



**HIV Health Services Planning Council
Steering Committee
Monday, March 17th, 2008
SFDPH 25 Van Ness Avenue, Room 330B
5:00 - 7:00pm**

Minutes

Committee Members Present: Manley (Co-Chair), Thomas (Co-Chair), Molnar (Co-Chair), Allgaier, Soto, Stevens

Other Council Members Present: Antonetty, Jewell

Others Present: Anna Heath (candidate), Noah Briones (candidate), Jim McGrath (candidate), Bill Blum (SF DPH HHS), Dean Goodwin, (SF, DPH HHS)
Michelle Long (SF DPH HHS)

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

1. Introductions

The meeting was called to order at 5:-05 PM by Co-Chair Molnar and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve February 19th, 2008 Minutes

The February 19th, 2008 Minutes were reviewed and approved by consensus.

4. Announcements

Laura Thomas is taking a new job with the Drug Policy Alliance and will begin May 1st. Continued membership is uncertain.

5. Public Comment

There was no public comment.

6. Committee and Work Group Check-in

The Committee discussed 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*
 - *Policy and Procedure Manual Table of Contents Revision*
 - The committee addressed where to move the functions of the different restructured Committees within the Table of Contents.
 - Recommendations for re-assignment of the Policy and Evaluation functions are as follows:
 - Grantee Assessment will be done by a work group under the auspices of the Steering Committee.
 - Monthly meeting evaluations will be the responsibility of the Council Co-Chairs who will give a quarterly report to the Full Council. Evaluations of presenters will be communicated by Council Support.
 - Policies and Procedures will fall under the jurisdiction of the Steering Committee.

- The Memorandum OF Understanding will be worked out between the Co-Chairs and the Grantee but will be guided by the Government and Provider Affairs Committee.
- www.sfcarecouncil.org Website Update Issues regarding Committee Meetings
 - The website update will be a work in progress and during the transition Government and Provider Affairs will be linked to the old Planning Committee and Consumer and Minority Affairs will be linked to the old Community Advocacy & Outreach Committee. In an effort to ensure a smooth transition, the process should be completed in approximately 30 days.
- *COA (Community Outreach and Advocacy) Committee*
 - Meeting was cancelled.
- *Planning Committee Update*
 - The majority of the discussion was about the Needs Assessment and the Comprehensive Plan.
 - *Revision of Presentation Schedule*
 - Due to the restructuring of Committees, there will be a need to revise the Presentation Schedule.
- *Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)*
 - Motion to recommend Anna Heath for Council Membership will be presented at the Full Council Meeting.
 - The Council Members were assigned to the new Committees.
 - A revised list is needed as CM Harris was assigned to two committees and CM Sweetin should be given her second choice of Government and Provider Affairs so two county representatives will not be on the Points of Integration Committee.
- *PoI (Points of Integration) Update*
 - The equity between HHSPC and HPPC was discussed.

7. Review/Discuss Proposed SF CARE Council At-Capacity Guidelines

The Committee discussed the protocol for application to the SF CARE Council when the CARE Council has reached its maximum capacity of 40 members. Discussion included:

- Clarification of what to do with mandated seats; if a member who holds a mandated seat resigns and there is another member whose connections qualify them for the mandated seat, the Council will move to the queue of applicants and fill the empty seat with the next acceptable applicant provided that all demographics are met.
- A recommendation to create a pending file when Council is at capacity and selecting members based on demographic need and then based on chronology.

Action: Motion to accept draft as presented.

Vote

Ayes: 7

Nays: 0

Motion passes unanimously.

8. Review/Discuss Proposed General Funds Cuts Issues

The Committee discussed current General Fund prioritization and allocation scenarios considering potential funding cuts. Discussion included:

The committee members disclosed any real or perceived conflicts of interest. They were as follows:

Council Member	Conflict
Thomas	Board member of Asian Pacific Islander Wellness Center
Stevens	Board member of Maitri Compassionate Care
Jewell	Board member of Project Open Hand
Soto	Non-medical case management
Allgaier	None
Manley	None
Molnar	Employee of Shanti: Non-medical case management and psycho-social support

It was agreed to vote on the prioritization of moving general fund dollars onto Ryan White Part A (RWPA) on a line by line basis so members with conflicts of interest may recuse themselves.

- A representative from SF DPH HHS presented the big picture noting the approximate gains and losses to next year's budget.
- Also recommended was to send a representative to the Health Commission meeting on Tuesday, March 18, 2008 to voice opinions about the methodology used for determining the allocations and prioritizations.
- Clarification about the residential substance abuse treatment also falls under the category of housing which is limited to 24 months for any client in all residential facilities.

