

HIV Health Services Planning Council
PLANNING COMMITTEE MINUTES
Tuesday, January 10, 2006
25 Van Ness Avenue, Room 330 A
4:00-6:00 pm

Committee Members Present: Laura Thomas (co-chair), Billie-Jean Kanios, George Simmons (co-chair), Don Soto, Ellen Sweetin

Committee Members Absent: None

Other Council Members Present: Randy Allgaier, Mary Lawrence Hicks, Ken Pearce

Others Present: Maree Kay Parisi (AIDS Office), Anne Hirozawa (AIDS Office) Celinda Cantu (AIDS Office/HHS), Mike Smith (HAPN), Esperanza Pallena (Family Service Network/UCSF), Enrique Asis, Naomi Prochovnick (Continuum); Allen Meyer

Council Support Present: Jack Newby, 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. Jack Newby requested a change to the amount of time for Item 11. Committee agreed to move agenda Item 12 up on the agenda for the sake of time. Otherwise, the agenda was approved by consensus.

3. Review/Approve Minutes – December 13, 2005

Committee reviewed the minutes from the December 13, 2005 Planning Committee meeting. Without objection, the minutes were approved.

4. Announcements

Announcements included the following:

George Simmons announced that Assisted Housing will be celebrating their 20th anniversary of providing assisted housing this year.

Maree Kay Parisi announced changes at their unit, a new director at the HIV AIDS Surveillance. She mentioned other staff changes.

5. Public Comment

No public comment.

6. Steering/ General Update

Co-Chair Thomas provided an update on the Steering Committee activities and discussions and a general update.

7. Report on Morbidity Monitoring Project

Maree Kay Parisi and Anne Hirozawa provided a report on the Morbidity Monitoring Report. They distributed handouts: “Medical Monitoring Report” and “Unmet Needs” (pages 59 and 60 of the survey). (Documents on file at Council Support Offices).

Anne mentioned that the questionnaire was very long and not available for distribution at this time, but can be made available for those who want one. (One copy of full questionnaire on file at Council Support Offices). She indicated that the interview will be on a hand-held computer device and take about an hour.

The overview of the presentation expected to be given at the upcoming Full Council meeting was reviewed by Committee. Specific suggestions and recommendations for the presentation were offered. Jack Newby suggested that the presentation include something regarding end results of the survey.

Committee discussed that there is some ambiguity regarding the name of the survey (morbidity versus medical), and indicated that the negative connotation associated with the term “morbidity” might inhibit participation.

Discussion from Maree Kay and Anne indicated that the final results would probably be available in about a year, and that copies of the final report would be made available to HIV Health Services Planning Council.

8. Funding Scenarios Plan

CM Thomas reviewed the plan as discussed at the previous Planning Committee meeting:

CM Pearce discussed the districts represented by the Council, most in the main three districts.

Scheduling the actual meetings are the next steps.

CM Kanios suggested strategizing a plan between Planning Council, Prevention, and HAPN so that the objectives can be coordinated.

Mike Smith indicated that joint meetings are desired by HAPN and to have coordinated meetings with the Supervisors.

Committee discussed.

CM Thomas discussed goals of the meetings, including the Consolidated Statement and educating the Supervisors around the role of HHSPC and the CARE Act Reauthorization, and the need for long-term planning for funding needs.

Jack provided a list of tasks that Council Support can work on, or already has available:

- HIV Advocacy Project Information

- Frequently Asked Questions

- Needs Assessment Survey

- List of Council Members

- Summary of PA/RA Process

- Consolidated Statement

- Comprehensive Plan Executive Summary (not available, but should be soon, and discussion indicated it may not be useful).

Co-Chair Soto suggested that all three Council co-chairs be involved in each step of the process.

Committee agreed to move forward with a work plan.

Developing the talking points and deciding who will be going to the meetings needs to be decided. It was also discussed that Council Members from each district should be identified to participate in the meetings.

Committee discussed whether it would be a good idea to approach those supervisors who are unfamiliar with the Council first. Committee agreed that there was a general lack of unawareness among all Supervisors. Committee agreed to start with the Budget Committee.

Committee agreed that this was being done as an educational process, and the information will hopefully help the Supervisors and Mayor make an informed decision.

It was discussed that completing these tasks before the end of February is important.

9. Comprehensive Plan Update

Jack Newby indicated there will be no formal presentation to the Council and that a copy of the Comprehensive Plan has been completed and submitted. Council will receive a copy of the final document.

10. Needs Assessment Update

Jack Newby referred Committee to a document “2005 Comprehensive HIV/AIDS Health Services Needs Assessment: Summary of Findings. (Document on file at Council Support Offices). He indicated that this is on schedule with the timeline.

