

HIV Health Services Planning Council
Community Outreach & Advocacy Committee *Minutes*
Wednesday, November 8th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

Committee Members Present: CM Newell, CM Durio, CM Barnes

Committee Members Absent: CM Flores (excused), CM Cooper, CM Miller

Other Council Members Present:

Others Present: Dean Goodwin (SF DPH), Chip Rines

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

1. Welcome and Introductions

The meeting was called to order at 5:48 p.m. and there was no quorum.

This is an information and discussion meeting only.

2. Review/Approve Agenda

The agenda was reviewed but not approved.

3. Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora Minutes*

The minutes were reviewed but not approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Co-Chair Election

This item was discussed. Interested persons include CM Barnes and CM Newell at this time.

7. Advocacy Project Report

Mr. Lynn, HIV Advocacy Project, presented the October 2006 report for the committee review and discussed the highlights.

8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum

Mr. Newby discussed the results of May and June Community Forum evaluations and the option for offering incentives for attendance was considered. It is the consensus that if attendance incentives are offered, they should be offered at all forums and not to selected community populations. The concept of offering a raffle incentive was favored.

The committee further discussed the outcomes of the forums and clarification of community forums vs. meetings. In addition, suggestions on how to strengthen

the COA Committee participation in enrichment of these activities were discussed. Suggestions included:

- ✚ A yearly calendar as a guiding document.
- ✚ Establish a Date/Location focus group to coordinate meetings on a quarterly basis and then community meeting can be better used.
- ✚ Agreement by organizers on the purpose of the forums/meetings.
- ✚ Need to strategize how to best use participation of community partnerships. These partnerships could include Black Coalition on AIDS, churches and Westside.
- ✚ Potential locations would be investigated with Bayview as a high priority on the list.
- ✚ Pursue looking at effective all encompassing focus group training.

A consideration to be addressed is how to make the forums/meetings real, relevant and meaningful for consumers. To accomplish this, the structure of the program should be looked at. Smaller meeting that offer an environment of openness are appealing to some committee members.

The COA committee will coordinate with the Planning committee to look at segments of the population for community forums.

Public Comment –

Mr. Rines likes the idea of the projection of diversity by partnering with community organizations.

9. Discussion of Establishment of Consumer Council (Caucus)

The Committee discussed the establishment of the Consumer Caucus in an effort to address Council retention issues. The concept of reinstating this type of forum was welcomed by all in attendance.

The forums would involve training and provide an opportunity for Consumer Council and Community members to voice issues that they would like to bring before council in a safe environment.

10. Next Meeting Date and Agenda Items

Agenda Items:

- Community Meeting development of Community Partnerships (?) and set calendar for community meetings and community forums to include statement of definition and purpose.
- Co-Chair election

The next meeting will be held on December 13, 2006 at 25 Van Ness, San Francisco at 5:30 p.m.

11. Adjourn

The meeting adjourned at 7:00 p.m.

Action Items

- **Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora Minutes***
- **Agenda Item – 2007 Community Forum and Community Meeting calendar.** Community Meeting development of Community Partnerships and set calendar for community meetings and community forums to include statement of definition and purpose.