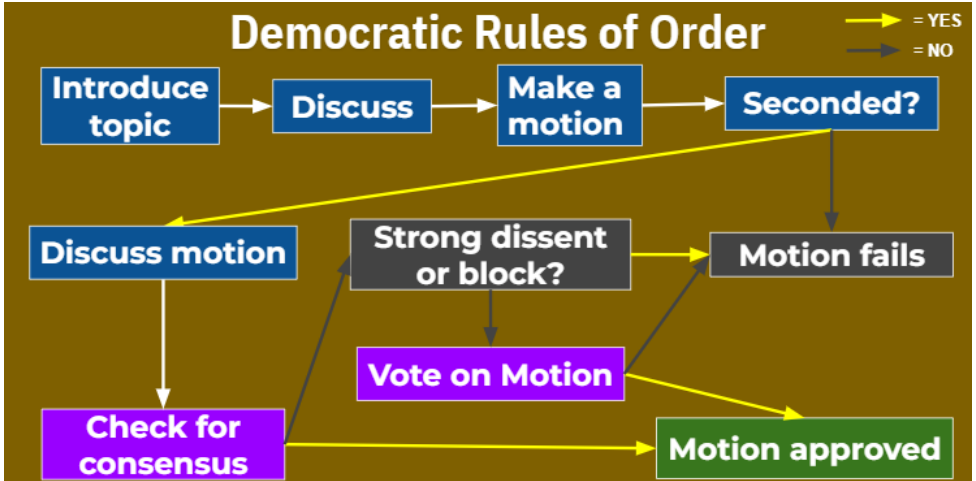
**Portland Area HIV Services Planning Council  
MEETING MINUTES**

Tuesday, October 1, 2024, 3:00 – 6:00 pm  
Southeast Health Center (and Zoom meeting)

**AGENDA**

Item**	Discussion, Motions, and Actions
Call to Order	Nick Tipton called the meeting to order at 3:00 PM.
Welcome & Logistics	<p>Nick Tipton welcomed everyone to the meeting and reviewed meeting logistics.</p> <ul style="list-style-type: none"> <li>• Welcome to Southeast Health Center!</li> <li>• Please say your name when you speak, and (for virtual participants) turn on your camera, when possible.</li> <li>• Please raise your hand (physically or virtually) or type question in the chat box.</li> <li>• We will mute/unmute folks (online) as needed during the meeting.</li> <li>• If you're calling in, please mute yourself to minimize background noise, unless you have a question/comment.</li> <li>• We will be recording this meeting.</li> </ul>
Candle Lighting Ceremony	Nick Tipton lit the candle for Joseph Moore, his wife’s uncle.
Announcements & Introductions	<p>Announcements: See slides.</p> <p>The group reviewed the Council Participation Guidelines (see slide).</p> <p>Attendees introduced themselves.</p> <p>Announcements</p> <ul style="list-style-type: none"> <li>• Farewell to Joanna Whitmore, Claire Contreras, Taylor Silvey</li> <li>• Welcome to new members Chautauqua Cabine, Pelelini “Lini” Fatu, Lorne James (former member), Chris Keating (former member)</li> <li>• Letter from Steven Davies regarding upcoming layoffs / discontinuation of services at OHSU Comprehensive Pain Center</li> <li>• October 5 is 11<sup>th</sup> Annual Salmon Celebration at Westmoreland Park</li> <li>• This month is Indigenous Peoples’ Day</li> <li>• HIV/AIDS Awareness Days               <ul style="list-style-type: none"> <li>○ National Latinx AIDS Awareness Day is October 15</li> </ul> </li> </ul>
Agenda Review and Minutes Approval	<p>The meeting minutes from the July 11 2024 retreat were approved by unanimous consent.</p> <p>The agenda was reviewed by the Council, and no changes were made.</p>

