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**Minutes ☘ Monday, September 13, 2021**  
4pm-6:30pm

*Virtually through Zoom*

**Council Members Present:** *Michael Louder (Council Co-Chair), Katie Hara (Council Co-Chair, Madison Clinic), Susan Buskin (Dept. of Public Health-Seattle & King County), Amber Casey (Hepatitis Education Project), Eve Lake (Membership/Operations Co-Chair, Madison Clinic), German Galindo, Ron Padgett (NAPSRA Co-Chair), Lina Stinson-Ali, Gladys Wiessner, Genie Sheth (City of Seattle-Human Services Dept.), Michael Lidel, Ray Harris (Washington State Dept. of Health), Tony Radovich (System of Care Co-Chair)*

**Council Members Absent:** *Richard Prasad (NAPSRA Co-Chair, Country Doctor), Hector Urrunaga-Diaz (Bailey-Boushay House), Teresia Otieno (Center for Multi-Cultural Health), Andrew Ashiofu (Ad-Hoc Chair), Jonas Nicotra (Membership/Operations Co-Chair),*

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

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

**Visitors Present:** *Dennis Torres (Gilead), Jake Ketchum (Public Health-Seattle & King County), Victor Ramirez (Mountain West AIDS Education and Training Centers), Gabriel Silberblatt (City of Seattle-Human Services Dept.), Wanda Vazquez (Janssen), Isadora Freeman (Spanish/English interpretation), Paul Park (Lifelong, prospective Councilmember), Patricia Ogunmola-Nazzal (Washington State Dept. of Corrections, Councilmember awaiting appointment), Tyler Adamson (former Councilmember)*

*Italics denote Planning Council Membership.*

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**I. Welcome, Introductions and Announcements**

*Susan announced 2 upcoming talks, the first of which is a salon to be given by Dr. Meena Ramchandani on Undetectable=Untransmissible (U=U) Wednesday, Sept 15<sup>th</sup> 10am-11:30. The second is a lunchbox talk on the Pride survey results to be given by Mike Barry and Diana Tordoff on the Tuesday, Sept 21<sup>st</sup> noon-1pm. There was a request to have the Pride survey results presented to the Council.*

**II. Meeting Agenda**

*Tyler Adamson requested to have discussion on representation as mandated in bylaws by at the end of the meeting.*

*The agenda was approved as amended by acclamation.*

**III. Meeting Minutes**

*The August minutes were approved as written by acclamation.*

**IV. Public Comment**

*None.*

**V. Recipient Report**

*Recipient staff is working on the Ryan White Part A (RWPA) application due Oct 6<sup>th</sup>. Agencies will be sending quarterly performance and expenditures information which will be compiled, analyzed and presented to NAPSRA.*

**VI. Executive Committee Report**

*The administrative mechanism of RWPA is assessed on a yearly basis with a focus on a portion of the process. Last year the Council requested a focus on the contracting process. The procurement process was*

the focus for this year's assessment, which is included in the draft letter. The RWPA Team sent over plenty of information on this including a narrative.

- The Request for Applications (RFAs) remained open for five weeks, exceeding King County's 2 week minimum.
- The RFA was sent out to several email lists with over 900 possible recipients and several emails were sent directly to possible agencies due to in person visits not being possible.
- 25 applications were received from 10 different agencies, funding 23 program applications at all 10 agencies.
- Three new agencies submitted applications and were funded in 2021.
- The application review process included the use of 3 objective committees, each comprised of 4 members. Each committee included at least one person living with HIV (PLWH), subject matter experts, and at least one representative of Black, Indigenous and People of Color (BIPOC) communities.
- Multiple committees allowed for deeper review of applications.
- Committee members are required to sign a conflict of interest declaration, and their identities were kept confidential.
- The 2 unfunded programs were instances where multiple agencies applied for the same funds.
- Why is the RFA is so long and complex? This is to comply with RWPA legislative and King County reporting and contractual requirements.
- Is it possible to have a grant writing workshop prior to the RFA process instead of during?
- The language "during the next RFA process" was removed as well as the language of "small agencies" to ensure open and public meetings.
- Prioritizing these agencies was highlighted as important in reaching key populations. And "workshop(s)" was a suggested change from "workshop."

**MOTION: Michael moves to approve the assessment of the administrative mechanism. Katie seconds.**

**Discussion: None.**

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

- In favor – 11 – *Michael, Katie, Susan, Amber, Eve, Ron, Lina, Gladys, Genie, Michael, Ray*
- Opposed -0-
- Abstaining -1- *German*

## **VII. System of Care Committee Report**

The Food Bank/Home Delivered Meal Service Standards as recently updated by this committee was reviewed.

