



**HIV Health Services Planning Council  
Steering Committee  
Monday, October 15th, 2007  
SFDPH 25 Van Ness Avenue, Room 330B  
5:00 - 7:00pm**

**Draft Minutes**

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**Committee Members Present:** Philip, Thomas (Co-Chair), Molnar Co-Chair), Hicks, Allgaier

**Committee Members Absent:** Spaeth, Simmons, Flores, Newell

**Other Council Members Present:** Manley, Soto, Andrews, Banks

**Others Present:** None

**Council Support Staff Present:** Jack Newby, Ray West, Channing Wayne

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**1. Introductions**

The meeting was called to order at by Council Member Thomas and everyone introduced themselves.

**2. Review/Approve Agenda**

The agenda was reviewed and approved unanimously.

**3. Review/Approve July 16<sup>th</sup>, 2007 Minutes and September 17, 2007 Notes**

- The July 16<sup>th</sup> Minutes were reviewed and approved unanimously.
- The September 17<sup>th</sup> Minutes were reviewed and approved unanimously.

**4. Announcements**

- Jack Newby introduced Channing Wayne as the new Administrative assistant for Council Support and that Ray West will be on vacation for two weeks beginning Friday, October 19<sup>th</sup>. It is requested that November Committee Agendas be set prior to this date if possible.

**5. Public Comment**

There was no public comment.

**6. Committee and Work Group Check-in**

The Committee discussed any issues coming up at the different Committees and Work Groups, communication between Committee Co-chairs, and ensured linkage of Committee activities to the Full Council.

- ***Policy and Evaluation Committee Update***
  - Recommends a full training of Robert's Rules for new Council Members.
  - Recommends facilitation training for Committee Co-Chairs once the 2008 Co-Chairs are in place.
  - Will make recommendations regarding SF DPH HHS /HHSPC evaluations at the next meeting.

- **COA (*Community Outreach and Advocacy*) Committee**
  - Reviewed advocacy report.
  - Joe Lynn, Advocate, will be on leave of absence for up to 4 months
  - Discussed the upcoming community meeting focusing on the incarcerated population. This included
    - A brief discussion of questionnaire approved
    - CM Panagos will facilitate the distribution of the questionnaire to the currently incarcerated participants.
  - Recommends a training session for new members on Robert's Rules, how to read a spreadsheet, and what the different language and acronyms mean.
- **Planning Committee Update**
  - There was no Planning Committee Update.
- **Membership Committee Update:**
  - Discussion included:
    - Development of a Membership Procedural Flowchart for handling candidates from application thru committee assignment.
    - The potential of developing a CARE Council Full Capacity Protocol procedure.
    - If committee vote for a candidate is not unanimous, how is the dissenting view presented.
- **PoI (*Points of Integration*) Update**
  - There was the annual presentation to HPPC (HIV Prevention Planning Council)  
There were four recommendations from the committee to bring forth to full Care Council. Discussion included:
    - General recommendations regarding late testing.
    - To advise the Council to request funding and support from DPH (Department of Health to formulate a working group to address best practices for the prevention of positives.
    - The last two focused on sero-adaptation.
      - A motion was passed to ask DPH to adopt the term sero-adaptation versus the old term of sero-sorting.
      - The final recommendation was to define the term sero-adapting based on a harm reduction model.

## **7. Review/Discuss MOU Status between Grantee and CARE Council**

- Discussion included that a point by point discussion of the evaluations of MOU by two Co-Chairs was held at the Policy and Evaluation Committee and based on these evaluations no recommendations being made.
- However, some MOU structural changes should be made to include:
  - Elimination of reference to "*AIDS Office*"
  - That DPH (Department of Public Health), referred to as the AIDS office, in the MOU clearly outline the process for grievances.

- That there be a clear definition between the Grantee's and the Care Council's percent of overall administration costs to be compliant with Ryan White Title 1 and Title 2 guidelines.

## **8. Discuss/Determine Procedure for Filling Vacant Co-Chair Seat**

### **Action**

**Motion** – to open nominations for the replacement of Co-Chair seat vacated by CM Herman (Person Living with HIV/AIDS) at the October full council meeting and to vote on the nominations at the November full Council meeting (Allgaier/Philip)

### **Vote**

**Motion passes unanimously.**

## **9. Discuss Cultural Competency- Next Steps**

- Jack Newby reported on the focus groups that were held. His report included:
  - Cultural competency is about looking at the structure of the council and best accommodating the needs of every Council Member.
  - Update on the focus groups being done in conjunction with HHS (HIV Health Services) and hoped that the group built a safe space for them to discuss items that came up in the MOU.
  - Whether the consumer focus groups were really addressing the needs of the consumers.

## **10. Development of October 22<sup>nd</sup>, 2007 Council Agenda**

***Monday, October 22<sup>nd</sup>, 2007, State Building, 455 Golden Gate Avenue, San Francisco – San Diego Rooms***

The agenda was approved for distribution and posting.

## **11. Council schedule for remainder of 2007 - VOTE**

### **Action**

**Motion** - to leave the November 19<sup>th</sup> on the calendar and cancel the December 17th meeting.

### **Vote**

**Motion Passes by Consensus**

## **12. Next Meeting Date and Agenda Items**

The next Steering Committee Meeting will be Monday, November 19<sup>th</sup> at 5:00 PM at 25 Van Ness Avenue, San Francisco.

Next Committee Agenda items include:

- POI presentation
- MOU presentation
- Committee recommendations
- Update on Cultural Competency

## **13. Adjournment**

The meeting was adjourned by Co-Chair Thomas at 6:18 PM.