Item**	Discussion, Motions, and Actions
Public Testimony	<p>None.</p> <p>Please invite members of your community to provide <a href="#">public testimony</a>.</p>
Annual Forms & Training	<p><i>Presenter: Scott Moore &amp; Nick Tipton</i>  <i>See presentation slides.</i>  <i>Summary of Discussion:</i></p> <p>Forms to be completed by members and returned to Aubrey Daquiz:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Multnomah County Personnel Policies (applicable to volunteers)</li> <li>• Conflict of Interest (COI) &amp; “Provider neutral” approach <ul style="list-style-type: none"> <li>○ Conflict of interest: an actual or perceived interest by the member in an action that results or has the appearance of resulting in personal, organizational, or professional gain.</li> <li>○ “Provider neutral”: speak about service categories, not providers</li> </ul> </li> <li>• In addition to paper copies provided at this meeting, these documents are on the shared drive and were emailed to members prior to the meeting</li> </ul> <p>COUNCIL PARTICIPATION GUIDELINES</p> <ul style="list-style-type: none"> <li>• Share group time fairly. A raised hand or chat comment is recognized.</li> <li>• One person speaks at a time; listen to understand and please do not interrupt.</li> <li>• Remain focused on the topic at hand. Out-of-order comments and side conversations distract others.</li> <li>• Make sure everyone has the opportunity to share and all views are communicated.</li> <li>• Aim for understanding before judgment. Remain open minded. Ask questions.</li> <li>• Speak from your own experience. Be sure of your facts. Speak your truths; tell your feelings.</li> <li>• Be considerate; disagree openly but maintain respect for each other.</li> <li>• Remember that this is a public forum and what you say becomes available to the public.</li> <li>• Take care of personal needs as necessary.</li> <li>• Be aware of your own bias and judgment.</li> <li>• Practice “both/and” thinking.</li> </ul> <p>Consensus model</p>

