

**HIV Health Services Planning Council**  
**PLANNING COMMITTEE MINUTES**  
**Tuesday, February 21, 2006**  
**25 Van Ness Avenue, Room 330 A**  
**3:00 – 5:00 pm**

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**Committee Members Present:** George Simmons (co-chair); Laura Thomas (co-chair); Ellen Sweetin; Billie-Jean Kanios; Donald Soto

**Committee Members Absent:** None.

**Other Council Members Present:** Randy Allgaier; Ken Pearce

**Others Present:** Mike Smith (HAPN)

**Council Support Present:** Jack Newby; Susan Latham; Enrique Asis; Skot Jonz

**1. Introductions**

Co-Chair Thomas called the meeting to order and those present introduced themselves.

**2. Review/Approve Agenda**

Committee reviewed the agenda and it was approved by consensus.

**3. Review/Approve Minutes**

Committee reviewed the minutes from January 10, 2006 and they were approved with only one minor change. Council Support noted.

**4. Announcements**

The following announcements were made:

- CM Allgaier announced a meeting with HAPN and Council Co-Chairs and AIDS Office to form the SF HIV Health Workgroup looking at long term issues related to HIV health services and prevention, funding, and the whole system of care that ultimately will feed into another group to make recommendations to the Mayor's Office and Board of Supervisors.
- CM Pearce requested that cancelled meetings be announced sooner in consideration of all concerned.
- CM Kanios announced that the PWP presentation today will be rough, and informed Committee of the work being done on this new committee.

**5. Public Comment**

No Public Comments.

**6. Steering Committee and General Update**

Co-Chair Thomas reported to Committee that the main activities and discussions of Steering Committee was the Steering Committee Retreat, which is a later agenda item.

7. **Discussion of Community Forums**  
Co-Chair Simmons discussed the tentatively scheduled Community Forums as part of the activities of Community Outreach and Advocacy Committee. One in May to target the Mission District Latino Community. Another Community Forum will be in June, to target the aging HIV+ population (over age 50). Committee discussed that the COA Committee will move forward with these forums and Planning Committee will communicate with COA Committee on any information needed for the Prioritization Process.
8. **Mayor's Office and Board of Supervisor's Education Project Update**  
Committee discussed the Mayor's Office and Board of Supervisors' Education Project. CM Pearce provided a spreadsheet of Council Members and their district representative. (Document on file at Council Support Offices).  
Committee discussed moving ahead to make appointments.  
Council Support Jack Newby reported that he is in the process of scheduling appointments for the last week of February and/or first week of March.  
Committee discussed involving Council Co-Chairs and HAPN and how to move forward. Mike Smith added update on HAPN activities for approaching the Board of Supervisors.
9. **Needs Assessment Update**  
Council Support, Jack Newby, provided an update on the status of the Needs Assessment Executive Summary. He explained how Co-Chairs are working with Harder + Co on how to format the information for a presentation to the public. This will be part of the information that goes to the Health Commission and Board of Supervisors.
10. **Review the January 27<sup>th</sup> Annual Retreat Discussion of the Work Plan for the Planning Committee**  
Co-Chair Thomas reviewed discussions from the Annual Retreat about the Work Plan of the committee and developed a committee work plan. Committee reviewed the prioritized goals identified at the retreat (Document on file at Council Support Offices).
11. **Transitional and Corrections Services with People Living with HIV (PLWH) Discussion**  
Eileen Loughran from the AIDS Office reviewed a presentation regarding transitional and corrections services with People Living with HIV (PLWH). The document title is "Inmates Living with HIV/AIDS: The Need for Coordinated Services and HIV Prevention: HOPE Study Baseline Findings. (Copy of her draft presentation on file at Council Support Offices).  
Committee discussed the time allotted for the presentation and how much for questions and answers. Committee discussed the need for transitional case management services and the need for housing upon release.

*Public Comment*

Mike Smith discussed his role in working with this particular population and commented that this information and document is useful.

12. **Review Quality Management (QM) and Minority AIDS Initiative (MAI) Presentations from 2005**  
Committee reviewed the Schedule for AIDS Office presentations (Document on file at Council Support Office).  
Committee reviewed the Quality Management and Minority AIDS Initiative Presentations from 2005 and discussed ideas for changes. Council Support noted and will communicate recommendations to AIDS Office.
- ACTION: Council Support to forward schedule for AIDS Office presentations to AIDS Office staff.**
13. **Review Prioritization/Allocation Data Presentation Schedule**  
The Committee reviewed the draft data presentation schedule for this year's upcoming Council meetings. Committee made suggestions for updating the schedule.
14. **Training Schedule for Data Presentations**  
The Committee discussed the following Council Member trainings needed for the data presentations:  
Conflict of Interest, HRSA Requirements, How to Read and Interpret Data.
15. **Discuss Presentation for February Council**  
Committee discussed the presentations for the February 27<sup>th</sup> Council meeting:
- *HRSA Requirements (Health Resources and Services Administration, U.S. Department of Health and Human Services)*
  - *County Presentations*
  - *Other Presentations*
16. **Next Meeting Date & Agenda Items**  
The next meeting will be on **March 14, 2006**.  
Committee identified the following potential agenda items for the next meeting:
- Review DPH Funding Streams Presentation for March Council Meeting
  - Review Format of Summary Sheets, and revise as needed
  - Review Epi Presentation from 2005 and revise as needed
  - Begin discussion of PSRA Process and focus
  - Title III and Title IV Presentation reviews

Co-Chair Thomas adjourned the meeting at 4:46 p.m.