Action: to adopt the recommendations from HHS that were approved by the Planning Committee to accept items 1A1, 1B, 1C, 1D and 2A (Core Services) from General Fund dollars to the RWPA dollars.

Vote:

Ayes: 7

Nays: 0

Motion passes unanimously.

Action: to forward the Co-chairs recommendations if general fund dollars are reduced.

Vote:

Ayes: 7

Nays: 0

Motion passes unanimously.

Action: to move eligible Support Service categories under general funds from general funds to RWPA (Co-chairs, Antonnety).

Vote:

Ayes: 0

Nays: 7

Motion fails.

The following motions were voted on to prioritize the 18 general fund categories.

Action: to accept the Co-chairs recommendations for priorities of general funds of support services to accept the three housing categories (Housing: Emergency Housing, Housing: Transitional Housing and Housing: Residential Programs and Subsidies, respectfully, as the first three priorities (Co-chairs, Manley).

Vote:

Motion passes unanimously

Action: to accept Food/Delivered Meals as the fourth priority (Co-chairs, Antonetty).

Motion passes unanimously.

Action: to accept Medical Detox as the fifth priority (Co-chairs, Antonetty)

Motion passes unanimously.

Action: to accept Complementary Therapies as the sixth priority (Co-chairs, Manley).

Motion passes unanimously.

Action: to accept Rehabilitation Services as the seventh priority (Co-chairs, Antonetty).
Motion passes unanimously.

Action: to accept Psycho-Social Support as the eighth priority (Co-chairs, Antonetty).
Recusals: 1 (Molnar)

Motion passes unanimously.

Action: to accept Outreach as the ninth priority (Co-Chairs, Thomas).

Motion passes unanimously.

Action: to accept Residential Mental Health as the 10th priority (Co-Chairs, Thomas).

Motion passes unanimously.

Action: to accept Facility Based Health Care as the 11th priority (Co-Chairs, Thomas).

Motion passes unanimously.

Action: to accept Non-Medical Case Management: Housing as the 12th priority (Co-Chairs, Manley)

Motion passes unanimously.

Action: to accept Legal Services as the 13th priority (Co-Chairs, Thomas).

Motion passes unanimously.

Action: to accept Non-Medical Case Management: Other as the 14th priority (Co-Chairs, Manley).

Recusals: 2 (Molnar, Soto)

Motion passes unanimously.

Action: to accept Referral for Health Care/ Supportive Services as the 15th priority (Co-Chairs, Manley).

Motion passes unanimously.

Action: to accept Emergency Financial Services as the 16th priority (Co-Chairs, Manley).

Motion passes unanimously.

Action: to accept Residential Substance Abuse/ Non-Medical Detox as the 17th priority (Co-Chairs, Thomas).

Motion passes unanimously.

Action: to accept Early Intervention Services as the 18th priority (Co-Chairs, Soto).

Motion passes unanimously.

9. Review/Discuss CARE Council Restructuring Implementation

- This item was not discussed.

10. Review/Discussion of Needs Assessment Work Group Update

The Committee discussed the status of the 2008 Needs Assessment focusing on severe need clients to include:

- Incarcerated/Former Incarcerated
- Over 50
 - Discussion included:
 - Due to low attendance at the Needs Assessment Work Group, the recommendations were brought to the Planning committee which approved the recommendations.
 - The assessment will focus on severe need clients.
 - Harder and Co. will interview about 200 people.
 - The questionnaire will include questions regarding the recently incarcerated.
 - Focus groups will address the issues of the over 50 population as some of this group may be in danger of becoming severe need clients at 65 when some of them will lose private benefits, putting them into poverty.

11. Development of March 24th, 2007 Council Agenda

- *Monday, March 24th, State Building, Milton Marks Conference Center, 455 Golden Gate Avenue (lower level), San Francisco from 4:30 until 7:30 p.m.*
 - There were additions and changes to the Full CARE Council Agenda including removing some presentations and pushing them to the April 28, 2008 Agenda.
 - It was also noted that during the breakout session, these proceedings are still a matter of public record and must be reported on.

12. Next Meeting Date and Agenda Items

- *The next Steering Committee Meeting date is scheduled for Monday, April 21st, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*

13. Adjournment

The meeting was adjourned at 7:08 by Co-Chair Thomas.