

Executive Committee Meeting

Wednesday, March 22, 2017 from 11:00 a.m. – 12:30 p.m.

976 Lenzen Avenue, San Jose, CA 95126

1st Floor, Conference Room 1119

Committee Co-Chairs: Robert Reed and Karim Kahwaji

AGENDA

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodations in this meeting should notify the Clerk of the HIV Planning Council for Prevention and Care no less than 24 hours prior to the meeting at (408) 299-5001, or TDD (408) 993-8272.

Please note: To contact the Commission and/or to inspect any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to all or a majority of the Board of Supervisors (or any other commission, or board or committee) less than 72 hours prior to that meeting, visit our website at <http://www.sccgov.org> or contact the Clerk at (408) 299-5001 or 70 W. Hedding Street, 10th Floor, San Jose, CA 95110, during normal business hours.

Persons wishing to address the Commission on a regularly scheduled item on the agenda are requested to complete a request to speak form and give it to the Deputy Clerk. (Government Code Section 54953.3.) Individual speakers will be called by the Chairperson and are requested to limit their comments to two minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue.

COMMUTE ALTERNATIVES: The Board of Supervisors encourages the use of commute alternatives including public transit, bicycles, carpooling, and hybrid vehicles.

For public transit trip planning information, contact the VTA Customer Service Department at 408-321-2300 Monday through Friday between the hours of 6:00 a.m. to 7:00 p.m., and on Saturday from 7:30 a.m. to 4:00 p.m. Schedule information is also available on the web at www.vta.org. If this Board or Commission does not meet in the County Government Center please contact VTA for related routes.

OPENING

1. Call to Order/Roll Call

2. Public Comment

This item is reserved for persons desiring to address the Committee on any matter within the subject matter jurisdiction of the Committee that is not on the agenda. Members of the public who wish to address the Committee on any item not listed on the agenda should complete a request to speak form and give it to the Support Staff. The Chairperson will call individuals to speak in turn.

Speakers are limited to the following: three minutes if the Chairperson or designee determines that five or fewer persons wish to address the Committee; two minutes if the Chairperson or designee determines that between six and fourteen persons wish to address the Committee; and one minute if the Chairperson or designee determines that fifteen or more persons wish to address the Committee.

The law does not permit Committee action or extended discussion of any item not on the agenda except under special circumstances. If Committee action or response is requested, the Committee may place the matter on a future agenda.

REGULAR AGENDA – ITEMS FOR DISCUSSION

3. Review and approve agenda

4. Approve meeting minutes from January 25, 2017

5. Approve workshop notes from February 22, 2017

6. Member Comment

7. Discuss Integrated Comprehensive Plan and Needs Assessment
8. Discuss any communications from HRSA
 - a. HRSA Project Officer Call
9. Discuss potential changes to Planning Council structure and function
 - a. Receive report from Ad Hoc Committee (Claire, Candelario, Hilary, Lori, Karl)
10. Discuss Getting to Zero initiative
11. Receive March Office of AIDS Report
12. Membership
 - a. Receive March Vacancy Progress Report
 - b. Discuss and approve pending applications and/or resignations
13. Review Committee assignments
14. Receive Committee Reports and forward to the full Planning Council
 - a. Council Development Committee (Hepfer)
 - b. Legislative Subcommittee (TBD)
 - c. Planning Council Structure and Function Ad Hoc Committee (Nartker)
 - d. Planning and Resources Committee (Nartker)
 - e. Quality & Standards Committee (Valdez)
 - f. Education & Awareness Committee (Franco)
15. Receive Co-Chairs Report (Reed, Kahwaji)
16. Set agenda for the next Executive Committee meeting on April 26, 2017

ANNOUNCEMENTS

17. Announcements

ADJOURN

18. Adjourn to the next regular meeting

Opening

1. Call to Order/Roll Call

- Meeting called to order at 11:07am. A quorum was present.

Attendee Name	Title	Status	Arrived
Robert (Bob) Reed	Planning Council Co-Chair	Present	
Karim Kahwaji	Planning Council Co-chair	Absent	
Paul Hepfer	Council Development Chair	Absent	
Candelario Franco	Education & Awareness Chair	Present	
Rigoberto Valdez	Quality & Standards Chair	Absent	
Claire Nartker	Planning & Resources Chair	Present	
Chris Baldwin	Consumer Representative	Present	
Guests and Staff			
Jim McPherson	Recipient	Present	
Sarah Lewis	Recipient	Present	11:13am
Victoriana (Vicky) Ramirez	Recording Secretary	Present	

2. Public Comment

- None.