<p>Item**</p>	<h3 style="text-align: center;">Discussion, Motions, and Actions</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h4>Fist to Five</h4>  </div> <div style="width: 45%;"> <h4>Decisions Using Consensus Model</h4>  </div> </div> <h4>Democratic Rules of Order</h4>  <p style="font-size: small;">Adapted from: Democratic Rules of Order – Flow Chart by Fred and Peg Francis is licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License. Based on a work at Democratic Rules of Order.</p> <div style="display: flex;"> <div style="width: 25%;"> <p>Meeting Schedule &amp; Work Plan</p> </div> <div style="width: 75%;"> <p><i>Presenters: Aubrey Daquiz</i></p> <p><i>Summary of Discussion:</i></p> <p>See slides.</p> </div> </div> <div style="text-align: center;"> <h3>2024-2025 Meeting Schedule/Plan</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>OCT</th> <th>NOV</th> <th>DEC</th> <th>FEB</th> <th>MAR</th> <th>APR</th> <th>MAY</th> <th>JUN</th> <th>JUL</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f0f0f0;"><b>Decision-Making</b></td> <td colspan="2" style="text-align: center;">MEET IN-PERSON</td> <td colspan="3" style="text-align: center;">BREAK - NO JAN MTG.</td> <td style="text-align: center;">New Grant Year Starts</td> <td colspan="2" style="text-align: center;">MEET IN-PERSON</td> <td style="text-align: center;">RETREAT MEET IN-PERSON</td> </tr> <tr> <td>General Council Business</td> <td>Annual training, Work plan</td> <td></td> <td colspan="3">Key Speakers and Panels - TBD PC Training (e.g., Quality Management)</td> <td></td> <td colspan="2">Annual Election (Co-chair and Operations Committee)</td> <td>Year in Review</td> </tr> <tr> <td>FY 24-25</td> <td>Evaluation of Admin Mechanism</td> <td>Mid-Year Scorecards</td> <td>Reallocate funds (if needed)</td> <td></td> <td></td> <td>Review Needs Assessment, Annual Report, and Final Expenditures</td> <td>Carryover (if needed)</td> <td>Year-End Service Scorecard Review</td> <td></td> </tr> <tr> <td>FY 25-26</td> <td>Review Allocations</td> <td>Contingency planning</td> <td></td> <td></td> <td>Reallocation of Grant Award (if needed)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FY 26-27 Priority Setting &amp; Resource Allocation</td> <td></td> <td></td> <td></td> <td>PSRA Training</td> <td>Review PSRA Process, Service Needs &amp; Categories</td> <td>Discuss &amp; finalize service priorities &amp; guidance</td> <td>Develop &amp; finalize Funding Allocation</td> <td></td> <td></td> </tr> </tbody> </table> </div>		OCT	NOV	DEC	FEB	MAR	APR	MAY	JUN	JUL	<b>Decision-Making</b>	MEET IN-PERSON		BREAK - NO JAN MTG.			New Grant Year Starts	MEET IN-PERSON		RETREAT MEET IN-PERSON	General Council Business	Annual training, Work plan		Key Speakers and Panels - TBD PC Training (e.g., Quality Management)				Annual Election (Co-chair and Operations Committee)		Year in Review	FY 24-25	Evaluation of Admin Mechanism	Mid-Year Scorecards	Reallocate funds (if needed)			Review Needs Assessment, Annual Report, and Final Expenditures	Carryover (if needed)	Year-End Service Scorecard Review		FY 25-26	Review Allocations	Contingency planning			Reallocation of Grant Award (if needed)					FY 26-27 Priority Setting & Resource Allocation				PSRA Training	Review PSRA Process, Service Needs & Categories	Discuss & finalize service priorities & guidance	Develop & finalize Funding Allocation		
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	<p>October</p> <ul style="list-style-type: none"> <li>• Annual training</li> <li>• Work plan</li> <li>• Evaluation of the Administrative Mechanism</li> <li>• Review Allocations</li> </ul> <p>November</p> <ul style="list-style-type: none"> <li>• Mid-Year Scorecards</li> <li>• Contingency Planning</li> </ul> <p>December – April</p> <ul style="list-style-type: none"> <li>• Key Speakers &amp; Panels</li> <li>• Reallocation of Grant Award (if needed)</li> <li>• PSRA Training</li> <li>• Review PSRA Process, Service Needs &amp; Categories</li> <li>• Review Needs Assessment, Annual Report, and Final Expenditures</li> <li>• Carryover (if needed)</li> </ul> <p>May &amp; June (in person)</p> <ul style="list-style-type: none"> <li>• Annual Election (Co-chair and Operations Committee)</li> <li>• Discuss &amp; finalize service priorities &amp; guidance</li> </ul> <p>July Retreat (in person)</p> <ul style="list-style-type: none"> <li>• Year in Review</li> <li>• Year-End Service Scorecard Review</li> <li>• Develop &amp; finalize Funding Allocation</li> </ul> <p>In Person meetings (October, November, May &amp; June)</p> <ul style="list-style-type: none"> <li>• Intent is to have most important decision making / small groups in person</li> </ul> <p>Virtual only meetings</p> <ul style="list-style-type: none"> <li>• 4:00-6:00 PM</li> </ul>
Committee Reports	<p><i>Presenters: Scott Moore &amp; Julia Lager-Mesulam</i></p> <p><i>Summary of Discussion:</i> See slides.</p> <p>Operations Committee</p> <ul style="list-style-type: none"> <li>• Member applications reviewed &amp; approved</li> <li>• Meeting schedule / frequency (1<sup>st</sup> Tuesdays) <ul style="list-style-type: none"> <li>○ 3 hour in-person meetings from 3:00-6:00pm- Oct, Nov, May, June</li> </ul> </li> </ul>

