

HIV Health Services Planning Council
PLANNING COMMITTEE
Tuesday, August 8th, 2006
25 Van Ness Avenue, Room 330B
3:30 – 5:30 pm

MINUTES

Committee Members Present: Laura Thomas (Co-Chair), George Simmons (Co-Chair), Ellen Sweetin, Don Soto, Randy Allgaier, Susan Philip, Billie-Jean Kanios
Other Council Members Present: none
Others Present: Celinda Cantu, Michelle Bakker, Susan Strong, Steve Smith.
Council Support Present: Jack Newby, Susan Latham, Ray West, Enrique Asis

1. Introductions

CM Laura Thomas called the meeting to order at 3:40 p.m., and everyone introduced themselves.

“The minutes should reflect that I was present, but due to a room that was properly cooled that I had to leave. That the room laced proper ventilation and was very hot for a this person living with a disability.

It should be further noted that I made this known during announcements and should be reflected. In Robert's Rules, I was referencing a Point of Comfort and there was no comfort in the fifth floor conference room that day. “CM Kanios, as per 8/14/2006 email.

2. Review/Approve Agenda

Item #10 should be review of three year plan and “vote” should be deleted.

The amended agenda was approved by consensus.

3. Review/Approve July 11, 2006 Minutes

The minutes were approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee and General Update

There was no report.

7. Review and Discuss Reggie Report and Quality Management

Ms Cantu, Data Coordinator, SF Department of Public Health, HIV Health Services, presented the preliminary presentation for the Prioritization and Allocation Summit and announced that Reggie 4.0 has been installed. The Reggie report now has three levels of data fields.

A summary of the presentation includes the results of three questions regarding client demographics, distinguishing clients that use anti-retroviral therapy from those that are not, and the differing factors between “new” clients and continuing clients.

Noted were the trends of growing populations for clients over 50, within the Latino and API communities. Also, about 10% of clients were new to Reggie Care funded system. However, this does not indicate that they are newly HIV infected and new clients tend to be younger than continuing clients. Particular focus was placed on data from special populations, including incarcerated and clients over 50.

A total of 626 clients went into care funded services in funding cycle 05/06 and a slide will be added as comparison to last years statistics in relation to this years figures.

Patricia Sullivan Presentation was not present for the Quality Management Program discussion of presentation.

Time expected for presentation is 1 hour for the combined REGGIE/Quality Management presentation.

8. Review and Discuss Center of Excellence Presentation – Info Requested by Committee

This presentation was discussed and the two issues of concern were

1. Are the Center's of Excellence fully staffed?
2. Are there slots still available, and are they accepting new clients?

9. Review of County Presentations

County presentations were reviewed with discussion on materials that should be included for full understanding of processes and needs outside San Francisco County.

10. Three Year Plan Review and Consultant Hire

Mr. Newby and CM Soto provided discussion regarding the three year plan review. This information will discuss the overview of the Comprehensive Plan and review of the Core Values. In addition, an overview of how the goals were reviewed and determined to include in the work plan and a review of Prioritization Issues as they relate to the work plan will be presented.

11. Discussion of Service Category Definitions and Training

The Committee discussed the service category summary sheet. This information will be included in the 2006 Prioritization/Allocation Summit binder as a reference tool.

There will be a short presentation of the binder worksheet information to facilitate better understanding of the service categories.

12. Discussion of the Preparation for Summit -

a. Susan Strong, Facilitator, Introduction and Summit Format

Ms. Strong was introduced and the Summit Format discussion began.

The priority setting process will be similar to last year with individuals ranking priorities, the information will then be synthesized as a group and presented. Tier presentations of service categories will remain consistent with the exception of the Housing category which was moved to Tier One.

Evaluation and membership components of the Summit will be completed at the end of Day One. This will allow Day Two to focus on the Allocation process.

b. Agenda Review for August 24 & 26 Summit

The agenda format was reviewed and changes were incorporated by consensus.

c. Decision Matrix and Conflict of Interest Forms

The decision matrix form was removed.

d. Binder Preparation and Production – Review of Draft Binder

The preliminary Prioritization and Allocation Summit Binder copies were made available for review.

e. Types of Recommendations from Planning Committee

At the next meeting funding scenarios for allocation will be presented.

f. Review of Presentations for Data Review

Review was done as part of Ms. Cantu's report.

g. Evaluation

It was agreed that an evaluation of process leading to summit is to be done.

13. Next Meeting Date & Agenda Items

*The next meeting will be on **Thursday, August 17th, 2006, 3:30 – 5:30pm at 25 Van Ness Avenue, 300B.***

The meeting was adjourned at 5:40 p.m.