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**Minutes** ☿ Monday, December 13, 2021  
4pm-6:30pm

*Virtually through Zoom*

**Council Members Present:** Ron Padgett (NAPSRA Co-Chair), Michael Louder (Council Co-Chair), Katie Hara (Council Co-Chair, Madison Clinic), Amber Casey (Hepatitis Education Project), Susan Buskin (Dept. of Public Health-Seattle & King County), Andrew Ashiofu (Ad-Hoc Chair), Paul Park (Lifelong), Ray Harris (System of Care Co-Chair, Washington State Dept. of Health), Richard Prasad (NAPSRA Co-Chair, Country Doctor), Eve Lake (Membership/Operations Co-Chair, Madison Clinic), Patricia Ogunmola-Nazzal (Washington State Dept. of Corrections), German Galindo, John Rodriguez (+Caucus Co-Chair), Gladys Wiessner, Hector Urrunaga-Diaz (Bailey Boushay House), Jonas Nicotra, Tony Radovich (System of Care Co-Chair)

**Council Members Absent:** Michael Lidel, Lina Stinson-Ali, Genie Sheth (City of Seattle-Human Services Dept.)

**Planning Council Staff Present:** Karen Chung, Wilson Pipkin

**Recipient Staff Present:** Linda Coomas, Mark Baker

**Visitors Present:** Abraham (Spanish/English interpretation), Jake Ketchum (Dept. of Public Health-Seattle & King County), Melvin G

*Italics denote Planning Council Membership.*

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**I. Welcome, Introductions and Announcements**

Gabriel announced City of Seattle receiving \$2.25 million in funds from Housing Opportunities for Persons With AIDS (HOPWA, grant from Office of HIV/AIDS within the U.S. Dept of Housing and Urban Development) which is being disbursed to People of Color Against AIDS Network (POCAAN), Center for MultiCultural Health(CMCH), and Entre Hermanos for one time housing assistance.

**II. Meeting Agenda**

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

**III. Meeting Minutes**

☑ *The November minutes were approved as written by acclamation. Hector, Michael, Richard abstain as they were not present.*

**IV. Public Comment**

None.

**V. Recipient Report**

- Last month it was announced the Health Resources and Services Administration (HRSA) project officer would be retiring and he did December 3<sup>rd</sup>. The new project officer will be announced within the next month, and a name may be available at the next meeting.
- The core medical services waiver was approved for 2022.
- The Recipient team has been working to finalize amendments incorporating the reallocations approved last month.
- Monitoring of spending is ongoing to ensure the 95% spend out requirement of the grant funder are met by the end of the grant year (end of Feb).

## VI. Executive Committee Report

- Committees reported out and the December Council agenda was approved.

## VII. Needs Assessment, Priority Setting & Resource Allocation Committee Report

- The majority of the last meeting was spent going over the consumer assessment.
- Distribution and incentives are an ongoing conversation, and an earlier meeting may be necessary in January to complete the survey for distribution.
- January 3<sup>rd</sup> and 13<sup>th</sup> were offered as options for this meeting. There was some small preference for the 3<sup>rd</sup>.
- Compliments were given on the survey as it being the first survey that felt like it was designed by consumers. Olivia and Susan have been putting in significant work to put this survey together.
- There was discussion around giving the Recipient team guidelines with the reallocations of small amounts of funds in fourth quarter to meet the spend out requirements of the grant funder. The Recipient reached out to other funded jurisdictions to gather information on solutions others have implemented.

