



Minutes: Monday, April 10th, 2023

4pm-6:30pm

Virtually through Zoom

Council Members Present: *Chelimo Chesire, Katie Hara (Council Co-Chair, Madison Clinic), Ray Harris (System of Care Co-Chair, Washington State Dept. Of Health), Ron Padgett, Hector Urrunaga-Diaz (Dept. Of Public Health-Seattle & King County), Richard Prasad (NAPSRA Co-Chair, Country Doctor), Andrew Ashiofu, Amber Casey (Hepatitis Education Project), Genie Sheth, Patricia Ogunmola-Nazzal (Washington State Dept. Of Corrections), German Galindo, Michael Louder (Council Co-Chair, DESC)*

Council Members Absent: *John Rodriguez (+Caucus Co-Chair, Dominican Association of WA), Lina Stinson-Ali, Gladys Wiessner (Center for MultiCultural Health), Eve Lake (Membership/Operations Co-Chair, Madison Clinic)*

Planning Council Staff Present: Karen Chung, Wilson Pipkin

Recipient Staff Present: Mark Baker

Visitors Present: Linnae Baird (Dept. Of Public Health-Seattle & King County), Abraham (Spanish/English interpretation), Deaunte Damper (VOCAL Washington)

Italics denote Planning Council Membership.

I. **Welcome, Meeting Rule Reminder, Introductions and Announcements**

- Council staff has sent out annual financial disclosures with contact info and preference update requests.
- The +Caucus “Stay Gold” recruitment event is being held tomorrow evening at Peer Seattle and begins at 6pm.

II. **Meeting Agenda**

An introduction to Chelimo Chesire was added after review of the minutes.

The agenda was approved as amended by acclamation.

III. **Meeting Minutes**

The March minutes were approved as written by acclamation.

IV. **Public Comment**

- *None*

V. **Introduction of Chelimo Chesire**

- This is *Chelimo’s* first meeting as a member of the Council. She is excited to listen and learn how to engage with the work of the Council and bring her extensive previous board experiences to the table.
- New member orientation is being held for her next week.

VI. **Recipient Report**

- Recipient team’s work is status quo, and the site visit letter has not been received yet.
- Partial award of \$1.2 million was awarded in December, the final award should come in the next few weeks.
- Programmatic site visits should be done by the end of April.
- Work is being done on delayed fiscal contracts. These are delayed due to several factors, including newly applied for service categories.
- The Ryan White Services report is finished.
- Annual progress report is due at the end of May and work is beginning on this.

- It is unknown why agencies apply for service categories, but this is likely due to services consumers say they need. When agencies apply for new service category funds, they must design a program and this takes time.
- The response to food vouchers has been impressive, and getting the agreements in place with grocers with these new programs takes time.
- Successes like the food vouchers can be highlighted at the +Caucus recruitment tomorrow evening.

VII. Executive Committee Report

- The Council agenda was finalized, and committees reported out.
- There are several open or soon to be open co-chair positions.

VIII. Membership/Operations Committee Report

- This committee is discussing recruitment, as there is not consumer or provider representation from Snohomish and Island Counties.
- The +Caucus recruitment event was discussed, including language services for the event. Spanish subtitles for the screening event are being researched, as this is proving more difficult than previously thought. There will be Spanish interpreters present for simultaneous interpretation.
- An application has been received for the mental health provider seat, and the committee will be reviewing this next week.
- There is need for another co-chair on this committee especially because *Eve* is unable to attend the Executive Committee meetings.

<Ron Padgett left the meeting.>

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

- The assessment of the administrative mechanism has been finished, and the writeup from this assessment was reviewed and approved by the committee.
- Staff walked the Council through this writeup. This assessment reviewed the contracting and reimbursement processes of the Recipient.
- The average number of days between notice of award and full execution of contracts is 68. This is dramatically quicker than when this was last assessed.
- The average number of days between notice of award and full execution of dental service contracts is 75.
- The Recipient team has already identified solutions to address challenges in this process and is implementing these.
- It takes an average of 21 days from receiving an initial invoice to the Recipient issuing checks to funded providers, and an average of 12 business days from receipt of final accurate invoices to check issuance. No complaints have been received from agencies regarding this timeline.
- Recommendations from the committee regarding reimbursements are:
 - Provide technical assistance to newly funded agencies to preemptively identify potential issues that may cause delays in reimbursements.
 - Provide technical assistance to subrecipients who submit inaccurate invoices.
- In future assessments, the Council should conduct surveys of subrecipients to gather additional information and gather written documentation of Recipient instituted changes since the last assessment.
- Gratitude was expressed to the Recipient team for their responsive participation in this assessment process, and for the committee's time spent reviewing extensive data.

MOTION: Richard moves to accept the assessment of the administrative mechanism. Andrew seconds.

Discussion: None

The motion passed with the following vote:

- In favor – 10 – *Katie, Andrew, Ray, Richard, Amber, Hector, Genie, Patricia, German, Michael*
- Opposed -0-
- Abstaining -1- *Chelimo*

X. +Caucus Report

- Council staff reviewed the agenda, informational slides, and food being provided for the event.

- The +Caucus meets monthly, but this is the first in person meeting since pre-2020. The +Caucus is one of 2 committees on the Council which the public can be members without becoming a member of the Council.
- This event is a recruitment event to bring people living with HIV (PLWH) into the +Caucus, which provides guidance to the Council from lived experience. Ideally the Council would be having events like this a few times a year. This is the first foray into this kind of community engagement since the beginning of the COVID-19 pandemic.
- Gratitude was expressed for all the work that has gone into making this event a reality.

<Richard Prasad left the meeting.>

XI. System of Care Committee Report

- This committee has been discussing housing issues, as some funds in Housing have been returned after being awarded due to not having housing available. These funds need to be reallocated.
- This committee is seeking to have this conversation at the Council level, and advocate for those with decision making power on this topic be a part of the conversation.
- Inviting someone from the King County Regional Homelessness Authority (KCRHA) to come to the Council was discussed. Is this something the Council would like to do?
- PLWH dying because of conditions within housing was highlighted. How can this be when funds are almost always returned in Housing?
- Is the amount in funds returned in Housing following a trend? It is not a consistent amount that is returned, but the amount is trending upwards due to the lack of affordable housing. Mark will send Karen data on returned funds in Housing for the last 5 years.
- Ryan White can pay for transitional or emergency housing, but permanent housing is not an allowable expense. Transitional housing is becoming more and more challenging to find. Transitional housing is allowed up to 24 months per consumer.
- A presentation on Housing in Ryan White Part A was suggested and agreed upon. Housing Opportunities for People Living with AIDS (HOPWA) information should be included in this. Requesting someone from KCRHA after this would be the next step.

XII. Adjourn

XIII. Action Items

- **Mark will send Council staff data on funds returned in Housing for the past 5 years.**

NEXT MEETING: Monday, May 8th, 2023 virtually through Zoom and [downtown at the Chinook Building.](#)