3. Approve Consent Calendar

- Approved. [Unanimous]
 - Mover: Baldwin; Seconder: Nartker; Ayes: Franco, Reed.

Consent Items

- 4. Review and approve September 28, 2016 meeting minutes, October 26, 2016, November 23, 2016, and December 28, 2016 workshop notes.**

Regular Agenda – Items for Discussion

5. Review and approve agenda

- Approved on consensus.

6. Member Comment

- None.

7. Discuss Integrated Comprehensive Plan

- Bob reported that the Needs Assessment brief for Partner Services has been sent out for feedback to the Planning Council and interested parties.

8. Discuss any communications from HRSA

- **HRSA Project Officer Call – January 31, 2017.**
 - Bob reported that the next Project Officer call is upcoming and more information will be provided at the next Executive Committee meeting.
 - Jim reported that the partial Notice of Award has been received, but a final award amount is still unknown.

DRAFT

9. Discuss potential changes to planning council function and structure

- **A. Review Baton Rouge bylaws**
 - Review deferred to Ad Hoc Committee.
- **B. Receive report from Ad Hoc Committee (Claire, Hilary, Candelario, Lori, Karl)**
 - Committee will be meeting January 26, 2017 at 3:00pm to develop recommendations to be presented to the Planning Council regarding structure and function.

10. Discuss Getting to Zero (GTZ) Initiative

- Sarah reported that the initial kick-off meetings have been held with the backbone agency, the marketing agency (Better World Advertising), and the action research and evaluation agency (John Snow, Inc).
- A meeting with GTZ major players will be held once the backbone agency begins coordinating efforts with everyone involved.
- The GTZ Steering Committee has met to discuss requesting additional resources from the Board in the upcoming budget.
- Discussed the Education & Awareness Committee's role and dissemination of information to the general public.

11. Receive January State Office of AIDS Report

- Received.
- Bob pointed out that the ADAP enrollment portal remains unavailable.

12. Membership

- a. **Receive and approve January Vacancy Progress Report**
 - Received and approved on consensus.
- b. **Discuss and approve pending applications and resignations**
 - No applications/resignations received.
 - Vicky will be following up with a couple of potential members.

13. Review Committee Assignments

- Bob clarified that although "Committee Only" members are able to be Vice Chairs, they are not able to vote in place of the Committee Chair during Executive Committee meetings.
- a. **Ratify appointment of Education & Awareness Committee Chair – Candelario Franco**
 - Approved on consensus. As Chair of E&A, Candelario is now also a member of the Executive Committee.
- b. **Ratify appointment of Education & Awareness Committee Vice Chair – Hollis Kinner**
 - Approved on consensus.
- c. **Ratify appointment of "Committee Member Only" Applicant – Jenna Peterson**
 - Approved on consensus.

14. Receive Committee Reports and forward to the full Planning Council for consideration

- a. **Council Development (Hepfer) – January 5, 2017**
 - Reviewed Committee Report.
- b. **Legislative Committee (TBA)**
 - Reviewed Committee Report.
 - Discussed possibility of Council Development absorbing this Committee.
- c. **Planning Council Structure and Function Ad Hoc Committee (Nartker) – January 10, 2017**
 - Reviewed Committee Report
- d. **Planning and Resources Committee (Nartker) – January 17, 2017**
 - Reviewed Committee Report
 - The HIV Care/Prevention Plans presentation by Mike and Supriya was well received and attendees reported they would like to receive it annually at the regular PC meeting.
- e. **Quality and Standards Committee (Valdez) – January 17, 2017**
 - Reviewed Committee Report

DRAFT

- Bob asked for feedback regarding Q&S meeting every other month versus meeting monthly. Members agreed that due to the workload, it may be beneficial to meet monthly. Jim added that it may be beneficial to merge certain committees that have overlapping work.
 - The Planning Council received a letter from a consumer detailing his issues with linkage to care upon moving to Santa Clara County. The issues will be discussed at the next Q&S meeting and the letter has been forwarded to Jim (Recipient's Office) for follow-up.
 - Discussed process involved when providers do not follow Standards of Care.
- f. Education and Awareness Committee (Franco) – January 18, 2017**
- Reviewed Committee Report
 - Bob reported the Systems of Care Roundtable was an exciting, engaging, successful event.