Item**	Discussion, Motions, and Actions
	<ul style="list-style-type: none"> <li>○ 2 hour virtual meetings from 4:00-6:00pm- Dec, Feb, March, Apr</li> <li>○ 5 hour July Priority Setting and Resource Allocation meeting (Date TBC)</li> <li>○ In-person meetings @ SE Health Center with Hybrid / remote option available</li> <li>● October and November meeting agendas are approved and Co-chairs/staff may make small adjustments</li> <li>● We still need to recruit a Clark County representative for Operations Committee <ul style="list-style-type: none"> <li>○ Could be either someone who lives in Clark County or someone who works for a Clark County provider</li> </ul> </li> <li>● Revised 24-25 PC budget is approved</li> </ul> <p>Membership</p> <ul style="list-style-type: none"> <li>● 4 applicants presented and approved</li> <li>● We are working on setting up an orientation for our new members</li> <li>● Current roster 26 members (including Meghan Von Tersch, who is on leave)</li> <li>● 38.5% unaligned members</li> </ul> <p>Member Survey</p> <ul style="list-style-type: none"> <li>● Completed by 19 out of 24 members</li> <li>● Questions re time on council, mentorship</li> <li>● If people are not getting their needs met, reach out to Julia Lager Mesulam and Kris Harvey</li> <li>● Mentor role</li> <li>● Point person, checking in with mentee, as structured as you need</li> <li>● Anyone who has been on the Council for a year or more are eligible to be a mentor</li> </ul> <p>BIPOC Data Review Committee</p> <ul style="list-style-type: none"> <li>● Formed to empower, educate, interpret data through the lens of marginalized communities</li> <li>● Meets quarterly - next meeting Oct 17 @ 10am</li> <li>● BIPOC clients, staff, community advocates</li> <li>● Discussed Roundtable Discussion results &amp; opportunities for dissemination</li> <li>● Other data of interest (Rapid Start info, new diagnoses data)</li> <li>● Discussed recruitment strategies</li> <li>● Younger people, Trans/non-binary</li> </ul> <p>New committee – Guidance Committee</p> <ul style="list-style-type: none"> <li>● Currently recruiting and open to all PC members</li> </ul>

Item**	Discussion, Motions, and Actions
	<ul style="list-style-type: none"> <li>• Guidance to the recipient (HGAP) on how best to meet priorities, sometimes referred to as “directives,” involves: <ul style="list-style-type: none"> <li>○ instructions to follow in developing requirements for subrecipients in the provision of RW HIV/AIDS Program HIV core medical and support services.</li> <li>○ usually addresses populations to be served, geographic areas to be served, and/or service models or strategies to be utilized.</li> </ul> </li> <li>• Q: Timeframe? A: We don’t have one yet</li> </ul>
<p>Evaluation of the Administrative Mechanism</p>	<p><i>Presenters: Greg Fowler</i>  <i>Summary of Discussion:</i>  See slides and Executive Summary handout</p> <p>The Ryan White Care Act mandates that the PC “assess the efficiency of the administrative mechanism in terms of rapidly allocating funds to areas of greatest need within the eligible area and, at the discretion of the PC, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.”</p> <p>Summary of 24-25 Recommendations:</p> <ul style="list-style-type: none"> <li>• HGAP to improve client experience survey through random sampling of client populations with focus on those most impacted</li> <li>• HGAP to include trending service data &amp; programmatic narratives to Scorecards.</li> <li>• Ops should be more involved in carryover and re-allocation requests</li> <li>• HGAP to continue outreach to diverse allied agencies who might be interested in applying for the 2027 RFPQ.</li> <li>• HGAP continue to support Ops with work plan, workflow</li> </ul> <p>Questions / Comments  None.</p>
<p>Overview of Service Categories</p>	<p><i>Presenters: Jonathan Basilio</i>  <i>Summary of Discussion:</i>  See slides and handout.</p> <p>Jonathan Basilio reviewed the various service categories. (see table below)</p> <p>Scott Moore reviewed Part B Program Income (see image below)</p>

