

**HIV Health Services Planning Council  
Priority Setting Committee**  
Thursday, November 9, 2006, 4:00 PM  
County Health Services Complex, 3851 Rosecrans St., Harbor Room

**DRAFT MINUTES**

Committee Members Present (Planning Council members in **bold**)

<b>Sheryl Becker</b> , VA El Bisarra	<b>Alicia Nuñez-Liriano</b> , North Cty. Health Svcs.	Shannon Wagner, Being Alive
<b>Alberto Cortés</b> , Mama's Kitchen	<b>Tim Smith</b> , AIDS Case Mgmt	
<b>Dr. Delores Jacobs</b> (Chair)	<b>Michael Taylor</b>	

Committee Members Absent

**Liz Brosnan**, Christie's Place  
**Phyllis Jackson**, Comp. Health Ctr.  
**Cinnamen Kubricky**  
**Irene Milton**  
**Marie Pedrin-Gizoni**  
**Eloisa Pigeonutt**  
**Rosana Scolari**, San Ysidro Health Center

Other Individuals Present

Jim Cassidy, Being Alive	Ramon Murray, CSSE
Larry Graff, Townspeople	Ken Riley, PCSS
Shannon Hansen, PCSS	Karen Waters-Montijo, HSHB
Michaela Katz	

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-Up Needed</b>
<b>1. Call to order; review agenda; comments from the Chair</b>	4:04 PM by Dr. Jacobs, agenda reviewed and approved by consensus	
<b>2. Reminders</b>	Reviewed.	
<b>3. Old Business</b>		
<b>a) Approve previous meeting's minutes</b>	Approved	
<b>4. New Business</b>		
<b>a) Review/approve committee work plan</b>	Reviewed and approved	
<b>b. Review data on Unmet Need &amp; discuss findings</b>	Presentation by Lori Freitas, discussion and Q&A session followed	PCSS to provide Key Findings of Unmet need.
<b>c. Review/approve Steering Cmte recommendations for reallocation of Carry over funds.</b>	The committee reviewed and made the recommendations noted in the attached Action Item Sheet, plus the additional recommendations: <ul style="list-style-type: none"> <li>• Food Vouchers - \$30,000</li> <li>• Bus Tokens - \$30,000</li> <li>• Taxi Vouchers -\$30,000</li> <li>• Allow Grantee to explore other possible uses and to discuss the feasibility of these with the HRSA officer.</li> </ul>	Forward recommendations to the Planning Council Update Action Item Sheet to include committee recommendations. Grantee to discuss feasibility with HRSA officer
<b>5. Announcements</b>	The committee shared announcements and information about upcoming events.	
<b>6. Confirm next meeting</b>	The committee will meet <b>Thurs. January 11, 2007 4-6pm, 3851 Rosecrans St. in the Harbor Room.</b>	
<b>7. Adjournment</b>	<b>5:15 PM by Dr. Jacobs</b>	

[ATTACHMENT: "Action Item Information Sheet: Approve reallocation of carry over dollars from YR 16 as recommended by the Priority Setting Committee.]

## **ACTION ITEM INFORMATION SHEET**

**DATE:** November 15, 2006

**ITEM:** Reallocation of carry over dollars from YR 16

**ACTION:** Approve reallocation of carry over dollars from YR 16 as recommended by the Priority Setting Committee.

### **BACKGROUND:**

Definition: **Carry Over dollars** are funds that are unspent during the previous year. The funds are not recognized until late in the FY, at which time Health Resources Services Administration (HRSA) announces for Grantees to apply for approval to spend the unused funds. A request is then made to HRSA spend this money. Limitations on

spending the funds include the funds can only be used for one time expenses and must be spent by end of the FY, February 28 2007. The anticipated amount of carry over dollars for the FY 16 is approximately \$174,000.

The Grantee met with Steering Committee to discuss potential uses for carryover dollars from last year. Ideas generated included:

1. Upgrade computer hardware as part of the ARIES Quality Management program.  
Estimated cost: \$50,000
2. Provide training opportunities for Case Managers, other providers, planners, Planning Council members and Consumers as part of the QM program.
  - a. Develop and conduct four ½ day training sessions in cultural competency, mental health, substance abuse, and housing
  - b. Perform a feasibility study and business plan for development of training website that includes electronic bulletin board and/or an interactive component for information to support case managers and other program staff.
  - c. One-time capacity building in the area of Information and Referral  
Estimated Cost: \$3,200
3. Targeted Outreach
  - a. Develop and implement a targeted outreach program for National Black AIDS Awareness Day on February 7, 2007 to link persons with unmet need to testing and care.  
Estimated Cost: \$16, 300

The recommendations were forwarded to the Priority Setting Committee (PSC) to discuss at its November meeting.

Additional ideas generated at the PSC meeting for the Grantee to consider included the purchase of:

Food Vouchers: Estimated Cost: \$30,000

Bus Tokens: Estimated Cost: \$30,000

Taxi Vouchers: Estimated Cost: \$30,000

The PSC recommended that the Grantee explore other possible uses for the funds.