



# HIV Health Services Planning Council

## POLICY AND EVALUATION COMMITTEE

### DRAFT MINUTES

Thursday, February 7<sup>th</sup>, 2008

San Francisco Department of Public Health

25 Van Ness Avenue, **Room 330B**

**4:30 – 6:30 pm**

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**Committee Members Present:** Allgaier, Ramos, Hoffman, Spaeth, Antonetty, Harrison

**Committee Members Absent:** Evans, Pillatzke

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

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

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

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#### 1. Introductions

The meeting was called to order at 4:45 PM by Co-Chair Allgaier and everyone introduced themselves. Quorum was established.

#### 2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

#### 3. Review, discuss and develop recommendations for possible changes in Planning Council Structure and Policies and Procedures

- The Committee reviewed and discussed the proposed recommendations for possible changes in the Council Structure and Policies and Procedures.

**Action:** To vote on the current document of recommended changes to the Council structure (Allgaier, Molnar).

**Action:** To amend the document to exclude the recommendations for Direction to Planning Council and have further discussion on these items once the vote on the matter of the original document was settled. (Antonetty, Molnar).

**Vote:** A roll call vote was taken.

**Ayes:** 11

**Nays:** 0

**The amendment passes unanimously.**

**Action:** To amend the document to add a preamble declaring that the 3 Committees would be disbanded. (Andrews/Molnar)

**Vote:** A roll call vote was taken.

**Ayes:** 11

**Nays:** 0

**The amendment passes unanimously.**

**Action:** To vote on the original document with all of the amendments. A roll call vote was taken.

**Ayes: 11**

**Nays: 0**

**The motion passes unanimously.**

**Action:** To set the at-large members of the Steering Committee at 4 members in good standing (Andrews/Molnar).

**Vote:** A roll call vote was taken.

**Ayes: 11**

**Nays: 0**

**Motion passes unanimously.**

**Action:** To use the current membership mechanism for assigning Committees be used at the March membership Committee Meeting. (Allgaier, Andrews)

**Vote:** A hand vote was taken.

**Ayes: 11**

**Nays: 0**

**Motion passes unanimously.**

**Action:** To have nominations for at-large members of the Steering Committee opened at the February Full Council meeting and lasting until the March Full Council meeting and hold elections at the March Full Council meeting. (Allgaier, Molnar)

**Vote:** A hand vote was taken.

**Ayes: 11**

**Nays: 0**

**Motion passes unanimously.**

**Action:** To allow time at the March Full Council meeting for the new Committees to meet and elect co-chairs. (Allgaier, Andrews,)

**Vote:** A hand vote was taken.

**Ayes: 11**

**Nays: 0**

**Motion passes unanimously.**

**Action:** To vote on all 4 recommendations for Direction to Planning Council as is in one vote (Siron, Banks)

**Motion withdrawn.**

**Action:** To organize a Steering Committee Retreat as soon as the new Steering Committee is seated to fine tune the Committees' responsibilities, authority and distribution of the Council's work with the goal of equity throughout the Council.

**Vote:** A hand vote was taken.

**Ayes: 11**

**Nays: 0**

**Motion passes unanimously.**

**Action:** That Committee assignments be based on a mix of council member's interest and skills but need to respect the diversity of the Council so that there is a mix of voices in each Committee.

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

**Action:** That HHSPC and HPPC negotiate a new MOU that allows additional HHSPC seats on the Points of Integration Committee to allow equity between the two Councils.

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

**Action:** To conduct an inventory of Council Member's affiliations with Community bodies in the city.

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

**Action:** That the policy around grievances be revisited and revised with special attention to consumer concerns (Allgaier, Banks)

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

**Action:** To review and revise a comprehensive appeals process with special attention to consumer concerns. (Allgaier, Molnar).

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

**Action:** To develop a Council members' bill of rights and responsibilities that would include the application, job description, rules of respectful engagement and the policies and procedures manual. (Banks, Molnar)

**Vote:** A hand vote was taken.

**Ayes:** 11

**Nays:** 0

**Motion passes unanimously.**

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

- *The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, March 6th, 2008, 25 Van Ness, Room 330B, San Francisco.*

#### **5. Adjournment**

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

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