



HIV Health Services Planning Council  
CONSUMER AND MINORITY AFFAIRS COMMITTEE

Tuesday, October 5, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
3:00-5:00 pm

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**Committee Members Present:** Billie Cooper, Carol Hudson, Lee Jewell, Maritza Penagos, Gerardo Ramos

**Committee Members Absent:** Aaron Chandler [LOA]. Matthew Miller, Lara Tannenbaum

**Others Present:** Celinda Cantu [DPH-HHS], Ayako Miyashita [HCAP], Michael Scarce, Chip Supanich [prospective applicant]

**Support Staff Present:** William Ching, T.J. Lee

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### *Minutes*

#### **1. Introductions**

The meeting was called to order at 3:08 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve Agenda – VOTE**

The agenda was reviewed and approved by consensus.

#### **3. Review/Approve August 3<sup>rd</sup> 2010 DRAFT Minutes and September 7<sup>th</sup> DRAFT Notes – VOTE**

The August 3<sup>rd</sup> DRAFT minutes and September 7<sup>th</sup> DRAFT notes were reviewed and approved by consensus.

#### **4. Announcements**

- CM Penagos announced that there will be a town hall meeting to commemorate National Latino AIDS Day on October 15 6-8 pm at LGBTQ Center, Ceremonial Room, 1800 Market St. San Francisco
- CM Jewell reminded Committee members that co-chair elections will occur in November

#### **5. Public Comments**

There was no public comment.

#### **6. HIV Consumer Advocate Report (HCAP)**

Ayako Miyashita gave a monthly update on HIV Consumer Advocacy Report. Some highlights of her presentation include a new training module, increasing access to mediation and mitigating power differentials between clients and providers.

- Increased Participants:
  - In addition to resolving and/or closing five cases this month, HCAP has also added six new cases to the roster.
  - The summer provided much needed time to grow and develop new materials such as the grievance procedure training module and an updated HCAP Policies and Procedures Manual.
- Access to Mediation:
  - HCAP staff has been working on a process of identifying a client matter as being “ripe” for mediation, preparing the parties for what to expect through the mediation process, and assisting

the consumer to come to terms with the process of mediation. The mediation process will take place in October.

A copy of the summary is on file at the Council Support Staff office.

**7. Cultural Inclusiveness Update – VOTE**

CS Allgaier and Veronica Neal are still working out the logistics for the cultural inclusiveness module.

**8. Discussion of Outreach and Listening Events**

Committee members reviewed the feedback regarding the Outreach and Listening team, listed below:

1. If possible, have DPH participate in the sessions or relay all or pertinent community feedback
2. Develop visual (easy to understand) aids to facilitate presentations
3. Encourage all Council Members to participate
4. Conduct outreach sessions in following setting:
  - a. Marin Co.
  - b. San Mateo Co.
  - c. CoEs
  - d. Non-CoEs affiliated HIV providers
5. Conduct three or four sessions per year

Celinda Cantu envisions DPH as a silent partner, voicing some concerns that the outreach sessions would be seen as an official site visit or monitoring session.

Committee Members discussed bringing visual aids, as well as brochures, to delineate the Planning Council's structure, roles and responsibilities. Committee Members also wanted to encourage other Council Members to participate to build a more sustainable model.

**9. Update on HIV and Aging Workgroup Phase II – VOTE**

The HIV and Aging Workgroup's tasks fall into two stages: Phase I was to address issues around care and Phase II consists on prevention. The completion of the HIV and Aging White Paper listed recommendations to the HHSPC, the LTCCC and City Hall and it marks the end of Phase I. The Workgroup is scheduled to partake in the "Healthy Aging Summit," which takes place at City Hall on November 9<sup>th</sup> from 8:30 am – 5 pm.

Phase II needs to be coordinated with HPPC. The POI Committee has had a formal presentation and HPPC appears ready to become engaged.

Just exactly how HPPC and HHSPC will collaborate has yet to be worked out, but the process will be facilitated once members are seated on both councils. CM Manley believes the Workgroup's mission has been accomplished but that there may be some need for periodic involvement with either CMA or GPA.

**10. Next Meeting Date & Agenda Items**

The next Consumer and Minority Affairs Meeting is tentatively scheduled for Tuesday, November 2<sup>nd</sup> 2010, 25 Van Ness Room 330A from 3-5 pm.

Parking Lot:

**11. Adjournment**

The meeting was adjourned at 4:17 pm by Co-Chair Jewell.

**Voting Worksheet**

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence  
 Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

**October 5, 2010**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	<b>Aaron Chandler</b>	LOA										
2.	<b>Billie Cooper</b>	P										
3.	<b>Carol Hudson</b>	P										
4.	<b>Lee Jewell (Co-Chair)</b>	P										
5.	<b>Matthew Miller</b>	A										
6.	Maritza Penagos	P										
7.	Gerardo Ramos <b>(Co-Chair)</b>	P										
8.	Lara Tannenbaum	A										
1.	Michael Scarce	P										

<b>Ayes</b>												
<b>Nays</b>												
<b>Abstain</b>												
<b>Recusal</b>												
<b>Total</b>												