



**HIV Health Services Planning Council
Steering Committee *DRAFT* Minutes
Monday, March 19th, 2007
SFDPH 25 Van Ness Avenue, Room 330B
5:00-7:00pm**

Committee Members Present: Herman (Co-Chair), Allgaier, Simmons, Newell, Soto (Co-Chair), Thomas, Molnar, Kanios (Co-Chair)

Committee Members Absent: Flores, Hicks, Spaeth, Philips

Other Council Members Present: None

Others Present: Jerry Prentice, Bill Blum (SFDPH HHS)

Council Support Staff: Jack Newby, Ray West, Michelle San Pedro, Joe Lynn

1. Introductions

The meeting was called to order at 5:03 p.m. by CM Herman and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve *January 16th, 2007 Minutes and February 20th, 2007 Notes*

ACTION

January 16th, 2007 - minutes were reviewed and amended. Noted changes are:

- CM Soto's presence at the January 16th meeting should be noted.

The Minutes were approved as amended by consensus.

February 20, 2007 - meeting notes were reviewed and amended. Noted changes are:

- CM Newell and Soto's absence from the February 20th meeting should be noted.
- Correct the spelling of Billie-Jean Kanios' name.

The Notes were approved as amended by consensus.

4. Announcements

CM Soto will be unable to attend the March 2007 full council meeting.

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

CM Allgaier provided the update of the Policy and Evaluation Committee. This report included:

- Review of the MOU.
 - Assessment will be performed by Michelle Long (Grantee), and Mr. Newby and another Co-Chair (HIV HSPC).

- The Committee also discussed:
 - New CARE Act language regarding administrative costs to be included in the MOU.
 - Rejection of proposed policy that a consumer advocate would go to San Mateo and Marin twice a year presented by Community and Outreach Advocacy Committee.
 - Policy and Evaluation will provide recommendations on Council Structure in September and October.
- ***COA (Community Outreach and Advocacy) Committee***

CM Newell provided the update of the COA Committee. The Steering was informed of the following:

- Proposed Other Counties Policy regarding the Consumer Advocate.
 - Discussion of the Women's Forum to be held on Thursday, March 22, 2007.
 - CM Newell and CM Barnes will be co-facilitators.
 - Discussed the priority populations for the community meetings.
 - Discussed inviting Sherilyn Adams, Larkin Street Youth Services to help with youth recruitment.
 - Discussed next forum, "Prevention with Positives" with alternative suggestion to hold a Town Hall Meeting in May instead.
- ***Planning Committee Update***

CM Thomas provided the update of the Planning Committee. This update included:

- Review Possible Calendar Changes for FY 2008 Resource Allocation Process. This calendar will be presented at the next Steering Committee to be forwarded for Full Council consideration in April 2007.
- ***Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)***

CM Molnar provided the update of the Membership Committee. This report included:

- Three applicants were reviewed at the last meeting and their candidacy will be forwarded to the full council for a vote.
 - The committee will discuss Cynthia Hoffman's re-application at the next membership meeting.
 - Kandi Patterson was sent an official letter of dismissal.
 - Raymond Banks' term has expired and he did not submit a renewal application.
- ***PoI (Points of Integration) Update***

CM Allgaier provided the update of the POI Committee. This report included:

- Discussion of the seroadaptation presentation.
 - Discontinue use of the word "serosorting" and replace with "seroadaptation"
- Discussion of the Prevention with Positives Community Forum.
- Approval of the Work Plan for the year.

- The Committee will receive the “Late testing” presentation in May.
- **Housing Work Group**
 - Completed recommendations will be forwarded to the supervisors.
- **Needs Assessment Work Group**

Mr. Newby provided the update of the Needs Assessment Work Group. This report included:

- In March, Harder & Co. will review questions for the focus groups in preparation for the May Council meeting. Community interviews and focus groups will take place in April.

- **Funding Streams Work Group**

Mr. Newby provided the update of the Funding Streams Work Group. This report included:

- Waiting for information re: Eric Mezack’s Spreadsheet.
- Discussion of documents provided by Jim Illig.

- **Board of Supervisors’ Comprehensive HIV/AIDS Housing Work Group (CM Simmons)**

- There was no update.

