



HIV Health Services Planning Council
PLANNING COMMITTEE MINUTES
Tuesday, May 1st, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30pm

Council Members Present: Thomas (Co-Chair), Simmons (Co-Chair), Soto, Kleffner, Sweetin

Council Members Absent: Siron

Other Council Members Present: Allgaier, Pearce

Others Present: Mike Smith (HAPN), Dean Goodwin (SFDPH HHS), Celinda Cantu (SFDPH HHS), Michelle Long (SFDPH HHS), Bill Blum (SFDPH HHS), John Livingston

Council Support Staff Present: Jack Newby, Michelle San Pedro, Ray West

1. Introductions

CM Thomas (Co-Chair) called the meeting to order at 4:30 PM and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve April 10th, 2007 Minutes

The April 10th Minutes were reviewed and approved by consensus.

4. Announcements

- Billie-Jean Kanios submitted a letter of resignation.

5. Public Comment

- The HIV/AIDS Provider Network (HAPN) presentation which was scheduled on June 25th, 2007 has been rescheduled to July 23rd, 2007.
- The Minority Aids Initiative (MAI) presentation will not occur in July.

6. Steering Committee Update

Mr. Newby stated there was no significant update.

7. Review and Discussion of Centers of Excellence (COE) Presentation

Michelle Long (SFDPH HHS) discussed the following:

- Goals for the COE
 - Who are the COE
 - Where the COE provides services
 - What services the COE Provides
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- Each of the Seven (7) COEs gave individual presentations on their achievements and challenges
- The COE Presentation is scheduled for the July 9th, 2007 Full Council meeting.
- Suggestions from Council Members:
 - Add other funding sources
 - Include issues, concerns, challenges, and successes of COEs
 - Include each COE's recommendations to the Planning Council around any changes that would increase efficacy (focus, eligibility criteria)

8. Review and Discussion of Summary Sheets Report and Format

- Bill Blum (SFDPH HHS) and Dean Goodwin (SFDPH HHS) presented the Summary Sheets Report.
- Cap figures at 100% and make note of categories that are overproducing.
- Focus on summarizing how to read the sheets, address changes and trends.

9. Minority AIDS Initiative (MAI)– Review funding RFP to determine scope of MAI presentation

Michelle Long (SFDPH HHS) presented the following guidelines for applying for MAI funding:

- The application is due May 29th, 2007 and has the following considerations:
 - Apply for minimum of \$50,000 or maximum of \$10.7 million
 - Duration of three years:
 - Submit budget for first year and re-apply for subsequent years (it is a non-competitive after 1st year award)
 - In application, describe process of planning, prioritization and allocation; report on unmet need
 - MAI falls under Part A (Formerly known as Title I) – 75/25 applies in the context of all the Part A funds
 - Administrative costs (10%) and quality management (5%) allowed on this grant
 - Submit budget on all Plan A budget (75/25 and reductions protocol)
 - COEs have discussed the need for more case management, about half the clients of COEs are persons of color.
 - Apply for more money for COE (Latino/a population – population increased)
 - Put MAI on Full Council Agenda for Vote on May 21st, 2007 meeting.

10. Review of Late Testers Presentation

Mr. Newby discussed the Review of Late Testers Presentation created by Aimee Crisostomo of Harder & Company.

- Most subjects studied were male and half identified as gay. The focus group was not necessarily representative of the demographics of San Francisco as a city.
- Council Members suggestions for improvement:
 - Consider researching San Mateo and Marin counties Late Testers Population.
 - Consider collaborating with Title IV for their demographics information.
 - Consider compare/contrast EPI presentation results.
 - Include more information on women.

11. Review and Discussion of Reggie Presentation

- Celinda Cantu (SFDPH HHS) presented the “CARE Title I and Title II Funded HIV Health Services From the Reggie Database For the 2005-2006 Contract Period.”
- She discussed the following:
 - Reggie Database
 - Level I Required Data Fields
 - Level II Additional Required Data Fields
 - Level III Additional Required Data Fields
 - HIV Disease Stage Definitions
 - Notes on the Data
 - Overall Questions
 - i. What are the basic demographics and health indicators of the clients? How have they changed from the prior contract period?
 - ii. How many clients are on Antiretroviral Therapy? What are the characteristics of clients who are not on ART (HAART)?
 - iii. How do new clients differ from continuing clients?
 - Severe Need Informed Estimate
 - Limitations of the Data
- Ms. Cantu will add funding sources in calendar year in supplemental report.

12. Review and Discussion of Recommendations for Compliance w/ HRSA 75/25 and Reductions Protocol

- The SF AIDS Office proposes to look at Reductions protocol and to revise Tiers 1 and 3 so that they match the HRSA core medical services and other supportive services requirement.
- The committee asks that the Council do the reductions protocol with real numbers (removing the Housing category because alternative funding is available).

- The second Fiscal Planning Document includes numbers modeled after the HRSA standards.
- Tier 1 includes: Core medical services
- Tier 2: Other services
- Try to do zero-based budgeting.

13. Begin Discussions of Priority Setting and Resource Allocation Summit

This item has been postponed until the next meeting.

14. Next Meeting Date & Agenda Items

- *Tuesday, June 12th, 2007 is the next scheduled meeting date.*
- Begin Discussions of Priority Setting and Resource Allocation Summit
- Put MAI on Full Council Agenda for Vote on May 21st, 2007 Meeting
- Bring Dean Goodwin's budget spreadsheet to Full Council Meeting

15. Adjourn

CM Thomas adjourned the meeting at 6:30 P.M.