



**HIV Health Services Planning Council
Steering Committee
Tuesday, February 20, 2007
SFDPH 25 Van Ness Avenue, Room 330B
Notes**

There was no quorum.

Council Members Present: Mary Lawrence Hicks, Billie-Jean Kanios (Co-Chair), Mark Molnar, Susan Phillip, Laura Thomas

Council Members Absent: Stephen Herman (Co-Chair), Catharine Newell, Donald Soto (Co-Chair)

Department of Public Health: Dean Goodwin (SFDPH), Michelle Long (SFDPH)

Council Support Staff: Jack Newby, Enrique Asis, Joe Lynn

Members of the Public: Mike Smith (HAPN)

1. Introductions

Council Co-Chair Kanios called the gathering together at 5:15. There was no quorum.

2. Review/Approve Agenda

The discussion on budgeting changes was moved to after item #6 below.

3. Review/Approve January 16' 2007 Minutes

There were no suggested changes to the minutes.

4. Announcements

Director Jack Newby announced that Council Support Staff Susan Latham had resigned effective the prior week and that Council Support Staff Ray West will take her position.

5. Public Comment

There was no public comment.

6. Committee and Work Group Check-in

Discuss any issues coming up at the different Committees and Work Groups, communication between Committee Co-chairs, and ensure linkage of Committee activities to the full Council.

- *Policy and Evaluation Committee Update*

They are reviewing the MOU and working on self-evaluation for both Council and the Grantee. They will review the POI MOU at the next meeting.

- *COA (Community Outreach and Advocacy) Committee*

They will be holding a community forum in March with the assistance of Harder & Co. focusing on women, particularly from communities of color and transgenders.

- *Planning Committee Update*

Their work on budgeting will be discussed later in the meeting.

- *Membership Committee Update: Committee Reassignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update)(Attendance Requirements & Leave(s) of Absence)*

The Council's membership is at a low point. The Committee is actively looking for HIV positive applicants. They have contacted the Youth Commission for more leads. Council Support Staff Asis is working with other communities. One candidate will be interviewed at the March meeting. Raymond Banks is not renewing his membership that expires at the end of the month. There was some discussion as to whether the resignation was effective immediately, but there was a consensus that the Council in case of doubt should treat the resignation as effective at the end of the month.

There was also a discussion of the suggestion that we study ways of reimbursing consumers or providing them with incentives for membership.

- *POI (Points of Integration) Update*

They were focusing on the content of their agenda for the second part of the year; they decided to look at the scope of the work of POI; linkages to care and what to do with folks who drop out of care; youth issues and STD/HIV interaction tied for third place consideration, and their priority will be discussed later; Co-chair Ed Byrom asked how POI could help with the COA forum on Prevention with Positives, deciding to leave the definition of their role to the COA.

- *Housing Work Group*

They did not meet.

- *Needs Assessment Work Group*

This group needs more participation; the Harder & Co. proposal discussed. Another meeting is coming up. The group is studying women, particularly women in communities of color and transgender women.

- *Funding Streams Work Group*

They met twice; another meeting is planned for the 3rd week of March. Last meeting, they heard from Jim Illig concerning budgeting process of SF. They have talked with Michelle Long about getting more detail about sources of funds that make up the column for non-Title I and Title II funds.

- *Board of Supervisors' Comprehensive HIV/AIDS Housing Work Groups (CM Thomas)*

Their final meeting has been held earlier this month. Recommendations are being presented to the Planning Committee and will come before a full meeting later.

7. Review and Discussion of the January 26th Steering Committee Annual Retreat

- Review and approve draft retreat minutes

There were no suggested changes.

- Review Work Plan Development Process

There was a discussion on work plan items for future approval by each committee including this one.

8. Report from San Mateo and Marin Counties regarding Their Readiness to Provide a Report or Decisions Regarding Compliance with Reauthorization Requirements.

There was a consensus that the reports should be made to the full council.

9. Review and Discussion of Possible Approval of Membership Committee Policy regarding /Recruitment

There was a consensus to recommend forwarding this to the full council for discussion for the March meeting.

10. Review and Discussion of HRSA Timelines and Schedule regarding Required Budgeting and Allocations

The discussion of items 10, 11 and 12 took place together.

Council Member Laura Thomas drafted a recommendation and presented it to Planning who approved it. The discussion now focused on how to make a decision at the full council. The lack of data from HRSA on amounts involved and on rules regarding the treatment of those amounts makes the Council's job enormously difficult. However, the Council is now tasked with redoing the budget and allocation.

The goal is to utilize general fund dollars to account for funding cuts as well as to move certain CARE categories into the general fund. It is hoped that the savings could then be utilized to cover other qualified categories. The housing work group report is being awaited. The housing category totals approximately \$3.8 million.

The critical issue now is to determine how to meet the 75% test. DPH Staff Dean Goodwin calculated that we are a little under 50% right now. He presented a document to show that and a second document that applied various budget adjustments and category shifts to boost the percentages to 63% for the EMA.

There was a discussion on how to simplify the presentation of the data to the Council. Further swaps were discussed involving the emergency fund.

The suggestion was made to show changes of percentages as each prioritization rule from the Planning recommendation was applied.

This raised the issue on how to treat the reduction protocols. Planning had consented that the discussion needed to be had but that it would be best to delay decisions on it. The gathering consented that Council Members should be reminded of these protocols, but that the conversation of core medical services should be kept separate from handling reductions. The discussion on the reduction protocols could take place after the meal break.

11. Review and Discussion of Proposal and Principles to Meet the Reauthorization Requirements

See Item #10 above for the report of this discussion.

12. Review and Discussion of Approach to Possible Reductions Protocol

See Item #10 above for the report of this discussion.

13. Development of February 26' 2007, Council Agenda

There was a discussion of combining some items on the draft agenda and including a vote for the Final FY'06 budget after the discussion of the retreat.

14. Next Meeting Date and Agenda Items

- Monday, February 26, 2007, the State Building, 455 Golden Gate Avenue, San Diego Rooms, 4:30 – 7:30 pm.

15. Adjournment

The gathering adjourned at 6:35 pm.