

HIV Health Services Planning Council  
Community Outreach & Advocacy Committee Minutes  
Wednesday, December 13th, 2006  
25 Van Ness Avenue Room 330B  
5:30-7:30pm

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**Committee Members Present:** CM Flores, CM Miller, CM Newell, CM Cooper, CM Barnes

**Committee Members Absent:** CM Durio

**Other Council Members Present:** CM Soto, CM Pearce

**Others Present:** Dean Goodwin (HIV HS)

**Council Support Staff:** Jack Newby, Joe Lynn, Ray West

### 1. Welcome and Introductions

The meeting was called to order at 5:40 by Council Co-Chair Soto and everyone introduced themselves.

### 2. Review/Approve Agenda

Agenda item #6 was moved to elect co-chair before other agenda items. The agenda was reviewed and approved as amended by consensus.

### 3. Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes and Review Notes of November 8, 2006

November 8 Notes tabled for next meeting.

April 12<sup>th</sup> - Marin County HIV/AIDS CARE Council in announcements.

Approved as amended.

May 10<sup>th</sup> – approved by consensus – abstention CM Pearce

June 22<sup>nd</sup> – approved by consensus

### 4. Announcements

CM Soto announced that council co-chairs look forward to working with the committee in the coming year.

CM Flores elected to the Kaiser Permanente Advisory Board.

### 5. Public Comment

There was no public comment.

### 6. Co-Chair Election

This item was moved to Item #2.

Nominations –

Catherine Newell and Wade Flores were nominated.

**Nominees accepted by acclamation.**

**7. Advocacy Project Report**

Joe Lynn present the November 2006 Advocacy Project Report and discussed 2 specific concerns noted in the report:

- + Timely response from UCSF and San Francisco AIDS Foundation
- + Grievance Standards –
  - 2 issues currently raise issues of standards
    - Ward 86
    - Marin Food Bank

Specifically there is an appearance of conflict between contract holders and the need to follow established guidelines.

Follow up on the grievance filed against Shanti resulted in complete and satisfactory resolution for all parties.

**8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum – Establish Calendar for 2007 Forums and Determine Priority Populations**

The following recommendations are from the Planning Committee:

- + Latino/a
- + Over 50
- + COE clients
- + Women, especially people of color
- + Prevention with Positives

Mr. Newby discussed the purpose of the recommendations from the Planning Committee and discussed the need for clear expectations from the 2007 forums.

Items to identify include whether the format will be forum, meeting or focus group based.

The purpose is to add richness to the needs assessment data.

CM Barnes distributed guidelines for focus groups (see attachment) and the Committee reviewed the presentations.

Committee Co-chairs would like to see barriers and gaps addressed at forums.

**Motion - CM Pearce/ Newell – 2007 community forums will be held on working on women, especially women of color and**

**prevention with positives populations with COE clients as an alternative should be a the funding for a focus group for women, especially women of color addressed by Harder+Co. be approved.**

**VOTE**

**Unanimous**

The following calendar was established based on the populations selected for 2007 forums:

March – Women - Women’s Building in the Mission @ 16<sup>th</sup>/Guerrero

May – Prevention with Positives – TBD

## **9. Calendar for Community Meetings – Determine Locations**

**Motion – Pearce/Flores – 2 community meetings, one in July 2007 and October 2007.**

In addition, the regular COA community meetings will be held in July and October 2007.

**VOTE**

**Unanimous**

## **10. Update on Establishment of Consumer Council (Caucus)**

It is proposed that the first meeting of the Consumer Council Caucus be held on January 10<sup>th</sup>, 2007 at 7:00 p.m. following the regular COA meeting with location to be determined.

## **11. Next Meeting Date and Agenda Items**

The next meeting date is January 10, 2007 at the same location.

5:30 – 6:45 then dinner meeting with Consumer Council Caucus will follow.

### **AGENDA ITEMS**

1. Review priority groups again and dates
2. Schedule dates for priority community dates
3. Training from Harder+Co regarding community forums
4. Follow up regarding handout from CM Barnes
5. ADD Steering Report as standing

## **12. Adjourn**

The meeting was adjourned at 7:20 p.m.