



**HIV Health Services Planning Council
Steering Committee Minutes
Tuesday, January 16th, 2007
SFDPH 25 Van Ness Avenue, Room 330B
5:00-7:00pm**

Committee Members Present: Herman (co-chair), Allgaier, Thomas, Simmons, Flores, Newell, Molnar, Soto

Committee Members Absent: Kanios, Hicks, Spaeth

Other Council Members Present: Siron, Stevens, Pillatzke

Others Present: Bill Blum and Michelle Long, Director, San Francisco Department of Public Health HIV Health Services

Council Support Staff: Jack Newby, Susan Latham, Ray West

1. Introductions

The meeting was called to order at 5:00 p.m. by CM Herman and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve *December 11th, 2006 Minutes*

CM Herman requested that Item #4 Announcements wording be corrected. Additional change is "San Francisco HIV Health Work Group".

- Add CM Newell to Council Members Absent
- Use acronyms only after they have first been defined.

The minutes were approved by those committee members who were present at the December 11th meeting.

4. Announcements

CM Simmons announced that assisted housing shallow rent subsidies are available at Catholic Charities for Person Living With AIDS with income less than one (1) thousand dollars.

CM Allgaier notes that CAER Coalition dues have expired.

Mr. Blum announced a training series in February: "Best Practices for Transgenders". Spaces are limited and interested persons should contact the AIDS Office as soon as possible.

CM Herman announced that the San Francisco CARE Council HIV Caucus met and recommendations will be forthcoming.

5. Public Comment

There was no public comment.

6. Committee and Work Group Check-in

- **Policy and Evaluation Committee Update**

CM Allgaier discussed the new mission statement for the committee comprised at the last committee meeting:

“To evaluate and monitor the Council structure, activities, policies and procedures: support Council priorities and responsibilities; and facilitate the relationship between the Council and the Grantee.”

ACTION ITEMS for the committee and CARE Council Support include:

Form 700 forward to Steering with recommendation

COUNCIL SUPPORT ACTION ITEMS

Council Support to provide language for voting.

Next agenda items

MOU evaluation tools

PLWHA Caucus update

Steering Retreat Update

New Committee Mission Statement

• **COA (Community Outreach and Advocacy) Committee**

CM Newell last meeting – 2007 forums and dates – women’s first, guidelines for forums

POI – May Prevention with Positives was discussed with POI Committee.

• **Planning Committee Update**

CM Thomas previewed presentations for next meeting. Schedule has been reworked due to joint meeting with HPPC.

Discussion with other counties for accelerated schedule issues indicated that the schedule was acceptable.

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

Demographics/probation letters/ member attendance status/ Walter Miller resigned.

Reviewed an application and rejected based on demographic needs of the Council at the time. Current needs indicate need for more consumers.

Discussion of “declining to state” issue on membership applications and impact of choice.

Application simplified and translation possibilities?

Action Item for committee – translation of documents

- **Pol (Points of Integration) Update**

CM Philip is the new co-chair.

Joint meeting the HIV Prevention Planning Council on February 8th was discussed.

- ✚ Late testers

- ✚ Serosorting

- ✚ Strategic positioning

- **Housing Work Group**

- **Discussion and Possible Action Regarding Creating A Standing Housing Work Group**

CM Thomas discussed that this committee was a standing Housing Committee had been dissolved. Faced with the possible revised housing policy an adhoc housing work group committee was convened. The committee resolved this adhoc committee should be a standing committee.

Motion - Thomas/Newell – to continue CARE Council Housing Work Group Committee

VOTE - UNANIMOUS

- **Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group**

CM Thomas reported the following recommendations that the Work Group will forward for Board of Supervisors' review:

- Moving residential care off wait list
- Building resources
- Moving subsidies onto general fund

There is a desire to incorporate housing into needs assessment to account for those who are currently homeless or in jeopardy of homelessness.

Housing demographics are currently being compiled to reflect familial breakdown as a homeless category. The complexities of cross referencing the data will be easily answered with good analysis of data in the future but not at present.

7. Review and Discussion of Bylaws Revision Regarding Voting at Planning Council Meetings – VOTE

Mr. Newby explained the proposed Bylaws revision which is being forwarded from P/E based on a prior distributed memo, changes in attendance policy and ambiguities in current bylaws.

