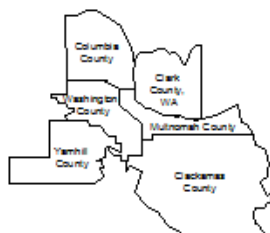




Portland Area HIV Services Planning Council

Advocacy and planning for people affected by HIV in the Portland metro area

Ryan White Program, Part A



Meeting Minutes

Meeting Date: October 4, 2022

Approved by Planning Council: November 1, 2022

Grantee: Multnomah County Health Department



Portland Area HIV Services Planning Council

MEETING MINUTES

Tuesday, October 4, 2022, 4:00 pm – 6:00 pm

Virtual Zoom Meeting

AGENDA

Item**	Discussion, Motions, and Actions
Call to Order	Bri Williams called the meeting to order at 4:00 PM.
Welcome & Logistics	<p>Bri Williams welcomed everyone to the Planning Council meeting and reviewed meeting logistics.</p> <ul style="list-style-type: none">• Please say your name each time you speak• Please “raise your hand” or type questions in the chat box• We will mute and unmute folks as needed during the meeting• If you're calling in (not viewing slides), please mute yourself to minimize background noise, unless you have a question / comment• Meetings are recorded for accurate meeting minutes. <p>Attendees introduced themselves via chat.</p>
Candle Lighting Ceremony	<p>Jonathan Basilio led the lighting of the ceremonial candle in memory of Larry Kramer, a founding member of ACT UP. To see Larry's talk at the US Conference on AIDS, go to: www.youtube.com/watch?v=BAAnV4b88tW8</p>
Announcements	<p>Announcements: See slides.</p> <p>The group reviewed the Council Participation Guidelines (see slide).</p> <p>Announcements</p> <ul style="list-style-type: none">• October 15 is National Latinx AIDS Awareness Day webinar series• Vaccine clinics for LGBT community this weekend – Julia will email flyer to Aubrey for distribution• Farewell to these members: Robbie Thurman-Noche (at end of this month), Michael Thurman-Noche, Jace Richard, Sam Wardwell• Welcome new members: Claire Contreras, Kris Harvey, Robb Lawrence, Nick Tipton, Shane Wilson• We now have six openings on the Planning Council. If you know someone who is interested, please connect them with Julia Lager-Mesulam.
Public Testimony	None.
Agenda Review and Minutes Approval	<p>The agenda was reviewed by the Council, and no changes were made.</p> <p>The meeting minutes from the June 7, July 5, and July 26 meeting minutes approved by unanimous consent.</p>

Item **	Discussion, Motions, and Actions
<p>Operations Committee and Co-Chair Elections</p>	<p><i>Presenters: Julia Lager-Mesulam</i> <i>Summary of Discussion:</i> See slides.</p> <p>Co-Chair</p> <ul style="list-style-type: none"> • 1 position open • Responsibilities <ul style="list-style-type: none"> ○ Official public rep and spokesperson of the Planning Council, in consultation with Council Staff* ○ Preside at meetings of the full Council and Operations Committee (Ops)* ○ Appoints Committee Co-Chairs (i.e., Evaluation & Membership Committee), and other Committee members as needed* ○ Work with Council Staff and Grantee to: ○ Ensure compliance with Ryan White Program requirements and other federal guidance ○ Establish priorities for Council, committee and staff work <p>Operations Committee</p> <ul style="list-style-type: none"> • 4 positions open <ul style="list-style-type: none"> ○ 2 1-year terms ○ 2 2-year terms • Given number of openings, we are waiving requirement to be on PC for a year or more • Must be willing to serve on a committee if appointed by Co-Chairs (e.g., Evaluation Committee) • Responsibilities of Operations Members <ul style="list-style-type: none"> ○ Meet regularly to plan the meetings of full Planning Council ○ Determine committee membership ○ Review and update Council's Bylaws, Policies and Procedures ○ Co-develop work plans to move Council work forward ○ Identify Council knowledge gaps that are essential to perform high quality planning and decision-making <p>There are no nominations for Co-Chair or Operations Committee, so this item is TABLED pending nominations.</p> <p>If you have questions regarding either the open positions or the membership movement surrounding them, please reach out to Julia Lager-Mesulam (lagermes@ohsu.edu), Amanda Hurley, or Aubrey Daquiz.</p>
<p>Annual Forms & Training</p>	<p><i>Presenters: Bri Williams, Emily Borke</i> <i>Summary of Discussion:</i> See slides.</p> <p>The Council reviewed the annual forms:</p> <ul style="list-style-type: none"> • Code of Conduct (includes the Council Participation Guidelines) • Member Responsibilities • Conflict of Interest (COI) & “provider neutral” approach

