

**HIV Health Services Planning Council**  
**POLICY AND EVALUATION COMMITTEE MINUTES**  
► **Thursday, February 1<sup>st</sup>, 2007** ◀  
**San Francisco Department of Public Health**  
**25 Van Ness Avenue, 3rd Floor, Room 330B**  
**4:30 - 6:30 pm**

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

**Committee Members Absent:** Oropeza, Spaeth (Co-Chair), Brown

**Other Council Members Present:** None

**Others Present:** None

**Council Support Staff:** Enrique Asis, Ray West

**1. Introductions**

The meeting was called to order at 4:50 p.m. by CM Allgaier (Co-Chair) and everyone introduced themselves. There was no quorum.

**2. Review/Approve Agenda**

The Agenda was reviewed but not approved.

**3. Review/Approve *January 4, 2007 minutes***

The minutes were reviewed but not approved.

**4. Announcements**

There were no announcements.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

The Steering Committee Minutes were available for the update.

**7. Council Structure and Incorporation of PLWHA Caucus into Council Structure**

The Committee received an update on the recent initial discussion gathering regarding the PLWHA Caucus. The outcomes of the discussion include:

- There will be no Chair
- Jack Newby, Director, Planning Council will serve as facilitator of all meetings
- No formal interaction with the Planning Council.
- Meetings will have a loose agenda structure and will be noticed with minutes.
- There is desire to be open to the community with respected council boundaries.

**8. Report on Steering Committee Retreat**

There were no issues raised at the retreat that the Committee is not already aware of.

**9. Review and Discussion on Council Structure**

- ✓ **ACTION ITEM** - The Committee discussed whether establishing timeline development directly before the prioritization and reallocation period would be wise. They will request permission from the Council to extend the current structure until Fall 2007.

By consensus, CM Allgaier will bring this issue to the Steering Committee.

In establishing the timeline for any restructuring, it will be broken up to ease scheduling agenda restructuring issues.

The re-structuring issues that arise as a result of the following will need to be addressed:

1. 3 year plan
2. Reauthorization changes
3. Evaluation tool for whatever council comes up with to ask council members what they need....what they need as committees....and committee members to function....

The 3 year plan was suggested as the first priority. This information will then be used as a tool to query council members.

It was suggested that the structure evaluation conducted a few years ago be consulted for guidance.

Restructuring will also address communication within the Council, ensuring that Planning Council Members know what is going on within the Council.

## **10. Review of Memorandum of Understanding (MOU) and Develop Review Process**

The committee agreed that three (3) people should be involved with MOU evaluation. These people are:

1. Michelle Long, Director, San Francisco HIV Health Services
2. Jack Newby, Director, San Francisco HIV Health Services Planning Council
3. A Council Co-Chair, San Francisco HIV Health Services Planning Council

Mr. Asis presented the first draft of the "Self Assessment Tool". This questionnaire-form provides the basic points (following the structure of the MOU) to be so that both the Council and Gran tee can self-evaluate the progress of the partnership and relationship detailed in the MOU. It is included in the form those sections of the MOU that are considered viable for a self-monitoring process. These sections are:

- Roles and Responsibilities
- Communications
- Documents Shared and Reports Deliverable

- **ACTION ITEM** – CM Allgaier has made the Committee aware of new legislation issue.

A new issue brought before the Committee referenced the new legislative issue regarding support budgets. New legislation indicates that the Planning Council Budget and San Francisco HIV Health Services Budget combined not exceed 10% of the overall award. This is something that should be addressed early in the process within the MOU.

- **ACTION ITEM** – By consensus, Mr. Allgaier will bring this issue to the Steering Committee.

## 11. Discussion and Possible Action Regarding Description or Characterization of Public Comment in Planning Council and Committee Minutes

Disclaimer on minutes regarding public comment has been suggested by CM Herman, Council Co-Chair.

The Committee discussed the implications surrounding public comment respectability and a conservative approach to community input.

**ACTION ITEM** - Recommendation to Steering is that things should stay as they are. No one in city has a disclaimer and comment is attributed to individual making comments.

## 12. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, March 1<sup>st</sup>, 2007. Location to be determined.*

### Next Agenda

#### ➤ Minutes

- November 8<sup>th</sup> Minutes
- January 4<sup>th</sup> Minutes
- February 1<sup>st</sup> Minutes

Homework done for MOU Assessment Tool

Timeline for Process for Council Structure – Agenda #9

**ACTION ITEM** – extend current structure to beyond current date – steering

## 13. Adjournment

The meeting was adjourned at 5:55 p.m.

### **ACTION ITEMS –**

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### **COUNCIL SUPPORT ACTION ITEMS**

- ✓ **Council Support – Agenda Item** - 10% Administrative Budget Cap as new reauthorization issue to be put on Steering Committee Agenda with VOTE

- ✓ **Council Support** – On next Committee Meeting Agenda Notice – Remind committee members to have homework done for MOU Assessment Tool.
- ✓ **Council Support** – Next Committee Agenda – Timeline for Process for Council Structure – Agenda item #9
- ✓ **Council Support** – Next Committee Agenda –
  - November 8<sup>th</sup> Minutes
  - January 4<sup>th</sup> Minutes
  - February 1<sup>st</sup> Minutes