



# **HIV Health Services Planning Council**

## **POLICY AND EVALUATION COMMITTEE**

### **NOTES**

**Thursday, October 4th, 2007**

**San Francisco Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**4:30 - 6:30 pm**

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

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

**Other Council Members Present:** Manley

**Others Present:** Francine Austin, (SF DPH HHS)

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

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#### **1. Introductions**

The meeting was called to order at 4:32 by Co-Chair Allgaier and everyone introduced themselves. Quorum was not established.

#### **2. Review/Approve Agenda**

The agenda was reviewed but not approved.

#### **3. Review/Approve *June 7, 2007 Notes and July 12, 2007 Notes and September 6, 2007 Notes***

- The June 7<sup>th</sup> notes were reviewed but not approved.
- The July 12<sup>th</sup> notes were reviewed but not approved.
- The September 6<sup>th</sup> notes were reviewed but not approved.

#### **4. Announcements**

Jack Newby introduced Channing Wayne as the new Administrative Assistant for Council Support.

#### **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 discussion ensued about demographics and the fact that consumers tend to migrate to the same committees. This action does not ensure that there is racial

and gender parity in committees. There are concerns about the retention of members.

**Recommendation:**

- A second meeting for December 13<sup>th</sup> should be scheduled

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

This item was postponed for discussion until the next meeting.

**9. Council Evaluations**

Enrique Asis presented the evaluations to the committee.

Discussion included:

- How to better address the critical feedback.
- Co-Chairs should be given the feedback about the evaluation materials
- There should be a Steering Committee training of facilitators.

**Recommendations:**

- Council Co-chairs should have a special meeting to review the evaluations to inform and improve their facilitation of meetings once a full contingent of Co-Chairs is in place.
- The new Steering Committee after January 2008 will participate in facilitation training for its members. Council Support will manage the logistics and will recommend an outside contractor.
- Require a full training of Roberts Rules for all Council Members.

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

Committee members present reviewed and discussed the MOU.

Discussion included:

- Item No. 3, Communications of the MOU needs further exploration.
- Whether or not Co-Chairs are being made aware of the time commitment involved and there be greater scrutiny in conveying this message.
- Whether members and invited guests were getting adequate lead time of changes in the schedule so that they can arrange their schedules and be prepared.
- Consistent feedback from Council Members that getting information from the AIDS office or Support not until the meeting is disrespectful and problematic.

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

### **Next Agenda**

- Review/Approve *June 7, 2007 Notes and July 12, 2007 Notes and September 6, 2007 Notes*

The next meeting will be 4:30 – 6:30, Thursday, November 1st, 2007, 25 Van Ness, 5<sup>th</sup> Floor Conference Room, San Francisco.

## **12. Adjournment**

The meeting was adjourned at 6:40 pm.

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