## VIII. +Caucus Report

- An alternate form of meeting procedures called “Consensus Procedure” was presented by staff. This was discussed due to ongoing conversation on making meetings more accessible for community participation.
- There is ongoing discussion on Councilmember mentorship and retention.
- SHB 1551 was discussed including feedback that community gave to the Washington State Board of Health.
- Andrew was able to attend the US Conference on HIV/AIDS virtually. He downloaded slides and materials of resources and uploaded them to the Council Dropbox. Topics of the Conference included: HIV in rural areas, racism in HIV prevention and care, Black Women and HIV/AIDS, and many others. Resources can be found at:  
<https://www.dropbox.com/sh/4akkeuj4mb7qm1t/AADsPKVWf25xh8zJfqKsnQDca?dl=0>

### <Melvin G. left the meeting.>

- The +Caucus brochure has been printed in English, Spanish, French, Amharic and Arabic and is available. Contact Council staff with requests for the print or digital copies.
- Vietnamese was requested as the next language for translation.
- The +Caucus is putting together a palm/business card with many languages for how to get a hold of Council staff and services.
- Gladys, Jake, Teresia, and Andrew were on a panel at University of Washington speaking to medical students and future caregivers on HIV/AIDS care.

## IX. Membership/Operations Committee Report

- Robert’s Rules of Order and meeting procedures were discussed at length. The goal is to increase inclusivity and accessibility of meetings. Choosing and tailoring procedures to the Council is the work at hand. This committee is putting together options to bring to the Council for approval.
- Jonas is dissatisfied with the Council, has stepped away from the co-chair position and is considering leaving the Council.

### <Jonas Nicotra left the meeting>

## X. Food & Meals Workgroup Report

- Council staff sent out a memo from this workgroup regarding the work they have accomplished thus far. Proposed program changes from this work include:
  - Development of partner surveys to solicit feedback and engage around cultural grocery bag offerings.

- Development of 10 additional culturally relevant meal offerings to the rotating menu by the end of the year (including a Native/Indigenous grocery bag option).
- Translating the newsletter into other languages.
- Adding communications about program changes to the 6-month recertification process.
- The quality improvement project of the program includes:
  - Incentivizing client response to surveys.
  - Conducting a secondary satisfaction survey of recipients of culturally relevant food bags.
  - Increase Ryan White client participation in surveys and program.
  - Call non-English speaking clients to conduct a verbal survey if needed.
  - Translation of the survey into additional languages.
- The “East African” food bag is not broadly applicable to that region and “API” (Asian, Pacific Islander) is a huge and very diverse group of people.
- There was a question about what was meant by “administrative.” It was suggested that this be changed to clearer language around implementation and program costs.

**<Paul Park, Jake Ketchum left the meeting>**

- Program improvements have already been implemented thanks to this work over the past 6 months which was driven by consumers participating in the meetings.
- Change in large systems sometimes comes slowly, but this makes pursuing necessary changes no less important.
- Diversifying food resources offered in the transitional grant area (TGA) is important and should be sustained long term.
- How can the burden of this work not be placed on consumers, and how can such requests from community be more quickly and easily implemented?
- Delineating what responsibilities lie where in this is important, and work between the Council, Recipient team, and agencies is key to making this work.
- Even without food vouchers present at the moment, there are ways to improve the delivery of services more equitably for more people living with HIV (PLWH).
- Are client satisfaction surveys being given in a language clients speak, do clients read the language(s) they speak, and are surveys given in an accessible way to all populations we serve?
- Are clients being treated like they are lucky to get what they get?

**XI. System of Care Committee Report**

- This committee has made it through the review of the general and all other service category standards. Before jumping back into this review again the committee will be putting together a framework for the next cycle of review.
- They reviewed and updated the Early Intervention Services (EIS) standards of care. The service category definition was changed to the current HRSA definition.
- Is gender identity inclusion a part of 3.2 “culturally and linguistically appropriate primary care and support service options based on client preference?” Yes.

***MOTION: Ron moves to accept the EIS standards as updated. Michael seconds.***

***DISCUSSION: EIS is the onramp to the rest of the HIV system of care, and information on prevention is given to those who test negative.***

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

- In favor – 14 – *Richard, Andrew, Ron, Patricia, Michael, Eve, Amber, Katie, Ray, Susan, German, Gladys, Hector, John*
- Opposed -0-
- Abstaining -0-

**XII. Adjourn**

**NEXT MEETING:** Monday, January 10<sup>th</sup>, 2022, 4pm virtually through Zoom.