



Minutes ☿ December 11th, 2023

4pm-6:30pm

Virtually through Zoom & in-person @ the Chinook Building downtown

Council Members Present: *Ron Padgett (+Caucus Co-Chair), Eve Lake (Membership/Operations Co-Chair, Madison Clinic), John Rodriguez (+Caucus Co-Chair, Dominican Association of WA), Chelimo Chesire, Andrew Ashiofu (Council Co-Chair), Genie Sheth, Alma Garcia Santos (Lifelong), Lina Stinson-Ali*

Council Members Absent: *Ray Harris (System of Care Co-Chair, WA Dept. Of Health), Patricia Ogunmola-Nazzal (WA Dept. Of Corrections), Hector Urrunaga-Diaz (Public Health-Seattle & King County)*

Planning Council Staff Present: Karen Chung, Rose Pipkin

Recipient Staff Present: Linda Coomas

Visitors Present: German Galindo, Jen Balkus (Public Health-Seattle & King County), Morgan Feder (Lifelong), Linnae Baird (Public Health-Seattle & King County)

Italics denote Planning Council Membership.

I. Welcome, Meeting Rule Reminder, Introductions and Announcements

Councilmember telecom reimbursements were mailed out today.

II. Meeting Agenda

The agenda was shortened to the Recipient Report and the NAPSRA discussion on unobligated balances.

The agenda was approved as amended by acclamation.

III. Meeting Minutes

The November minutes were approved as written by acclamation.

IV. Public Comment

None

V. Recipient Report

- Linda and Mark continue to carry out site visits and these should be done by the end of this week. After these are completed action plans to address findings will be the next step.
- Fiscal year end monitoring is ongoing to ensure penalties are not incurred.
- Site visit action items are returning to the forefront.

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

- Every year there is the opportunity to carry forward unspent grant funds within certain bounds. To request this an estimate of what will be unspent by the end of the grant year is provided to the funder (The Health Resources and Services Administration (HRSA)). NAPSRA reviews the estimate provided by the Recipient and due to membership and attendance, the committee is asking the Council to review and approve this estimate. After the grant year closes, the committee and the Council put together, review and approve a concrete plan for using the unobligated balance around July. Carryover cannot be requested down the line without this estimate being submitted first.
- Much of the unobligated balances are due to staff vacancies or new programs being delayed in starting.
- The total projected 2023 unobligated balance of formula funds is \$232,520, with \$228,696 being Formula Funds and \$3,824 from Minority AIDS Initiative (MAI) funds.
- The unobligated balance is a very low percentage of the total award.

MOTION: *Ron moves to accept the estimated unobligated balance as outlined. Genie seconds.*

Discussion: None

The motion passed with the following vote:

- In favor – 8 – *John, Eve, Lina, Ron, Chelimo, Andrew, Genie, Alma*
- Opposed -0-
- Abstaining -0-

VII. Adjourn

VIII. Action Items

- **Staff will send out a survey re: how to improve engagement with the +Caucus**

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