15. Receive Co-chair report (Reed, Kahwaji)

- None.

Candelario left the meeting at 12:32 – lost quorum

16. Review and approve annual Executive Committee To Do List (work plans)

- Bob announced To Do Lists will now be referred to as Action Plans.
- All Committee Action Plans will be reviewed at the next Executive Committee meeting.
- Discussed Executive Committee Action Plan. Deferred approval to next meeting.
 - Members suggested removing “Review website content” (can be handled by Council Development Committee)
 - Members suggested marks “X” be made in the months leading up to the item due date (in the months when the work needs to be done).

17. Set Agenda for next Executive Committee Meeting February 22, 2017

- Deferred to Executive Committee Co-Chairs.

18. Set Agenda for PC meeting on March 14, 2017

- Deferred to next Executive Committee meeting.

19. Correspondence

- None.

Announcements

20. Announcements.

- None.

Adjourn

- 21. Adjourned at 12:46pm to the next regular meeting on Wednesday, February 22, 2017, at 11:00am in Conference Room 1119, Park Alameda Health Facility, 976 Lenzen Avenue, San Jose.**

Opening

1. Call to Order/Roll Call

- Bob called the workshop to order at 11:05am. A quorum was not present.

Attendee Name	Title	Status	Arrived
1. Robert (Bob) Reed	Planning Council Co-Chair	Present	
2. Karim Kahwaji	Planning Council Co-Chair	Absent	
3. Claire Nartker	Planning & Resources Committee Chair	Absent	
4. Rigoberto Valdez	Quality & Standards Committee Chair	Present	
5. Paul Hepfer	Council Development Committee Chair	Absent	
6. Candelario Franco	Education & Awareness Committee Chair	Absent	
7. Chris Baldwin	Consumer Representative	Absent	
Staff and Guests			
Jim McPherson	Technical Assistance	Present	
Victoriana (Vicky) Ramirez	Recording Secretary	Present	

2. Public Comment

- None.

3. Approve Consent Calendar

- Deferred.

Consent Calendar Items

4. Review and approve agenda

5. Approve meeting minutes from January 25, 2017

Regular Agenda – Items for Discussion

6. Member Comment

- None.

7. Discuss Integrated Comprehensive Plan (ICP) and Needs Assessment

- The Planning & Resources Committee is beginning to localize and monitor the activities of the ICP.

8. Discuss any communications from HRSA

a. HRSA Project Officer Call – February 07, 2017

- Reviewed Conference Call notes.

9. Discuss potential changes to Planning Council structure and function

a. Receive report from Ad Hoc Committee (Claire, Candelario, Hilary, Lori, Karl)

- Jim reported that the Ad Hoc Committee has met 3 times and will have their next meeting this Friday, 2/24/17 at 2:00pm.

- The Ad Hoc Committee is working on drafting ordinance language, which includes duties of the planning council and membership composition. Once that is established, the bylaws will be edited.
- Final documents will be presented to the Planning Council at the May regular meeting.

10. Approve Psychosocial Support Services Standard of Care

- Approval will be deferred to the Planning Council.

11. Discuss Getting to Zero initiative

- The backbone agency, the Health Trust, held its first meeting on Thursday 2/16/17 with other agencies involved, including Better World Advertising, John Snow, Inc., and the Public Health Department.
- Discussed the Planning Council's level of involvement in Getting to Zero activities.

12. Receive February Office of AIDS Report

- Discussed continuing ADAP Enrollment Portal unavailability. The most significant impact is probably on enrollment workers and clients enrolling for the first time.

13. Discuss 2017 State of the County Address

- Discussed.

14. Membership

a. Receive February Vacancy Progress Report

- Bob reported that there are no changes to membership since the last Vacancy Progress Report.

b. Discuss and approve pending applications and resignations

- No applications or resignations received.

15. Review Committee assignments

- Vacancies have been added to the Committee Member List due to a Bylaw phrase that states Committees must have at least 5 Planning Council members. Discussed possible issues with meeting quorum.

