



# HIV Health Services Planning Council

## POLICY AND EVALUATION COMMITTEE MINUTES

Thursday, November 1st, 2007  
San Francisco Department of Public Health  
25 Van Ness Avenue, **5<sup>th</sup> Floor Conference Room**  
**4:30 - 6:30 pm**

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**Committee Members Present:** Allgaier (Co-Chair), Hoffman, Pillatzke, Ramos, Spaeth (Co-Chair)

**Committee Members Absent:** Antonetty, Brown, Evans, Olgin

**Other Council Members Present:** Andrews, Manley, Banks, Siron

**Others Present:** Francine Austin (DPH), Veronica Neal (Independent Consultant)

**Council Support Staff Present:** Jack Newby, Enrique Asis, Channing Wayne

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### 1. Introductions

The meeting was called to order by Co-Chair Allgaier at 4:35 PM and everyone introduced themselves. Quorum was established.

### 2. Review/Approve Agenda

The agenda was reviewed and approved.

### 3. Review/Approve *June 7, 2007 Minutes and July 12, 2007 Notes and September 6, 2007 Notes and October 4<sup>th</sup>, 2007 Notes*

- The June 7, 2007 Minutes were reviewed and approved.
- The July 12, 2007 Notes were reviewed and approved.
- The September 6, 2007 Notes were reviewed and approved.
- The October 4, 2007 Notes were reviewed and approved.

A proposal was made to approve all minutes and notes en masse and approved unanimously.

### 4. Announcements

There were no announcements.

### 5. Public Comment

There was no public comment.

### 6. Steering Committee Update

There was no steering committee update.

## **7. Discussion of Cultural Competency and Different Models of Organizational Structure**

A PWA Focus Group was held. Discussion included:

- The inclusion of consumers in active roles including leadership.
- Consumers not feeling included in decision making.
- A suggestion was made that one of the committee's two Co-Chairs be a PWA

Other discussion included:

- A comment made that quorum is not being met consistently and that the committees are not as effective as they could and/or should be.
- A question of how the meetings could be a more friendly and inclusive experience was asked.
- A concern was expressed that money had not been sent to Bayview/Hunters Point. This concern was answered that the Council's obligations are to set funding for CARE dollars and the HHS distributes them.

Veronica Neal presented data from the Cultural Competency Training. The data included:

- There are issues of trust.
- How do we make training an appropriate experience for those who do not have the same background as others?
- How do we build a culture that everyone feels a part of?
- Cultural Competency is quality assurance.

## **8. Review of 2007 Work Plan & Comprehensive Plan Implementation**

This item was not discussed.

## **9. Council Evaluations**

This item was not discussed.

## **10. Discussion and Status Review Regarding SF DPH HHS / SF HHS Planning Council Memorandum of Understanding (MOU) - VOTE**

There were three recommended changes made regarding the SF DPH HHS/ SF HIV Health Services Planning Council Memorandum of Understanding (MOU) to reflect:

- Restructuring of the DPH, there is no longer an AIDS Office and the language needs to be changed to accommodate the new structure.
- Clearly define the grantee and the Planning Council's shares of the overall administration costs in order to comply with the provision of the Ryan White Treatment and Modernization Act of 2006 which requires that both grantee administration and Council Support be a part of the administration line item that is capped at 10% of the total grant award.

- The Council's role as an advisory body for HIV /AIDS Care funding (S. F. General Funds) in addition to its legislative authority to prioritize and allocate Ryan White Part A and Part B.

Also recommended for follow-up of MOU Assessments:

- A conversation is needed about issue between HHS and the Council regarding the timeliness of information being shared. The Council feels this behavior to be disrespectful and HHS feels that the response is disrespectful from the Council.

**Action**

**Motion- To recommend the above changes in the MOU (Spaeth/Pillatze)**

**Vote**

**Ayes-8**

**Nays - 1 (Banks)**

**Motion Passes**

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

- The next meeting will be 4:30 – 6:30, Thursday, December 6th, 2007, 25 Van Ness, Room 330 B, San Francisco.
- Items to be discussed are ideas from the Cultural Competency presentation by Veronica Neal.

## **12. Adjournment**

The meeting was adjourned by Co-Chair Allgaier at 6:20 PM.

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