



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

NOTES

Thursday, December 6, 2007

San Francisco Department of Public Health
25 Van Ness Avenue, **5th Floor Conference Room**

4:30 - 6:30 pm

Committee Members Present: Allgaier (Co-Chair), Spaeth (Co-Chair), Antonetty, Pillatzke

Committee Members Absent: Brown, Evans, Harrison, Hoffman, Ramos

Other Council Members Present: Andrews, Banks, Manley

Others Present: Michelle Long (SF DPH HHS)

Council Support: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at by Co-Chair Allgaier and everyone introduced themselves. Quorum was not established.

2. Review/Approve Agenda

The agenda was reviewed but not approved. Co-Chair Allgaier announced that the agenda was purposely left vague so that the committee could brainstorm ideas that would more or less be building the Council from scratch.

3. Review/Approve November 1st Minutes

The minutes were reviewed but not approved. **Announcements**
Co-Chair Spaeth announced that CM Flores was honored by Mark Leno and Carol Migden.

4. Public Comment

There was no public comment.

5. Steering Committee Update

There was no Steering Committee update.

6. Council Structure Discussion and Proposals

The Committee discussed recommendations regarding CARE Council structure. Discussion included:

- That there were specific assigned seats on the Council mandated by law
- 1/3 of the Council Members must be non-aligned consumers
- Must have a Native American from a federally recognized tribe

- Must have a co-infected individual with HIV and HEP C
- Mass emails with conversation back and forth violate the Sunshine Ordinance
- Idea was presented to do a matrix of skills for Council Members
- Where are we as a council as far as skills and what training do we need
- Revising the mentoring program
- How do we work with people who are afraid to ask questions
- A check-up with new members at regular intervals
- Suggests that some ice-breakers should be implemented instead of strictly conducting council business
- Felt it was a good idea to have available the respectful rules of engagement
- Suggested that when proposals from sub-committees are put before the full council that a presentation of the pros and cons is presented in a condensed format having both sides of the issue be presented by a Council Member from both pro and con
- Some presentations at the full council are too long. The presentation should be key points
- Suggested that a committee would sponsor the presentation and be more involved in the presentation to keep it moving along
- New council members should get feedback as to their performance as a Council Member through mentorship or coaching
- Some Council Members felt that they would like to see the raw data that lead to the conclusions that were recommended by the consultant
- It was suggested that the council should be more focused on alleviating people's suffering instead of hashing out internal problems and when do we talk about the impact of HIV on African-Americans
- How do we balance the needs of people and getting people involved, retaining members, recruit and retain a culturally diverse population on the council
- When does the process take over and become the end result
- Clear direction and instruction as to what it means to be a mentor and have a job description
- Sometimes the mentor/mentee relationship can be difficult because of time constraints, or the mentee's unwillingness for whatever reason to ask the necessary questions
- Although each committee has a mission statement, where are the barometers for monitoring the progress of whether the committee is meeting the goals of the mission?

- Perhaps instead of having 4 committees that are focused on structure and rules and regulations and only one committee that deals with the outside world and the people and the community that we are charged to help
- We need to look at the 3 year plan and monitoring the results as to whether or not the committees are meeting their mission statement
- Suggested that committees be very specific about their mission statement
- The need for a committee that deals with emerging issues mainly the impact on African-American women
- Each council meeting should have a representative of a service provider to present what is emerging in the community
- There are obviously problems with recruiting and retaining women of color
- Also suggested that although we have representatives of impacted communities, there is not equity
- There was never follow-up on the issue of transgendered persons sharing needles for hormone shots
- It was suggested that the planning committee did not need to meet monthly but perhaps quarterly
- There has been feedback from the evaluations that the meeting is clogged with information but there is not time for discussion or full understanding
- There is a core group Of Council Members that run the council and there is a large number of Council Members who are disempowered and loose their voice
- This council has not practiced revolving leadership and that their needs to be a leadership mentoring program
- Leadership is not strictly limited to Co-Chairs. The leadership roles comes from the voices of the people on the council that come up with good ideas
- There are 4 components: employees, organizational structure customers and key stakeholders and our work should center around these groups

7. Next Meeting Date & Agenda Item

- *The next meeting will be 4:30-6:30, Thursday, December 13th, 2007, 25 Van Ness, Room 330B, San Francisco.*

8. Adjournment

The meeting was adjourned at 6:30 PM by Co-Chair Algaier.