



Minutes ☒ Monday, June 14th, 2021
4pm-6:30pm

Virtually through Zoom

Council Members Present: *Michael Iouder (Council Co-Chair), Katie Hara (Madison Clinic, Council Co-Chair), Hector Urrunaga Diaz (Bailey-Boushay House), Lina Stinson-Ali, Genie Sheth (City of Seattle-Human Services Dept.), Ron Padgett (NAPSRA Co-Chair), Susan Buskin (Dept. of Public Health-Seattle & King County), German Galindo, Richard Prasad (Country Doctor, NAPSRA Co-Chair), Jonas Nicotra (Membership/Ops Co-Chair), Teresia Otieno (Center for Multi-Cultural Health), Andrew Ashiofu, Tony Radovich (System of Care Co-Chair)*

Council Members Absent: *Amber Casey (Hepatitis Education Project), Gladys Wiessner, John Rodriguez, Eve Lake*

Planning Council Staff Present: Karen Chung, Wilson Pipkin (minutes)

Recipient Staff Present: Linda Coomas, Mark Baker

Visitors Present: Ray Harris (Washington State Dept. of Health, Councilmember awaiting approval), Howard Russel (AIDS Health Foundation), Leticia Melin (Spanish/English interpretation), Dennis Torres (Gilead Sciences), Lara West (AIDS Health Foundation), Dennis Saxman, Victor Ramirez (Mountains West-AIDS Education Training Center), Altigracia Hernandez
Italics denote Planning Council Membership.

I. Welcome, Meeting Rule Reminder, Introductions and Announcements

The Pride survey for all LGBTQ+ people living in Washington goes live June 25th – 30th. It is virtual and coordination across various Pride events is in the works. The survey is in both English and Spanish and should take less than 10 minutes. Those who participate are eligible for a drawing to win one of 5 iPads. The goal of the survey is gathering data on HIV prevention, stigma, and services accessed. Other languages are encouraged in the future.

II. Meeting Agenda

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

III. Meeting Minutes

☑ *The May minutes were approved as written by acclamation.*

IV. Public Comment

None.

V. Recipient Report

Recipient staff is working hard to finish contracts now that the request for applications (RFA) process is completed and awards have been made. The Recipient is working on the requested survey to gather data on funds that were not applied for or were underapplied for, which should be sent out this week. Mark is working on requested data from and updates to the Provide database. The Health Resources and Services Administration (HRSA) released the

application today for Ryan White Part A funding. This has been changed from an annual application to a non-competitive continuance. More will be done on this in the near future.

VI. Executive Committee Report

Program Terms Report- This is one of 2 reports, with the Programs Submission Report being the other. There is an allocations table that the Council needs to verify and approve as correct. This table is generated from the electronic handbook and the grantee contracts management system (GCMS). There is a cover letter that goes along with this that the Council Co-Chairs signed. The Executive Committee reviewed this report prior and confirmed the numbers. It was noted the “public burden” language is a part of the whole document that was generated by HRSA and is a requirement placed on the Recipient.

MOTION: Andrew moves to accept the letter and the allocation report. Richard seconds.

Discussion: None

The motion passed with the following vote:

- In favor – 12 – *Michael, Katie, Hector, Lina, Genie, Ron, Susan, German, Richard, Teresia, Andrew, Tony*
- Opposed -0-
- Abstaining -0-
-

<Jonas Nicotra joined the meeting.>

Presentation by Mark Baker on Food & Meals Data

The Council allocated \$70,000 to food vouchers to tackle access to culturally appropriate food, and no agency applied for these funds. The System of Care (SOC) Committee requested data around utilization in Food & Meals and gathered questions to guide the data analysis. Data presented is both qualitative data from agencies as well as quantitative data from Provide.

- Program assessment is completed through Annual Client Satisfaction Survey, Community Needs Assessment, Direct Feedback, Client Hotline and Flash Survey
- Surveys are mailed to clients with a pre-paid return envelope, given to clients with delivery or at pickup, accessed online, accessible through a QR code, available through case management, and are provided in English, Spanish and Vietnamese with other languages being developed.
- Client feedback is reviewed during monthly manager meetings. This has precipitated the development of a native American/indigenous grocery bag, the Asian/Pacific Islander (API) grocery bag (started in 2020), changes in new frozen meals, annual client satisfaction survey changes, and the translation of the application intake forms into English, Spanish, Vietnamese, Somali, and Russian.
- There was a request to see if these voices are represented in person at the monthly review process or other feedback review.
- Halal can be difficult for a commercial kitchen. Recipient staff will need to reach out to the agency to gather specifics on the Halal/Kosher offerings.
- Program changes are communicated through a quarterly newsletter placed in food bags, client phone calls, and in person at pickup center (only pre or post COVID).
- Between 22-26 people for the last 3 years (~3% total clients) only accessed 1-2 services and did not come back.
- The demographic specific grocery bags offered are API, East African diet, gluten free, lactose free, low-cook, no gluten no dairy, no-cook, regular, soft, vegan, and vegetarian.
- Prepared meal categories include dialysis care, easy digestion, easy digestion/no pork, healthy standard, no beef/no pork, no fish, no gluten no dairy, no nuts, vegetarian.

