

HIV Health Services Planning Council  
Community Outreach & Advocacy Committee Minutes  
Wednesday, January 10<sup>th</sup>, 2007  
25 Van Ness Avenue Room 330A  
5:30-7:00pm

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**Committee Members Present:** Council Member Barnes, Council Member Cooper, Council Member Flores (Co-Chair), Council Member Newell (Co-Chair), Council Member Penagos

**Committee Members Absent:** Council Member Miller

**Other Council Members Present:** Council Member Kleffner, Council Member Oropeza, Council Member Pearce, Council Member Siron

**Others Present:** None

**Council Support Staff:** Jack Newby, Enrique Asis, Joe Lynn, Ray West

### 1. Welcome and Introductions

The meeting was called to order at 5:34 by CM Newell and everyone introduced themselves.

### 2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

### 3. Review/Approve *December 13<sup>th</sup>, 2006 Minutes*

The minutes were reviewed and approved by consensus.

### 4. Announcements

Project Inform will host a presentation on January 30<sup>th</sup> at the Lesbian Gay Bi-Sexual Transgender Center at 7:00 p.m. focusing on new treatments and strategies including fusion inhibitors.

The joint meeting with HIV Prevention Planning Council (HPPC) has been confirmed for February 8<sup>th</sup> at the State Building. The joint meeting will be from 4:30 until 6 p.m. then the CARE Council will continue to meet until 7:30 p.m. The notice to Council Members will be sent in the morning.

There will be a forum for Women with HIV at UCSF on January 19<sup>th</sup>.

There will be a web presentation on January 18<sup>th</sup> at 11:00 a.m. with access via email linkage for "Understanding Transgenders and their concerns

Marin has started their Community Outreach and Advocacy Committee and Council Member Flores is the chairperson. They are beginning to develop their strategic plan. Maria Ramos is doing cultural competence for Marin County.

CM Barnes was acknowledged for her work during the co-chair transitional period.

CM Durio was recognized for his contributions in memoriam.

The Stigma Distrust and Fear in Black America article was announced.

## **5. Public Comment**

There was no public comment.

## **6. Steering Committee Update**

There was no Steering Committee update. The Steering Committee retreat will be held on Friday, January 26<sup>th</sup> at the Zen Center, 300 Page Street, San Francisco.

## **7. Advocacy Project Report**

The Committee received the monthly report (attachment B) from the Consumer Rights Advocate, Joe Lynn and discussed policy issues regarding reporting.

The report included:

- three (3) new grievances
- the status of three (3) complaints made without filing formal grievances since August 2006
- six (6) referral calls to other agencies made.

CM Flores indicates that Marin County wants to adopt its own COA Advocacy policy that would request the HIV Consumer Rights Advocate visit other counties than San Francisco. Specifically, this policy requests "In addressing policy issues of the "Eligible Metropolitan Area" the representative of the Consumer Advocacy Project will present the report "in person" to Marin and San Mateo County".

Funding for travel is an issue of concern with this proposal and teleconferencing has been suggested as an option.

Advocacy project policies are applicable to all EMA areas and it would be helpful if co-chairs and key council support staff go to other areas. It was suggested also that other counties should also visit San Francisco.

For full report context see Attachment B.

## **8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums**

CM Barnes gave a presentation entitled "Guidelines for Community Forums and Community Meetings" (attachment C).

This document is to serve as a guiding document to provide reference, clarity, and statement of purpose for the gathering information activities of the Consumer Outreach & Advocacy Committee of the SF HIV Planning Council as it pertains and is relevant to the planning, designing, and implementing activities for gathering information and direct input on the needs, services, and barriers of access for consumers of Ryan White funded services. Secondly, this document should serve as a guide for the promotion of the mission and purpose of the Community Outreach & Advocacy (COA) Committee and SF HIV Planning Council in

- (1) ensuring direct consumer input,
- (2) education consumers regarding policy and funding of the Ryan White CARE Act, and
- (3) recruitment and training of active membership of consumers to participate on COA Committee and SF HIV Planning Council (Planning Council).

The activities for gathering information should be considered and planned in direct coordination of the most recent reports including the following:

- Prioritization and Allocation Summit Action Report
- Needs Assessment Report
- Community Forums Report

These guidelines included:

- Areas of Responsibilities
- Training and Development
- Statement of Purpose
- Outreach Materials and Information

Diversity input refers to input from all people.

Cultural competency refers to Council issues.

Community meetings and consumer input discussion included:

- Consumers and providers attendance (providers not to attend forums).
- Facilitator role to keep dialogue open.
- Other options for community input considering information age.
- Issue of fear of retaliation for publicly criticizing service providers.
- Forums and meetings must be noticed but focus groups do not.

- 2007 potential Goals – think about ways that technology can be used in creative way to increase another way of access to the Committee and the Advocacy Project –
  - Housing units
  - Community centers,
  - Location in the tenderloin

This should be a mechanism for underlying issues to identify needs and barriers to service. It is also an opportunity to meet and cultivate relationships and a tool of recruitment.

There is merit with all options but agreement for a need to proceed with caution. The Committee feels a better sense of what community forum components are is needed.

Another method suggested for consumer input include:

- provide forms for distribution at forums.
- Client Action Panels (CAP's)

Mr. Newby noted that some agencies have client committees at agencies to deal with issues and we need to look at obligations of planning council and use caution of desire to fix client issues outside purview of advocacy project roles. Broader issue is cultural competency, but need to focus on issues that reach grievance stage and include advocacy project. Also, to show respect in service delivery, client committees should become a contract requirement.

In order to obtain CAP's participation a presentation to HIV/AIDS Provider Network (HAPN) should be made. The Committee will find out how many members of HAPN have CAP's.

**Agenda item - next meeting – CAP's**

**Action Item - distinguishing definitions**

- Forums and meetings – roles
- 1<sup>st</sup> community forum is March

CM Pearce proposes to the Steering Committee that attendance at community forums be extra credit for HIV CARE Council attendance requirements.

**Action Item – Statement of Diverse Consumer Input and Cultural Competency.**

## **9. Discussion Regarding Possible Changes to the Priority Populations for 2007 Forums**

- March 2007: Women, especially people of color
- May 2007: Prevention with positives

The committee discussed the purpose of the prevention with positives forum and the potential for replacing it with another demographic, i.e. post incarcerated.

**Motion**

**Pearce/Flores to keep calendar forums the same**

**VOTE – UNANIMOUS.**

**10. Discussion of Community Meetings and Locations**

**Motion**

**Pearce/Cooper for Community Meetings calendar and specific demographics to be:**

- July 2007 – Youth
- October 2007 – Post Incarcerated

**VOTE - UNANIMOUS**

**Action Item - Agenda item for full planning council – community meetings and open for discussion**

**11. Next Meeting Date and Agenda Items**

*Committee will identify potential agenda items. The February 14<sup>th</sup>, meeting will be determined.*

Discussion of community meetings and locations / point people

Forums

Review and discussion of policy amendment.

**Action item – staff to identify location/date**

Continued discussion of guidelines.

**12. Adjourn**

The meeting was adjourned at 7:10 p.m.