<p>Item**</p>	<p>Discussion, Motions, and Actions</p> <div style="text-align: center;"> <h3>Note on (Program Income) Part B</h3> <pre> graph LR     A["In Oregon, Part B goes to the 'balance of state' (i.e., non-Part A counties) and also to CareAssist."] --&gt; B["CareAssist generates Program Income."]     B --&gt; C["OHA distributes this Program Income to local/regional HIV programs across the state, including the Portland TGA."]     D["In the TGA, these funds supplement Part A funds and currently make up about half of the TGA's service budget."]           </pre> </div> <p>We're working on getting information on if/how Washington State Part B is funding Clark County</p>
<p><b>Service Categories</b></p>	<p><b>Description of Services in Portland TGA</b></p>
<p>Ambulatory/Medical Care</p>	<ul style="list-style-type: none"> <li>-Primary and specialty care, RN case management, same day/urgent care, medication assisted treatment;</li> <li>-Rapid ART Start, ART adherence counseling, triage, harm reduction, laboratory testing</li> <li>-Nutritional/dietary counseling</li> </ul>
<p>Health Insurance</p>	<ul style="list-style-type: none"> <li>-Premium payments, co-payments, insurance deductibles</li> <li><i>*Assistance is for Clark County residents only</i></li> </ul>
<p>Mental Health Treatment &amp; Peer Support</p>	<p>Outpatient psychological and psychiatric screening, assessment, diagnosis, treatment, and counseling services</p>
<p>Oral Health</p>	<ul style="list-style-type: none"> <li>-Part A funds pay for services for Clark County residents.*</li> <li><i>One provider receives Part F funds, which are leveraged with these to provide more financial assistance for clients.</i></li> <li><i>-Program Income from Part B pays for Dental services and Dental Navigation in the Oregon counties of the TGA and can also be accessed by all eligible Oregon residents.</i></li> </ul>
<p>Medical Case Management</p>	<ul style="list-style-type: none"> <li>-Part A MCM service category includes: service navigation, medical case management, application assisters, and nurse case management.</li> <li><i>-Program Income Part B is used to pay for medical navigation, enhanced Viral Suppression Support Project work</i></li> </ul>
<p>Early Intervention Services (EIS)</p>	<ul style="list-style-type: none"> <li>-Intensive engagement for people out of care or newly diagnosed and linkage to care for people who are newly diagnosed.</li> </ul>



Item**	Discussion, Motions, and Actions
	<p>-Local programs within Multnomah, Clackamas, and Washington counties applied as a regional collaborative for EIS &amp; Outreach funding from the State. They work closely with Part A EIS services and systems level planning.</p>
Substance Use Disorder (SUD) Treatment	<p>-Funds pay for peer services</p>
Housing Services	<p>-Part A funds are only for Clark County residents; primarily used for financial rent assistance</p> <p>-Program Income from Part B funds are used for navigation/assistance accessing available shelter, housing navigation, case management, and peer specialists, home-based recovery units, rent assistance, medical motel vouchers, and other associated costs</p>
Psychosocial Support	<p>-A women’s support group, congregate meals and individual support at a day center, and long term survivor workshops</p> <p>-Other service providers are onsite at the drop in center to provide additional outreach, referrals, and services</p>
Food	<p>-Home delivered meals, nutritional supplements, and food pantry boxes. <i>Food boxes are for Clark County residents.</i></p> <p><i>Note: FY21-22 was the first year Program Income from Part B funds were allocated to Food.</i></p>
Non-Medical Case Management	<p>-provides addictions benefits coordination assistance for people considering their substance use disorder treatment options.</p> <p><i>Program Income from Part B funds are used to support the shared eligibility system for Part A client, including an Intake Coordinator</i></p>
Emergency Financial Assistance	<p>Funds are used to pay for emergent needs such as IDs and other necessary personal documents, phones, utilities, camping gear, eye glasses, and eye appointments.</p>
Culturally Specific Case Management & Service Navigation (Minority AIDS Initiative)	<p>Medical Case Management for:</p> <ul style="list-style-type: none"> <li>-Black/African American clients</li> <li>-Latinx clients</li> <li>-Refugee and immigrant clients</li> </ul>
Panel Priorities	<p><i>Presenters: Nick Tipton</i></p> <p><i>Summary of Discussion:</i> See slide.</p> <p>We can schedule 3 full panels, and possibly one small panel or single speaker. We want to be able to use the information provided to make allocation decisions.</p> <p>Suggestion – dental. Response – we don’t currently fund dental, as they are currently funded through Part F.</p>

