



**HIV Health Services Planning Council
Community Outreach & Advocacy Committee Minutes
Wednesday, February 14th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30 pm**

Committee Members Present: Barnes, Flores (Co-Chair), Newell (Co-Chair), Penagos

Committee Members Absent: Cooper (excused)

Other Council Members Present: Kleffner

Others Present: Dean Goodwin (San Francisco DPH HIV Health Services)

Council Support Staff: Jack Newby, Ray West

1. Welcome and Introductions

The meeting was called to order at 5:30 p.m. and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and items 10/11 were combined. The amended agenda was approved by consensus.

3. Review/Approve November 8th and January 10, 2007 Minutes

The November 8, 2006 minutes were reviewed and approved by consensus.

The January 10, 2007 minutes were reviewed and approved by consensus.

4. Announcements

Susan Latham has decided that today will be her last day of service to the HIV Health Services Planning Council.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The January, 26, 2006 Steering Committee Draft Minutes were reviewed.

7. Review and Discussion of the January 26th Steering Committee Annual Retreat

- Review draft retreat minutes

The committee reviewed the January 26th Steering Committee Annual Retreat minutes.

- Review Work Plan

The Work Plan Items were reviewed to include:

Goal 1 – to ensure a culturally competent EMA-Wide continuum of essential services for all CARE- eligible people with HIV/AIDS – for committee: continuing to conduct outreach to HIV infected individuals.

Goal 3.1 – In collaboration with Membership Committee expand outreach to persons living with HIV, utilize at least two annual outreach and advocacy meetings as a forum for soliciting input from consumers.

5.1 – Outreach to persons living with HIV, especially African American and Latino communities – expand outreach to communities of color.

Other objectives

Develop Standards and policy for Community forums

Possible training and resources for conducting research

Two Community Forums

Two COA Meetings in the Community

8. Advocacy Project Report

- The Committee received the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting.

Noted was the decline in number of new contacts to the Advocate. There is a current campaign to keep Advocacy availability awareness in the community.

There were no new grievances filed for January 2007.

A report will be provided at the next COA meeting regarding the marketing of the Advocacy Project.

- The Committee reviewed the proposed Consumer Rights Advocate County Reporting Policy.

Mr. Newby advised the Committee regarding the *Sunshine* governing rules for teleconferencing. A person may call in to report to a governing body instead of appearing, but the governing body must be in the same room.

Action

Accept Barnes/Newell

Vote – Unanimous – approved to move to Policy and Evaluation with recommendation.

9. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums

- *Defining What are Community Forums, Focus Groups, and Community Meetings*

The Committee discussed defining Forums, Groups and Meetings.

Action

Committee members will individually consider definitions of the three (3) categories for review at the next meeting.

- *Creating Script for March Forum*

Issues considered:

Family

Child Care

Isolation

Action

The committee will wait for the recommendations from Harder+Co

- *Review of the 2006 Evaluation of the Community Forum*

Action

Council Support Send out to CM
Invite Harder+Co to next Committee meeting
Send prior agendas for community forums and meetings

10. Discussion Regarding the Priority Populations for 2007 Forums

- Client Action Panels (CAP's)

Action

Council Support to contact HAPN regarding providers with CAP's and possible announcement for CAP participation in community forums.

11. Discussion of Community Meetings and Locations

- July 2007

Youth

One source - Larkin Street Youth Services

Action

Contact Sherilyn Adams for connection in March
Ask about doing Meeting there. CM Barnes will contact Larkin Street Youth Services

- October 2007

Post-Incarcerated

12. Next Meeting Date and Agenda Items

Committee will identify potential agenda items for the Wednesday, March 14th, 2007 meeting. The location will be determined.

13. Adjourn

The meeting adjourned at 7:30 p.m.

Action

Council Support to identify agencies that specifically serve women

Contact Dean Goodwin also for this information

A script to distribute

Connect with Points of Integration of agencies to contact

Ask POI to generate questions

Flier for Women's Forum to be made available for distribution at Full Council Meeting

Action

Commission on the status of Women