Rigoberto left the meeting at 11:59am

16. Receive Committee Reports and forward to the full Planning Council for consideration.

- Discussed low attendance and lack of quorum at Committee meetings.
- Bob stressed the need to make available opportunities for input. Discussed matrix being developed to track all mechanisms being used to obtain input. Jim suggested including all available venues for input and created a diagram.

a. Council Development Committee

- Discussed written Committee Report

b. Legislative Committee (TBA)

- Discussed written Committee Report

c. Planning Council Structure and Function Ad Hoc Committee (Nartker)

- Discussed written Committee Report

d. Planning & Resources Committee (Nartker)

- Discussed written Committee Report

e. Quality & Standards Committee (Valdez)

- Discussed written Committee Report

f. Education & Awareness Committee (Franco)

- Discussed written Committee Report

17. Receive Co-Chairs Report (Reed, Kahwaji)

- Bob reported that the San Jose TGA will be submitting a request for waiver of the core medical services requirement. Vicky is drafting a letter of support which will be presented at the March Planning Council meeting.

18. Approve FY18 SCC Commission Work Plan

- Deferred approval to Planning Council.

19. Approve 2017 Committee Action Plans

- Discussed.

20. Set agenda for next Planning Council meeting on March 14, 2017

- Discussed agenda and deferred to Co-Chairs and Recipient's Office.

21. Set agenda for next Executive Committee meeting on March 22, 2017

- Deferred to Planning Council Co-Chairs.

Announcements

22. Announcements

- None.

Adjourn

23. Adjourn to the next regular meeting

- Bob adjourned the meeting at 12:24pm to the next regular meeting on March 22, 2017.

**California Department of Public Health, Office of AIDS
Monthly Report
March 2017**

Ryan White (RW) Part B: AIDS Drug Assistance Program (ADAP)

After careful and thoughtful consideration of all options, the California Department of Public Health (CDPH) has decided to terminate its contract with A.J. Boggs & Company. This decision was made in order to best serve the state's 29,000 ADAP clients. Effective March 6, 2017, eligibility and enrollment services will be handled by CDPH.

Enrollment Workers were informed of this change on the March 1, 2017, Statewide ADAP Enrollment Worker Call and in the Enrollment Worker Update, Notice #17 that was disseminated to Enrollment Workers after the call on March 1, 2017.

ADAP Eligibility and Enrollment Services

CDPH worked with a consulting firm to create a new ADAP enrollment system. CDPH has also established an ADAP call center and data processing unit in order to conduct eligibility and enrollment services starting March 6, 2017.

Effective Monday, March 6, Enrollment Workers should:

- Fax ADAP applications directly to the ADAP data processing unit at (844) 421-8008, or use our eFax email at CDPHMEDASSISTFAX@cdph.ca.gov.
- Fax Office of AIDS-Health Insurance Premium Payment (OA-HIPP) applications to (916) 440-5490.
- Fax Medicare Part D applications to (916) 440-5494.
- Call the ADAP call center at (844) 421-7050 for questions regarding enrollment and eligibility. The call center is open 8 a.m. to 5 p.m., Monday through Friday.

Enrollment Workers should continue to:

- Contact the appropriate OA-HIPP Analyst regarding OA-HIPP and Medicare Part D premium payment questions.

CDPH will begin providing Enrollment Workers training and access to the new enrollment system during the week of March 13, 2017. CDPH will provide more guidance and information as it becomes available.

Self-Verification Forms & Postcards

A.J Boggs has mailed March and April Self Verification Forms (SVFs) and postcards. A.J. Boggs will re-route completed and returned SVFs to CDPH.

Effective March 6, 2017, Medical Out-of-Pocket Claim forms and supporting documentation from OA-HIPP clients must be submitted **directly to Pool Administrators, Inc.** via fax, secure email or mail:

E-Fax Number: (860) 560-8225

Email: CDPH_MBM_Fax@pooladmin.com

Mail: PAI-CDPH 628 Hebron Ave., Suite 100, Glastonbury, CT 06033

Client Communication

Clients will receive a letter, both in English and Spanish, from Magellan Rx Management informing them of this transition. At this time, there is no required action for clients. Clients will also receive a new Magellan Rx Management card with the CDPH phone number for eligibility questions. Enrollment Workers have been provided a sample client letter for their reference.