Item**	Discussion, Motions, and Actions
	<p>Suggestion – Long Term Survivors / Aging Population (in BIPOC communities?)  <b>Decision: We will do an online poll between now and the next meeting, to determine speaker or panel topics for this year.</b></p>
<p>25-26 Allocations &amp; Contingency Planning</p>	<p><i>Presenters: Scott Moore</i>  <i>Summary of Discussion:</i>  See slides.</p> <p>Scott Moore reviewed the 2025-26 Proposed Allocations and the process of contingency planning.</p> <p><b>25-26 Allocations (in October Grant submission)</b></p> <ul style="list-style-type: none"> <li>• 3% COLA across the board</li> <li>• Additional allocations: <ul style="list-style-type: none"> <li>○ Mental Health \$16,792 (Prioritized by PC)</li> <li>○ Medical Case Management \$16,793 (Prioritized by PC)</li> <li>○ Housing \$16,793 (Prioritized by PC)</li> <li>○ Psychosocial \$10,000 (only Part A, and addresses food insecurity)</li> <li>○ Food \$10,000 (basic need, high impact)</li> </ul> </li> </ul> <p>In November, the Council will:</p> <ol style="list-style-type: none"> <li>1. Divide into three small groups (from July), adding in new members</li> <li>2. Draft proposals for three different funding scenarios (decrease, flat, increase up to 4.9%)</li> <li>3. Share proposals with full Council</li> <li>4. Discuss and come to consensus on 3 group proposals</li> </ol>
<p>Evaluation and Closing</p>	<p><i>Presenter: Nick Tipton</i></p> <p>Thank you for participating in this meeting. If you have feedback / comments / ideas, please include them in your evaluation.</p> <p>Next meeting: Tuesday, November 5, 3:00-6:00 PM, in person at Southeast Health Center</p>
<p>Adjourned</p>	<p>6:00 PM</p>

## ATTENDANCE

<b>Members</b>	<b>Present</b>	<b>Absent*</b>	<b>Members</b>	<b>Present</b>	<b>Absent*</b>
Jamie Christianson, he/they	<b>X</b>		Robb Lawrence, he/him	<b>R</b>	
Chautauqua Cabine, she/her	<b>R</b>		Heather Leffler, she/her	<b>R</b>	
Steven Davies	<b>X</b>		Sean Mahoney, he/him	<b>X</b>	
Carlos Dory, him/his	<b>X</b>		Robert Middleton, all pronouns	<b>X</b>	
Michelle Foley, they/them		<b>E</b>	Scott Moore, he/him	<b>X</b>	
Pelelini "Lini" Fatu	<b>R</b>		Jamal Muhammad, he/him	<b>X</b>	
Greg Fowler, he/him	<b>R</b>		Diane Quiring, she/her	<b>X</b>	
Jeffrey Gander, he/him	<b>R</b>		Tessa Robinson, she/her	<b>R</b>	
Kris Harvey, he/him	<b>X</b>		Nick Tipton, he/him (Co-chair)	<b>X</b>	
Shaun Irelan, he/him	<b>X</b>		Bee Velazquez, she/her/ella	<b>R</b>	
Lorne James, he/him	<b>X</b>		Meghan Von Tersch, she/her	<b>L</b>	
Chris Keating	<b>R</b>		Shane Wilson, he/him		<b>A</b>
Julia Lager-Mesulam, she/her	<b>X</b>		Abrianna Williams, she/her	<b>X</b>	
<b>PC Support Staff</b>			<b>Guests</b>		
Sandra Acosta Casillas			ASL Interpreters (Denis, Gina)	<b>XX</b>	
Jonathan Basilio	<b>X</b>		Ronna McHugh-Lemasters, Gilead Sciences	<b>R</b>	
Aubrey Daquiz, she/her	<b>X</b>		Dale Sattergren	<b>R</b>	
Jenny Hampton, she/her (Recorder)	<b>X</b>		Erika Nakamoto	<b>X</b>	
Sara McCall, she/her					
Neisha Saxena, she/her					
Derek Smith, he/him	<b>X</b>				
Grace Walker-Stevenson, they/them					

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