11. Review of Presentation from Prevention with Positives

CM Kanios and CM Pearce distributed handouts: “Thinking Big: Strategies for Delivering Prevention with Positives Programs in San Francisco” and a PowerPoint handout summarizing the document. (Documents on file at Council Support Offices). He discussed that it is important for the Health Services Planning Council to work in collaboration with Prevention with Positives and the Prevention Council. CM Kanios pointed out recommendations that were adopted by PWP Committee. There has been some discussion that will continue at the Steering Committee retreat to start a PWP Committee as part of the Council.

CM Pearce indicated that points of integration and movement toward the future recognize that both groups come together and identify the points of integration. The current document reviews the work that has been done, and discussion of how to work together and next steps need to be explored further. Collaboration is the key word.

CM Allgaier reviewed discussions from a meeting with the HHSPC co-chairs and HPPC co-chairs.

Committee discussed the amount of time needed for this presentation. Committee discussed that Co-Chair Kanios would inform Council Support regarding which document to copy, since one is dependent on color.

ACTION: Council Support to eliminate COLOR CODE on Thinking Big document to distribute to Council Members.

12. CARE Title III and Title IV programs

CM Thomas provided a brief background regarding the need to coordinate with Title III and Title IV and indicated that this topic would be on the Full Council Agenda for this month. The Committee reviewed the presentation.

Esperanza Pallena provided a brief summary of the Title IV presentation. She asked for committee feedback on length and content of the presentation. Committee commented and made suggestions.

Committee discussed the amount of time and Esperanza agreed that 20 minutes would be sufficient, with the possibility of 10 extra minutes for Q&A. Jack Newby asked for Esperanza to send her presentation ahead of time to Council Support.

Allen Meyer discussed that he works for the SF Clinic Consortium and could be available for a Title III presentation and to ask about scheduling and content of a presentation. He commented that Tracy Brown of TARC could provide insight on what Title III funds are being used for.

Committee discussed that this January Planning Council meeting would be ideal for a presentation date. Committee discussed potential content.

CM Allgaier asked if there was already too much on the January agenda, and that some people cannot tolerate so many presentations in one meeting.

In light of this discussion, it was suggested that February would be better for the Title III presentation. Mr. Meyer not available that date. It was decided that the March Full Council meeting will be the time to schedule the Title III presentation.

ACTION: Council Support to add Title III presentation for the March Full Council Meeting, and review at the March Planning Committee meeting.

13. Fiscal Year 2007 Priority Setting and Allocation Schedule

Committee discussed developing the Priority and Allocation Schedule for FY 2007.

Questions: Two meetings in June, July and August?
Two-day summit in August again?

Committee discussed having the same schedule as last year.

CM Kanios added that more meetings are needed, although it may not be feasible.

Committee agreed to have:

Two meetings in July.

Two-day Summit in August.

An additional Monday meeting in August.
Committee discussed the Council feedback to have the Priority Setting and Resource Allocation processes on separate days.

There were no objections to hiring a facilitator for the two-day summit, and possibly identifying someone with more familiarity with Robert's Rules.

Naomi suggested having the two-day meeting, but having them separated by one week, rather than doing them both on the same weekend, which led to fatigue and burnout by many Council Members. The drawback would be losing momentum.

Mike Smith suggested having the ranking exercise being done at the Planning Council meeting preceding the summit meeting. CM Allgaier disagreed, and said it would downplay its importance.

Other suggestions were made:

CM Soto suggested having a day or two break in between the two days. For example, first day on Thursday with Friday break and a final day on Saturday. Nobody disagreed with this idea.

Jack asked if this should be presented at the upcoming Council Meeting in draft form, just to get it going.

ACTION: Council Support to draft a proposal to submit to the January Full Council Meeting incorporating the following items:

Two meetings in July, 2nd and 4th Mondays.

Council Meeting on August 14

And a two-day summit on August 24th (Priority) and August 26th (Allocation) (Break day on August 25).

Additionally, add the hiring of a facilitator (with more familiarity with Robert's Rules).

Committee agreed that it would probably be best to not make any huge changes since things seemed to go smoothly during the most recent process.

CM Thomas and Jack Newby will work together to flush out a tentative schedule of presentations to be given to the Full Council and reviewed by Planning Committee.

14. Next Meeting Date & Agenda Items

The next meeting will be on February 14, 2006.

Committee discussed whether to move the committee meeting time back to 3:30-5:30.

ACTION: Council Support to change meeting time for Planning Committee to 3:30 -5:30.

CM Thomas adjourned the meeting at 5:57 p.m.