



HIV Health Services Planning Council
PLANNING COMMITTEE
MINUTES

Tuesday, September 11th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

Committee Members Present: Simmons (Co-Chair), Siron, Soto, Sweetin, and Thomas (Co-Chair)

Committee Members Absent: Kleffner

Other Council Members Present: Manley

Others Present: Bill Blum (SF DPH HHS), Celinda Cantu (SF DPH HHS)

Council Support Staff: Jack Newby, Ray West, and Sally Frye

1. Introductions

The meeting was called to order at 4:04 p.m. by CM Simmons, Co-Chair, and everyone introduced themselves.

2. Review/Approve Agenda

CM Simmons suggests re-tabling item number 9 until January's meeting.

CM Thomas requests to have her Committee Co-Chair position be on a temporary basis.

Agenda was reviewed and approved by Consensus as amended.

3. Review/Approve *July 10th, 2007 and August 7th, 2007* Minutes

The Minutes for July 10th, 2007 were approved with CM Simmons abstaining.

The Minutes for August 7th, 2007 were approved with CM Sweetin and CM Siron abstaining.

4. Announcements

CARE Council Cultural Competency Training has begun. The next session will be Monday, October 22, 2007.

CM Soto visited the Southwest Corridor earlier in the day and encourages other CM to visit the area as well.

5. Public Comment

There is no public comment.

6. Steering Committee Update

No Steering Committee Update was presented.

7. Recap of Priority Setting and Resource Allocation Summit

The Committee discussed the following regarding the outcomes of the 2007 Priority Setting and Resource Allocation. Individual comments included:

- What worked?
 1. One day was good.
 2. The schedule was very comprehensive.
 3. The planners did a great job.
 4. There was very good feedback from attendees.

- What didn't work?
 1. Facilitation was not optimal.
 2. The day seemed a bit long.
 3. The day was stressful in that there was a lot to keep track of by organizers and the facilitator.
 4. Some individuals felt a bit rushed.

- Further discussion included:
 - The need to adjust the Summit and facilitation around how the CARE Act has been rewritten.
 - The inability to receive more budget information. Prevention Council gets more information on the budget. There was a general problem of getting the same information this year, as was received the previous year, and some things were poorly carried out as a result. There should be more timely information for the decision making process.
 - There needs to be clarity of shared expectations. This includes the Cultural Competency issues as well. Problems are evident in getting the numbers.
 - Acknowledges that the communication is need of improvement between HIV Health Services and the CARE Council, and suggests that the focus group meeting may help.
 - Commitment to excellence in carrying out what needs to be done is expressed.
 - The Allocation Budget was done well, and later processes broke down after this Budget was worked out. Overall, it was a good year, despite the problems.
 - New HRSA requirements have made things more challenging in allocating resources.
 - Communication issues will be discussed with the Director of HIV Health Services.
 - This issue will be revisited at a later meeting, some time between November and January.

- Further discussion regarding other Counties Budget processes included:
 - The Allocation issue as it applies to San Mateo and Marin Counties appears to be frustrating to some Council Members.
 - These budgets are approved on a yearly basis and the recommendations are given and then can be approved by a majority of the particular Council, taking into account EMA requirements. Responded to by Thomas, and Sweetin:
 - The requirement of local planning bodies, as well as community input, for budget reports submitted since this is a public process.
 - Newer Council Members should be educated to the other Counties Budget procedures.
 - The importance of consistency in reported information. Different processes occur at different meetings, and particular individuals have different approaches, but the results need to be consistent.
 - Council Support will meet with the County representatives to discuss the policy and develop a consistent reporting format.

8. Review and Discuss Priority and Allocations Reduction Scenario <5%

The Committee discussed the following recommendations regarding the reduction scenario and is forwarding the following to Steering with recommendation for full Council consideration:

- Proportional cut of 1/3 to core services and 2/3 to supportive services. The Grantee would have the flexibility where the cuts should take place in order to avoid making small cuts to a lot of contracts.
- Continue the '07 – 08 amounts in support services (annualize the 8 month budget without adding back the difference). Any shortfall in making up the cut would be through the original options A or B, or the option above.

9. Planning Committee Co-Chair Nominations

This item is tabled until the next meeting in November, 2007.

10. Next Meeting Date & Agenda Items

The next Planning Committee Meeting date is rescheduled for Monday, November 6th, 4:00 until 6:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco

Agenda items for the November meeting:

- AIDS Office Data Presentation Expectations
- Counties Presentation Processes
- Evaluations

11. Adjourn

The meeting was adjourned at 5:35 p.m.