



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

---

**Committee Members Present:** Allgaier (co-chair), Spaeth (co-chair), Antonetty, Pillatzke

**Committee Members Absent:** Oropeza (excused), Brown (LOA)

**Other Council Members Present:** None

**Others Present:** Michelle Long, Director, SF DPH HIV Health Services

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

**1. Introductions**

The meeting was called to order at 4:40 p.m. by CM Spaeth (co-chair)

**2. Review/Approve Agenda**

The Agenda was reviewed and approved by consensus Items 8/10/11.

**3. Review/Approve *November 2, 2006, January 4 2007* and *February 1, 2007 minutes***

All Minutes presented were reviewed and approved by consensus without objection.

**4. Announcements**

- The Women's Forum is scheduled for Thursday, March 22<sup>nd</sup>, 2007 from 4:30-600 p.m. at the Women's Center, San Francisco.
- The new San Francisco HIV Health Services Planning Council website has launched at [www.sfcarecouncil.org](http://www.sfcarecouncil.org).
- Ray West is the new HIV Health Services Planning Council Support Administrative Coordinator.

**5. Public Comment**

There was no public comment.

**6. Steering Committee Update**

Mr. Newby – bulk of time discussed Planning Council Items.

**7. Review and Discussion of the January 26<sup>th</sup> Steering Committee Annual Retreat**

- Review draft retreat minutes

The retreat minutes were reviewed and discussed.

The issue of Cultural competency was discussed as a main goal of council to have a positive effect on retention. 1<sup>st</sup> cultural competency piece will be presented at the next Council meeting.

- Review Work Plan

- **Work Plan Objective**

- 10.1 – Continue to prioritize services and allocate funds through an efficient and well-informed process
    - 10.2 – Ensure that Planning Council Membership complies with HRSA requirements and remains reflective of the epidemic

- **Other Objectives**

- Review of Council Structure – make recommendations
  - Develop Process and review MOU with Grantee
  - Review and make recommendations regarding MOU with Prevention

- **Action**

- **Include in other objectives:**

- **Review Policies and Procedure manual as needed.**

- **Review By-Laws as needed**

## **8. Review and Discussion on Council Structure**

*Developing a timeline for action*

The Council needs to look at the 3 yr plan and CARE Act guidance in considering Council restructuring.

What materials need to be put together to address the review and discussion?

Issues for consideration include:

- Survey to Council is being done during March 2007
  - Use last survey as base
  - What committees should look like (i.e. workload)
- Investigate other EMA models (multi-county EMA's) to include facilitation
- Retreat discussion – Robert's Rules and various parliamentary rules review for consideration.
- Cultural competency

- Council support working plan capabilities
- Ask COA about effects of cultural competency.

**ACTION - Council Support**

**Bring one section of 3 yr plan and copy of old survey**

## **9. Review of MOU and Develop Review Process**

*Review MOU evaluation draft tools*

Recommendations –

Ms. Long, Mr. Newby and a co-chair to be involved in actual review process. It is the intent to look at these self-assessment tools and insert verbatim into MOU. Information from those parties will be reported to the P/E then to the Steering Committee of HIV CARE Council.

It is suggested that at some point Planning Council budget will need to be provided for with a provision within the MOU.

It is suggested that at the end of the evaluation a section be added for comments that could cover areas not included in the evaluation and may be added to the MOU.

**ACTION**

**It is suggested that at the end of the evaluation a section be added for comments that could cover areas not included in the evaluation and may be added to the MOU.**

**ACTION - Council Support**

**Place this item as a vote on next meeting agenda**

It is also recommended that an interim check-in be completed to ensure that the processes are functioning as anticipated.

## **10. Review Draft MOU between CARE and Prevention Councils**

The Memorandum of Understanding between CARE Points of Integration Committee and Prevention Council was not reviewed.

Discussion focused on whether the MOU should include more than the Points of Integration Committee and include other issues regarding how the two councils work together. The importance of integrating the council cultures was discussed.

Ms. Long - Is this actually a policy and procedure issue rather than an MOU?

The MOU actuates the buy-in of both Councils

**ACTION – Council Support**

**Establish a meeting between Council Co-chairs of CARE and HPPC to discuss MOU versus policy and procedure.**

## **11. Review of Draft Policy Regarding Advocacy Reports from COA**

*The Committee reviewed and discussed the Proposed Policy*

Mr. Newby presented the background regarding the Draft Policy presentation and discussed the potential for teleconferencing.

Insert policy.

The Committee discussed the role of the Advocate and the implications surrounding the EMA wide role. It is suggested that Council Support and a co-chair attend a Marin Advisory meeting to discuss the actual roles, boundaries

**ACTION – ALLGAIER/PILLATZKE**

**Vote – to reject proposed Draft Policy Regarding Advocacy Reports**

**Unanimous**

Recommendation that the Marin COA committee participate with the CARE Council COA committee and take information back to the Marin for consideration.

## **12. Next Meeting Date & Agenda Items**

**Review 3 yr. plan and survey tool**

**Review of MOU and Develop Review Process - Vote**

*The next meeting will be 4:30 – 6:30, Thursday, April 1<sup>st</sup>, 2007. Location is 25 Van Ness.*

## **13. Adjournment**

The meeting adjourned at 5:55 p.m.