- Hispanic/Latinx clients utilize lactose-free (222), Latino Diet (928), Low-cook (80), No gluten no dairy (12) Regular, soft, and vegetarian.
- Client satisfaction dropped from 70%-58% of clients saying their cultural and dietary preferences are being met in 2019-2020.
- Overall satisfaction dropped from 96-95%, variety approval dropped from 85%-79, and dietary needs being met dropped from 92%-87%. According to the agency this drop was due to COVID-19 causing the closure of self-pickup and selection grocery center, food supply chain issues, and national emergency food network changes.
- The agency's plans for 2021 are: develop partner surveys to solicit stakeholder feedback and engagement around cultural grocery bag offerings by second quarter this year, enact a process for improving culturally specific grocery bags, creating and implementing a client and community survey of current offerings, creating a plan for improvement by last quarter this year and develop 10 additional culturally relevant meal offerings to the rotating menu by end of year.
- In addition to these objectives the agency is developing a Native/Indigenous grocery bag option.
- The rate of response of client satisfaction survey is very low.
- The answer is currently unknown if updates on programs are provided in anything else other than English.
- Client satisfaction percentages are likely based on total number of responses, rather than total number of clients, but Recipient staff will confirm.
- Demographics of client utilization are (n=155) with 43% white, 12% Latino/Hispano, 3% prefer not to answer, 3% other, 7% American Indian or Alaska Native (AI/AN), 5% Asian, 26% Black or African American, and 1% Native Hawaiian or other Pacific Islander.
- Recipient staff is working on a survey to gather data on underapplication for Food & Meals funds, as announced earlier it should be out this week.
- It was stated that there is immense food diversity under the umbrella of "Black or African American."

Recipient staff will be at the meeting tomorrow and will try and have follow up for unanswered questions from this meeting. Disaggregating of racial demographic data is important. They currently do this with Latinx, and this should be expanded to the other minoritized racial demographics.

The ad-hoc group addressing this is meeting tomorrow from 4pm-5 while this data is fresh in everyone's mind. The goal is to bring about change. A survey will be sent out after the meeting to figure out a regular time.

VII. Needs Assessment, Priority Setting & Resource Allocation (NAPSRA) Committee Report

The last meeting was spent trying to answer key questions about the upcoming needs assessment and how to move forward. Different methodologies were reviewed, and key pieces were settled on. Surveys are going to be used. The committee also discussed survey reach and platform (online, in person, focus group). The committee set the goal of 300 survey participants. There is a bank of questions from previous surveys, and surveys from other TGAs and EMAs. The new meeting time is 3:30pm-5:30.

VIII. Membership/Operations Committee Report

MOTION: Richard moved to accept Patricia Ogunmola-Nazzal for membership on the Council. Katie seconds.

Discussion: She is not here today because she is not feeling well.

The motion passed with the following vote:

- In favor – 13 – *Michael, Katie, Hector, Lina, Genie, Ron, Susan, German, Richard, Jonas, Teresia, Andrew, Tony*
- Opposed -0-
- Abstaining -0-

<Michael Lidel joined the meeting. Andrew Ashiofu left the meeting.>

This committee is also looking to add the membership application requirement of attendance to a committee meeting. Attendance, anti-bias training and parliamentary procedure are the current work of this committee.

IX. +Caucus Report

The +Caucus created work items for the rest of the year including: making the +Caucus brochure in several other languages, increasing participation in Snohomish and Island counties, representation of those experiencing mental illness and homelessness, work on outreach and education about the Council and where funding for services comes from, revisiting the mission statement of the +Caucus, and working on the Council Primer. *Teresia* highlighted an event in July which is a community forum on HIV decriminalization, and this may be an opportunity for outreach by members of the +Caucus. *Andrew* will be the rotating co-chair for next month’s meeting and the permanent co-chair position is still open.

X. System of Care (SOC) Committee Report

The committee presented changes to the Medical Transportation service standards including service unit definitions to include rideshare and eligibility of caregivers. The committee desires more data on utilization of medical transportation by consumers and caregivers. The Recipient reached out to Project Officer to inquire about what exactly is meant by “primary caregiver” and if there is flexibility in this. As long as data is being gathered in the client record on utilization, non-formal caregivers are allowable. Parking vouchers were added after the RFA was posted, and as such do not have a dollar amount attached but are an allowable service unit for this category.

MOTION: Ron moves to accept the standards as amended. Richard seconds.

Discussion: None

The motion passed with the following vote:

- In favor – 12 – *Michael, Katie, Hector, Lina, Genie, Ron, Susan, German, Richard, Jonas, Teresia, Tony*
- Opposed -0-
- Abstaining -0-

XI. Adjourn

NEXT MEETING: 4pm Monday, May 10th virtually through Zoom.