

HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

MINUTES

4:30 - 6:30 pm, Thursday, November 2nd, 2006

San Francisco Department of Public Health, 25 Van Ness Avenue, 3rd Floor, Room 330B

Committee Members Present: CM Allgaier, CM Antonetty, CM Oropeza, CM Spaeth, CM Siron

Committee Members Absent: CM Brown

Other Council Members Present:

Others Present: Francine Austin (SF DPH)

Council Support Staff: Jack Newby, Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:35 p.m. by CM Spaeth and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve *October 5th, 2006 minutes*

The minutes were approved by consensus.

4. Announcements

Mr. Newby announced there are twenty-five (25) members with the CARE Council. Mr. Asis will be taking over recruitment and anyone that knows persons who might be interested in Council membership should contact Mr. Asis.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update.

7. Election of Co-Chairs

CM Allgaier nominated by CM Oropeza/CM Siron

CM Spaeth nominated by CM Oropeza/CM Allgaier

VOTE

Motions for new co-chairs were approved by acclamation.

8. Change of Committee Name

Policy and Evaluation Committee CM Spaeth

This motion was approved unanimously.

9. Discussion of the Presentation to the Full Council (October) on the Evaluation and Process Leading to the Prioritization and Allocation Summit 2006

• Review of Council Meeting Data

- Limit presentations and focus on essentials discussion.
- Agreement that CARE Council members absorb information differently, but have not asked them the best way to receive information.
- All members should be asked the best way to receive information for all the committees of the Council and Mr. Asis will provide a questionnaire with 3-4 questions to be presented to CARE Council members.

Council Support Action – Asis questionnaire.

- Workshops and presentations integrated with general discussions may be helpful – There is consideration to use this method as a pilot for next presentations to CARE Council.
- Mr. Newby discussed HRSA training options.
- Dialogue between Planning and Policy and Evaluation Committees should be initiated.

Council Support Action - A Joint meeting is to be scheduled by Mr. Newby.

• Review of Council Structure

- Looking at CARE Act, 3 year plan (**what else?**) and capacity issues for council support and members.

Council Support Action – This item is to be a topic and not a bullet on the next agenda.

- PWLHA Caucus structure to be developed and incorporated into Council structure.

10. Review, Discussion and Possible Action Regarding By-Laws Change Concerning Voting

Mr. Newby – default for 2/3rd = 2/3rd of votes cast (abstentions do not count). Under our by-laws, 2/3rd = 2/3rd of members voting or present. Other method under Roberts Rules of Order is 2/3rd of those present.

Bylaw clarification is needed.

We have to address how proxies are counted.

Recusal is not addressed in Roberts Rules of Order. Definition is exclusion of yourself from voting. If a person recuses themselves, they are not counted in the number of persons voting.

Suggests we prepare a bylaws change for next meeting to incorporate.

CM Allgaier recommends this committee look at this in December and take it to Steering in December and notice for January vote at the December Council meeting.

Council Support Action – Bylaws change regarding voting is to be put on the agenda in December for voting in January.

Footnotes should be provided with definition between abstention and recusal and their effect on voting passage.

11. Monitor MOU and Action Plan with Grantee

Mr. Newby asked if we need to do another Grantee evaluation and what that will cover. The last Grantee evaluation was conducted two (2) years ago and took a year to bring forward action plan. Most of those things have been accomplished.

CM Allgaier recommends not doing a grantee evaluation on a yearly basis. Recommends this year take a hard look at MOU and information needed to get to monitor how well the MOU is being followed. Recommendations could then be made and the following year an evaluation could be conducted.

CM Antonetty recommends that an evaluation of the MOU in a non-punitive way should be conducted in accordance with the MOU.

ACTION – agendize as MOU and bring document.

12. Review of Three Year Comprehensive Presentation

This item was not reviewed.

13. Draft Work Plan Development

Mr. Newby suggested that in December or January, committees to inform co-chairs what issues should be brought to the Steering committee.

14. Next Meeting Date & Agenda Items

- *Council Member contact information directive*

Council Support Action - Mr. Newby will be proposing that every Council Member fill out **Form 700** which will address all personal information that can be released.

- ***Review of Council Structure – to be topic and not bullet item.***
- ***Agendize MOU***

The next meeting be 4:30 – 6:30, Thursday, December 7th, at 25 Van Ness Avenue, Room 330B, San Francisco.

15. Adjournment

The meeting was adjourned at 6:10 p.m.

ACTION ITEMS -

Council Support Action – Asis questionnaire for CARE Council Members regarding format of presentations.

Council Support Action - A Joint meeting is to be scheduled by Mr. Newby.

Council Support Action – Bylaws change regarding voting is to be put on the agenda in December for voting in January.

Council Support Action – Review of Council Structure is to be a topic and not a bullet on the next agenda.

Council Support Action – agendize MOU and bring document.

Council Support Action - Mr. Newby will be proposing that every Council Member fill out **Form 700** which will address all personal information that can be released.