

HIV Community Planning Council

STEERING COMMITTEE

Thursday, June 18th, 2026

Zoom

3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Ron Hernandez, Thomas Knoble, Irma Parada

Committee Members Absent: Anna Branzuela [A], Zachary Davenport [LOA], Elaine Flores [E], Lee Jewell [E], Derrick Mapp [LOA]

Others Present: None

Support Staff Present: Mark Molnar, Kira Perez, Kat Téllez

Minutes

1. Introductions

The meeting was called to order at 3:07 pm by CS Perez. Everyone introduced themselves and quorum was established.

2. Review/Approve June 18th, 2026 DRAFT Agendas – VOTE

The June 18th, 2026 DRAFT Agendas were reviewed and approved by consensus.

3. Review/Approve April 16th, 2026 DRAFT Minutes – VOTE

The April 16th, 2026 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CS Perez updated the group that the Community Engagement Committee reviewed the monthly HCAP report by Stephen Spano, CM Mapp reviewed the Reunion Project results, and the Committee reviewed and voted on the Carry Forward Allocation.
- Council Affairs Committee Update –
 - CM Adams updated the group that the Council Affairs Committee reviewed the Housing Update by CM Vasquez and Helen Hale, and they also reviewed the Carry Forward Allocation.
- Membership Committee Update –
 - CM Hernandez updated the group that the Membership Committee reviewed and voted on the Carry Forward Allocation. The Committee also reviewed roughly nine renewal applications and reviewed a resignation from a council member.

7. Carry Forward Allocation – VOTE

- CS Molnar reviewed a brief overview of the annual Carry Forward Funding process, noting that they are unspent Ryan White Part A (RWPA) funds that community-based organizations (CBO) didn't spend down before the end of the contract year. The remaining funds must be used for projects that can be completed before the end of the contract year. CS Molnar shared the Carry

Forward Allocation presentation and reviewed the HRSA service categories that HIV Health Services (HHS) are recommending the Carry Forward funds are used for:

- Emergency Financial Assistance – \$120,000
- Food Bank/Home Delivered Meals – \$207,593
- Mental Health, Trainings – \$49,302
- Other Professional Services, Legal Stipends – \$20,000
- CS Perez noted that there is a motion on the floor coming from the Membership Committee to approve the HHS Carry Forward Recommendations.

Motion passed through a roll call vote, refer to column (1).

8. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting, and the average rating was 9.5.

9. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for June 22nd, 2026.

10. Policies & Procedures – VOTE

- CS Perez shared “Request for Letters of Support”, and the group discussed any changes.
 - CM Blum suggested taking out CDC and Ryan White and instead changing the language to Federal/State/Local HIV Prevention/Care.
- CS Perez shared “Researchers’ Request for Letters of Support”, and the group discussed any changes.
 - CM Blum asked if anyone has asked for a letter of support in the last ten years?
 - ◆ CS Perez said CS Molnar used to receive requests for letters of support, but it has been years.
 - a. CM Blum suggested eliminating this P&P as it is rarely utilized.
 - i. CS Molnar agreed and suggested also eliminating the “Request for Letters of Support” P&P, too.
- CS Perez shared “Tie Votes”, and the group discussed any changes.
- CS Perez shared “Unfunds”, and the group discussed any changes.
 - CM Blum suggested changing the language in the document from “Rollover Funds” to “Carry Forward Funds.”

11. Next Meeting Dates & Agenda Items – VOTE

The date of the next Steering Committee meeting is scheduled for July 16th, 2026 from 3:00 – 4:30 pm via Zoom.

12. Adjournment

- The meeting was adjourned at 3:57 pm by CS Perez.

Steering Committee

HIV Community Planning Council

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

Date: June 18, 2026	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	Y							
2. Bill Blum	P								

3. Anna Branzuela (CA Co-Chair)	A	-							
4. Zachary Davenport (Council Co-Chair)	LOA	-							
5. Elaine Flores (Mem Co-Chair)	E	-							
6. Ron Hernandez (Mem Co-Chair)	P	Y							
7. Lee Jewell (CE Co-Chair)	E	-							
8. Thomas Knoble (Council Co-Chair)	P	B							
9. Derrick Mapp (CE Co-Chair)	LOA	-							
10. Irma Parada (Council Co-Chair)	P	A							
Ayes		2							
Nayes		0							
Abstentions		1							
Recusals		0							
Total	5	3							