**<Michael Lidel joined the meeting.>**

- The addition of food vouchers was discussed thanks to the work of the NAPSRA Committee around prioritizing this in an attempt to provide food for those who cannot access culturally appropriate or relevant meals through other sources.

**<Ray Harris joined the meeting.>**

- Menstruation products are an allowable expense in this service category.
- Many of the changes centered around the new PROVIDE database, industry standard language, and ensuring that consumers have access to culturally relevant food compliant with dietary needs.
- There was discussion on how food vouchers would be put in place, and an agency would have to apply for the funds, develop the voucher process and partnerships with food sellers, and monitor compliance with the Health Resources and Services Administration (HRSA) requirements.

**<AJ Casey joined the meeting>**

**MOTION: Tony moves to approve the newly revised standards of care for Food & Meals. Katie Seconds**

**Discussion: None**

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

- In favor – 12 – Michael, Katie, Susan, Amber, Eve, German, Ron, Lina, Gladys, Genie, Michael, Ray
- Opposed -0-
- Abstaining -0-

*<AJ Casey left the meeting.>*

**VIII. Membership/Operations Committee Report**

- Paul Park was interviewed and forwarded by this committee to the Council for membership. He has experience globally and in the United States in medicine and public health engagement.

**MOTION: Eve moves to nominate Paul Park for membership on the Council. Ron seconds.**

**Discussion: He is a representative of a Community Services or AIDS Services organization. His membership will move consumers to 47% of the Council.**

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

- In favor – 11 – Michael, Katie, Susan, Amber, Eve, German, Ron, Gladys, Genie, Michael, Ray
  - Opposed -0-
  - Abstaining -1- Lina
- Dr. Michele Andrasik will be presenting an anti-bias training for the October Council meeting.

**IX. Needs Assessment, Priority Setting & Resource Allocation Committee Report**

Olivia Boyce is a PhD student who is assisting in the upcoming needs assessment in the creation and analysis of the consumer survey. All 3 counties are important in the reach of this survey. They set the following shared values for the design of this needs assessment including:

1. Informed by consumers
  2. Respectful collaboration with community members (consumers and providers)
  3. Equity
  4. Cultural humility
  5. Responsible data and thoughtful data collection from consumers and providers
  6. Accountability
  7. Transparency
  8. Commitment to change and advocacy
  9. Shared ownership of findings with community members (have a town hall meeting with a report out of data gathered?)
- The RWPA application is due soon.
  - There was a reduction in the award in 2021, but there is the opportunity to request the maximum amount possible in this application.
  - In order to request this maximum, there is an allocation plan that must be submitted.
  - A proposed allocation plan for 2022 was reviewed. The ratios of 2021 allocations were kept, but the amounts were increased to meet the maximum allowable request of \$6,248,989.

*<Tony Radovich left the meeting.>*

**MOTION: Susan moves to accept this allocation plan as written. Ron seconds**

**Discussion: None**

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

- In favor – 11 – Michael, Katie, Susan, Amber, Eve, Ron, Lina, Gladys, Genie, Michael, Ray
- Opposed -0-
- Abstaining -1- German

## **X. +Caucus Report**

- The +Caucus is in the process of getting the brochure translated into 5 languages.
- Expanding recruitment efforts to include community organizations that don't exclusively serve PLWH was discussed.
- The Community Conversation titled "Life, Law, and Love with HIV/AIDS" was discussed, and there is a second upcoming forum focusing on Latinx PLWH. Councilmembers have been a part of both of these. The Gates Foundation is supporting this work.

## **XI. Food & Meals Workgroup Report**

- This committee reviewed responses to follow up questions raised in previous meetings. Mark has been diligently gathering the data and answering questions Councilmembers and this workgroup have asked.
- The committee also discussed next steps including reviewing tools available to the Council in affecting change in this service category.
- This workgroup will be continuing the discussion on next steps at the meeting tomorrow.

## **XII. Discussion on Bylaws and Representational Membership.**

- Participation of consumers has been an issue previously due to the barriers they face in being a part of the Council.
- When the bylaws were reviewed and revised the focus was centering consumer representation and perspective.
- In order to do any Council business, the quorum needs to be 50% consumers +1 according to the bylaws.
- There may have been 3-4 meetings prior to the pandemic where the appropriate number of consumers were not present to conduct the business at hand.
- In the past 9 months every Council meeting has met this requirement.
- This is a discussion that can be had more in depth in the Membership/Operations Committee, and Council staff will compile and present the data for this discussion.

## **XIII. Adjourn**

**NEXT MEETING:** 4pm Monday, October 11<sup>th</sup> virtually through Zoom.