7. Review and Discussion of Memorandum of Understanding (MOU) between the HIV Prevention Planning Council and the HIV Services Planning Council

Mr. Newby discussed an update of the status of the Memorandum of Understanding (MOU) between the HIV Prevention Planning Council and the HIV Services Planning Council. It is anticipated that the MOU may be presented to the CARE Council for Vote in April 2007.

8. Review and Discussion of the Annual Retreat Work Plan Development Process

Mr. Newby presented the 2007 Work Plan & Comprehensive Plan Implementation for the SF HIV Health Services Planning Council. Review and assignment of activities will occur during the months of March and April 2007.

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

- Marin County has submitted their budget recommendations with regard to compliance with new 75/25 Reauthorization requirements.
- San Mateo County’s recommendations are reported to have been sent to the AIDS office directly.

10. Review and Discussion of Possible letter to Board of Supervisors and/or Mitch Katz

- Included a piece to advocate with the Board of Supervisors in discussion of 75/25 and budget cuts.
- Co-chairs met last week to discuss next steps.
 - Will meet with Mitch Katz on March 21, 2007.
 - Committee will draft and send letter to Board of Supervisors as early warning regarding the significant cut to the budget.

- CM Herman requests that Laura be the lead to report any updates.

11. Review and Discussion of Planning Committee Recommendations for Reauthorization Implementation and FY 08/09 Priority Setting Allocation Process – Vote

CM Thomas presented the Committee Recommendations for Reauthorization Implementation and FY 08/09 Priority Setting Allocation Process.

These recommendations change how priority setting is done.

- Would like to change focus from changing implementation process to the actual execution/implementation of plans.

ACTION - MOTION

The Planning Council will focus its work on Implementation of the Reauthorized CARE Act:

Recommendations for approaching the remainder of the year are:

- That the 07/ 08 Prioritization serve as a template for 08 /09 and that minimal changes be made
- During the course of 2007, make allocation changes to comply with implementation requirements
- The changes made during 2007 serve as a template for 08 /09 Priority Setting and Allocations process
- Deal with other implementation issues as presented

There was no further discussion.

VOTE

APPROVED

Favored – Seven (7)

Opposed – One (1) (Molnar)

12. Cultural Competency Review

- Consultant will distribute needs-assessment survey.
- Once results are received, recommendations can be made and forwarded to the Steering Committee.

13. Discussion of COA Recommendations for Second Community Forum

CM Newell and CM Allgaier discussed the proposal to postpone the Prevention with Positives Community forum in consideration of the new CARE Act funding uncertainty and development of the MOU.

As an alternative the following is being suggested:

- COA recommends that the Town Hall meeting take place with HAPN as a co-sponsor.

14. Development of March 26th, 2007 Council Agenda

The meeting will take place on Monday, March 26th, 2007, at The State Building, 455 Golden Gate Avenue, San Diego Rooms, 4:30 - 7:30 pm.

The following will be included on the March 26th CARE Council Agenda:

- Title IV Presentation
- Training on Conflict of Interest
- Planning recommendation (Vote)

- San Mateo/Marin County Budgets (Vote)
- Recommendation on 2nd Community Forum (Vote)
- Membership committee interviews (Vote for recommendations)
- Letter to Dr. Katz and Board of Supervisors
- Needs assessment for cultural competency
 - Provide self-addressed stamped envelopes to survey takers

15. Next Meeting Date and Agenda Items

Next Meeting

The next Steering Committee meeting will be held on Monday, April 16th, 2006 at 25 Van Ness, Room 330B

Agenda Items

- Policy review for membership regarding interview process
- Vote on implementation review
- Vote on discussion with Mitch Katz
- Update and vote to approve the council work plan

16. Adjournment

The meeting adjourned at 6:20 p.m.

Action Items:

A) MOTION

The Planning Council will focus its work on Implementation of the Reauthorized CARE Act:

Recommendations for approaching the remainder of the year are:

- That the 07/ 08 Prioritization serve as a template for 08 /09 and that minimal changes be made
- During the course of 2007, make allocation changes to comply with implementation requirements
- The changes made during 2007 serve as a template for 08 /09 Priority Setting and Allocations process
- Deal with other implementation issues as presented

There was no further discussion.

VOTE

APPROVED

Favored – Seven (7)

Opposed – One (1) (Molnar)

Council Support Action Items

NONE