Additional Information

There is no change to the Magellan Rx Management contract. Magellan will notify all in-network pharmacies via fax of the change in contractors. Pharmacies should not be impacted by this transition. Magellan will also continue to provide real-time, 24/7 access to medications, including a 30-day supply for existing ADAP clients who experience access issues at the pharmacy.

The Pool Administrators, Inc. contract has been modified to include a full-time employee to oversee and manage Medical Out-of-Pocket Claim forms and supporting documentation for eligible OA-HIPP clients.

RW Part B: HIV Care Program

The new fiscal year for the HIV Care Program begins April 1, 2017. Contractor budgets for the new fiscal year were due to Care Operations Advisors on Friday, February 24, 2017.

AIDS Medi-Cal Waiver Program (MCWP)

- The MCWP and Department of Health Care Services have responded to Centers for Medicare and Medicaid Services (CMS) questions regarding the 2017 – 2021 AIDS Waiver Renewal Application and submitted them for review and approval. CMS has placed the Application in *Request for Additional Information* (RAI) status pending review of the submitted questions. To accommodate the RAI

process, an extension of the 2012 – 2016 Waiver has been approved by CMS through April 1, 2017. Until the new Application is approved, the policies and procedures of the 2012 – 2016 Waiver will remain in effect.

- Staff from the Office of AIDS (OA), Surveillance, Research and Evaluation Branch presented a training module during the February Project Director's Teleconference for the new MCWP *AIDS Regional Information and Evaluation System* (ARIES) layout that went into effect January 1, 2017. Updates to the MCWP ARIES layout were made to align with current service hierarchy categories utilized by MCWP local agencies and to improve reporting functionality. The WebEx training module is available at: <https://cdph.webex.com/cdph/ldr.php?RCID=48ab77ceaf0b12213a27a38d113faed2>

- All Project Directors' Letter (APDL) 17-01 was sent out to Project Directors on February 22, 2017, announcing rate increases for MCWP Homemaker and Attendant Care Services effective January 1, 2017. This APDL is supplemental to *Medi-Cal Bulletin 509* released on February 16, 2017, announcing the increases. Pursuant to SB 3 (Chapter 4, Statutes of 2016), statewide minimum wage rates were increased to \$10.50 per hour effective January 1, 2017. Accordingly, reimbursement rates for Homemaker and Attendant Care Services under MCWP were increased effective January 1, 2017, to accommodate the increased statewide minimum wage rate.
 - This and other APDLs can be accessed on the OA website at www.cdph.ca.gov/programs/aids/Pages/CareProjectDirectorsLetters.aspx.
 - The *Medi-Cal Bulletin 509* is available on the Medi-Cal website at <http://files.medi-cal.ca.gov/pubsdoco/bulletins/artfull/aid201702.asp>.

HIV Prevention

The California Department of Public Health, Office of AIDS is pleased to announce that the Kings County Needle Exchange (KCNE) application to provide syringe exchange services has been approved. KCNE will have fixed site locations in the Hanford, Lemoore, Corcoran, and Avenal Health Clinics. The Hanford location exchange program will take place once a week for three hours, and exchange in the Lemoore, Corcoran and Avenal health department clinics will take place once a month.

Authorization is effective March 7, 2017, through March 7, 2019. KCNE may apply for renewal before the end of the two-year period. As an authorized needle exchange program, KCNEP is now also eligible to receive supplies from the California Syringe Exchange Supply Clearinghouse.

California Planning Group (CPG)

- Final decisions on the new CPG membership were made on March 3, 2017, after which all applicants were notified. Questions about CPG can be sent to cpg@cdph.ca.gov.
- An in-person CPG meeting is scheduled for April 4-6, 2017, in Sacramento. This will be the first meeting of the new CPG membership. The meeting is open to the public and there will be an opportunity for public comment. Information about the meeting and the public comment opportunity is available on the OA website at www.cdph.ca.gov/programs/aids/Pages/OACPG.aspx.

For questions regarding this report, please contact: michael.foster@cdph.ca.gov.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
			Quality & Standards 12:30 – 2:30pm	Council Development 4:00 -5:00pm		
09	10	11	12	13	14	15
16	17	18	19	20	21	22
		Planning & Resources 3:00 - 4:30pm	Education & Awareness 3:15pm – 4:45pm			
23	24	25	26	27	28	29
			Executive Committee 11:00am – 12:30pm			
30						All Meetings will be held at 976 Lenzen Avenue San Jose, CA 95126