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	<ul style="list-style-type: none"> ○ You have a conflict of interest if you are an employee or board member, or have a family member who is an employee or board member, of a Ryan White Part A service provider ○ “Provider neutral” (previously “provider blind”): when we talk about funding for services, we talk generally about service categories, not specific service providers. The PC allots funds to service categories; it is HGAP’s responsibility to determine which providers will provide those services. ● Multnomah County Personnel Policies (new this year): <ul style="list-style-type: none"> ○ As a Planning Council member, you are considered a Multnomah County volunteer, and are required to adhere to applicable policies. ○ Amanda reviewed these policies: Code of Ethics, Discrimination & Harassment Free Workplace, Gender Identity & Expression Harassment Free Workplace, Maintaining a Professional & Respectful Workplace, and Discipline & Dismissal. <p>Council members are requested to fill out the form at this link to provide updated contact and emergency information, as well as certifying their review of and agreement to these policies: https://forms.gle/xU8PZkxZHqftXETa9</p> <p>Emily Borke reviewed the Consensus Model of decision making:</p> <ul style="list-style-type: none"> ● Introduce the issue ● Discussion ● Develop proposal(s) ● Discuss Proposal(s) ● Check for consensus <ul style="list-style-type: none"> ○ If there is strong dissent, go back for further discussion and possibly new proposal(s) ○ If not, active consent is achieved, and the decision is made
Meeting Schedule & Work Plan	<p><i>Presenters: Amanda Hurley</i> <i>Summary of Discussion:</i> See slides.</p> <p>Amanda Hurley reviewed the 2022-2023 Meeting Schedule / Plan (see slide).</p> <p>Please note that this year’s July meetings will be on 2nd and 4th Tuesdays (July 11 and July 25), due to the 1st Tuesday falling on the July 4 holiday.</p>
22-23 Contingency Planning Review	<p><i>Presenters: Bri Williams, Emily Borke</i> <i>Summary of Discussion:</i> See slides.</p> <p>Contingency Planning Review</p> <ul style="list-style-type: none"> ● Amanda reviewed the 2023-2024 proposed allocations, as approved at the July 26, 2022, Planning Council meeting (see slide). ● We need contingency plans for 3 scenarios: <ul style="list-style-type: none"> ○ Decrease up to 3%

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	<ul style="list-style-type: none"> ○ Flat funding ○ Increase Up to 4.9% • Contingency plans must follow the rationale of the original allocation proposal • Process (November) <ul style="list-style-type: none"> ○ Small groups draft proposals for 3 scenarios ○ Share proposals with the large group ○ Discuss and come to consensus <p>Questions</p> <ul style="list-style-type: none"> • Q: What happens if there is a decrease of more than 3% or an increase of more than 5%? A: HGAP would return to the Council for further discussion and new consensus.
Evaluation of the Administrative Mechanism	<p><i>Presenters: Robbie Thurman-Noche</i></p> <p><i>Summary of Discussion:</i></p> <p>See slides.</p> <p>Robbie Thurman-Noche presented a summary of the Evaluation of the Administrative Mechanism report (see slides).</p> <p>Comments / Questions</p> <ul style="list-style-type: none"> • The PC brochure was updated over the summer, and distributed at Pride.
Evaluation and Closing	<p><i>Presenter: Bri Williams</i></p> <p>Thank you for participating in this meeting. If you have feedback / comments / ideas, please include them in your evaluation.</p>
Adjourned	5:45 PM

ATTENDANCE

Members	Present	Absent*	Members	Present	Absent*
Emily Borke, she/her	X		Scott Moore, he/him	X	
Tom Cherry, he/him	X		Jamal Muhammad, he/him	X	
Claire Contreras, she/ella	X		Laura Paz Whitmore		A
Carlos Dory, him/his	X		Troy Preble	X	
Michelle Foley, she/they	X		Diane Quiring, she/her	X	
Greg Fowler, he/him	X		Tessa Robinson, she/her	X	
Taylor Gleffe, she/her	X		Michael Thurman-Noche	X	
Kris Harvey, he/him	X		Robert Thurman-Noche, he/him	X	
Shaun Irelan, he/him	X		Nick Tipton, he/him	X	
Julia Lager-Mesulam, she/her	X		Joanna Whitmore, she/her	X	
Rob Lawrence, he/him	X		Abrianna Williams, she/her (Co-Chair)	X	
Heather Leffler, she/her		E	Michelle Wilson		A
Marisa McDowell, she/her	X		Shane Wilson, he/him	X	
PC Support Staff			Guests		
Lisa Alfano			Ashley Allison (ORAETC)	X	
Jonathan Basilio	X				
Laura Bradley					
Aubrey Daquiz, she/her	X				
Jenny Hampton, she/her (Recorder)	X				
Amanda Hurley, she/her	X				
Marisa McLaughlin, she/her					
Kim Toevs, she/her or they/them					

* A = Unexcused Absence; E = Excused Absence; L = On Leave