The process includes:

- Notice and information this month
- Vote next month (March)

The following proposed bylaw revision reads as follows (bolded and italicized highlights additions to existing policy):

Section 3. Voting. While the Council will strive for consensus, every official act taken by the Council shall be adopted by a majority vote. A majority vote shall mean two-thirds (66%) of all members of the Council present, ***including proxies for PLWHA, and voting. Council Members who are on probation and not entitled to vote will not be counted among council members present and voting for purposes of this section. Council Members who recuse themselves due to conflict of interest will be deducted from Members present and voting for determining a majority vote. Council Members who abstain will not be deducted from Members present and voting.*** If absent, a Council Member may specify in writing (including FAX) his or her opinion on an identified agenda item. This information will be shared with the Council by Council staff, but will not be considered a vote. Council Members holding proxies acting on behalf of PLWH may cast votes for the member they are representing.

MOTION - Allgaire/Herman

VOTE - UNANIMOUS

8. Approval of the New Policy & Evaluation Committee Mission Statement – VOTE

“To evaluate and monitor the Council structure, activities, policies and procedures: support Council priorities and responsibilities; and facilitate the relationship between the Council and the Grantee.”

Motion - Allgaier/Siron

VOTE - UNANIMOUS

9. Policy – Form 700 and Public Disclosure of Council Member Information – VOTE

Mr. Newby discussed the purpose of this mandated form; if asked to release information on form 700 Council Support must comply.

MOTION – ALLGAIER/SIRON

VOTE - UNANIMOUS

10. Steering Committee Retreat Discussion of Subjects and Outcomes – VOTE

Steering Retreat Agenda items presented for consideration are:

1. Comprehensive Plan – implementation – review and committee responsibility
2. Individual Committee Goals (members will discuss the individual committee goals)
3. Council cultural competency – approach – timeline – what is the focus
4. Implementation of Reauthorization
5. Approach to Barriers to Care – define- council responsibilities
6. Agreement regarding goals and purpose of community forums
0 council member roles
7. Review of council support budget
8. Should council have input re: “AIDS Czar”? – (this item will be discussed if time allots)
9. HIV+ Caucus

Steering committee retreat and how set up is who attends –

If planning on attending and not steering please contact council support for background information.

ACTION

VOTE – UNANIMOUS

Zen Center, The Victorian House, 300 Page Street @ Laguna, San Francisco, Friday, January 26th, noon to 5pm.

11. Discussion and Review of HRSA Housing Policy Letter - VOTE

- *HRSA (Health and Resources Service Administration, United States Department of Health and Human Services) HAB Policy 99-02 Amendment: Policy Defining the Length of Stay in Housing/CARE Title I funding*

The response letter to HRSA regarding upcoming HRSA Housing Policy changes to be implemented in 2007 was reviewed. This letter will be the official response of this Planning Council and included input from other HIV/AIDS service providers that participated in the HIV Health Services Planning Council Housing Work Group Committee. The response is due by February 5, 2007.

Recommended change of wording in paragraph 2, line 3 from “need” to “availability”.

VOTE – TO ACCEPT THE LETTER AS AMENDED.

UNANIMOUS

CM Antonetty has authority to change and strengthen response.

12. Review and Discussion of Joint Meeting with HIV Prevention Planning Council – Agenda Items

These presentations are to be made as means of educating council members. Co–chairs are meeting on this Thursday to set agenda.

13. Ryan White CARE Act Reauthorization Update

No update on reauthorization schedule at this time. There was discussion regarding the need for the San Francisco CARE Council to be prepared in case of the announcement of budget cuts.

14. Review of Data Presentation Schedule

The regular February meeting will be held on February 8th as part of the joint meeting with the San Francisco HIV Prevention Planning Council.

The EPI presentation has been switched to a month later to accommodate presenter. It was traded with Conflict of Interest training.

15. Unfunds Update

There has been no reply at this time. Programmatic approval has been given but no grants side approval has been received. A response is due at any time.

16. Work Group Implementation & Report

- Funding Streams Work Group
This meeting will be held on Tuesday, January 23rd, 2007 and is open to anyone interested in attending.
- Needs Assessment Work Group
This group is planning its first meeting for early February

17. Development of January 22, 2007 Council Agenda

Monday, January 22nd, 2006, Santa Barbara Room. 4:30 - 7:30 pm.

Agenda item – HRSA response - vote

4th Monday in February meeting to be made available

18. Next Meeting Date and Agenda Items

NOTE: The next regularly scheduled meeting falls on Monday, February 19th Presidents' Day and will need to be rescheduled at the determination of the Committee.

The next Steering Committee meeting will be Tuesday, February 19th, 2007.

19. Adjournment

The meeting was adjourned at 6:47 p.m.