



**HIV Health Services Planning Council
Steering Committee
Monday, May 12, 2008
SFDPH 25 Van Ness Avenue, Room 330B
5:00 - 7:00pm**

Minutes

Committee Members Present: Andrews, Molnar, Penagos, Jewell, Philip, Thomas, Manley, Hart, Soto, Hicks, Stevens, Antonetty

Committee Members Absent: Mabry, Allgaier

Other Council Members Present: None

Others Present: Michelle Long (SF SPH HHS)

Council Support Staff Present: Jack Newby, Enrique Asis, Ray West, 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 – VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve April 21st, 2008 Minutes – VOTE

The April 21st, 2008 Minutes were reviewed and with the amendment to change Council Member Bill of Rights to Council Member Rights and Responsibilities were approved by consensus.

4. Announcements

Channing Wayne asked if everyone could speak in a clear and audible voice for the recording.

5. Public Comment

There was no public comment.

6. Committee and Work Group Check-in

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

- Government and Provider Affairs
 - The Committee will add cultural humility language to the Mission Statement.
- Consumer and Minority Affairs
 - There were two new grievances filed with the Consumer Rights Advocate
 - The Needs Assessment is beginning to start the surveys and focus groups and the results will be presented to the full Council in August.
- Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)
 - The Committee will add cultural humility language to the Mission Statement.

- It was discussed that no new members should be brought on to the Council until after the prioritization and allocation process due to the overwhelming nature of the process.
- Also suggested was to send new members names in batch form quarterly to the Mayor's office for approval in order to create a more seamless transition.
 - Both items will be on the Membership Committee's June agenda for a decision.
- PoI (Points of Integration) Update
 - There was work of best practices with Prevention with Positives.
 - There will be a work group run by Harder & Co. with members from outside of the committee involved working parallel with POI for prevention with positives. It will officially begin meeting in June. It was decided that the first 30 minutes of the committee will be official Points of Integration business and the last hour and a half will be dedicated to the work of the work group.

7. Review and Complete Committee Goals and Work Plan for Remainder of 2008- VOTE

The Committee completed the individual committee goals and work plan for the remainder of 2008. The following additional responsibilities/clarifications were added to the Committees' additional assignments:

- Consumer and Minority Affairs Committee :
 - Development of Unfunds Policy with GPA Committee
 - Priority Setting and Resource Allocation with GPA Committee
- Steering Committee:
 - Quarterly review of council meeting evaluations as presented by Council Co-Chairs
 - Review of Council Policies and Procedures
 - Annual Council Evaluation
 - Oversee Grantee Assessment and MOU Review
 - Oversee with the Contractor and Council Co-Chairs search for Director
- Membership Committee:
 - Oversee Work Group for development of Council Member Rights and Responsibilities and Grievance Policy
 - Continue to develop Leadership Development Plan

The Committee then discussed the work plan for the remainder of 2008 fiscal year. Discussion included:

- The Director Search responsibility listed under the Steering Committee should note that this will be done in conjunction with the contractor who will actually do the hiring.
- It was decided to include approved and the date on each document.

The Committee also clarified some items of the Work Plan for 2008. These clarifications included:

- Consumer and Minority Affairs Committee
 - The Needs Assessment will be a part of the work plan through August.
- Government and Provider Affairs Committee
 - The Presentation Schedule will be a part of the work plan through August.
- Membership Committee

- The Consumer Bill of Rights title is changed to the Council Member Rights and Responsibilities.

Action: Vote to accept the Committee Assignments and Work Plan for the remainder of 2008 with the recommended changes.

Ayes: 12

Nays: 0

Motion passes unanimously.

8. Development of May 19th, 2008 Council Agenda - VOTE

- *Monday, May 19th, State Building, Milton Marks Conference Center, 455 Golden Gate Avenue (lower level), San Francisco from 4:30 until 7:30 p.m. The Joint Meeting with HIV Prevention Planning Council will be conducted from 4:30-6:30 p.m. The Committee discussed and made changes to the joint agenda with HPPC and the agenda of the HHSPC meeting.*

Action: Motion to approve the newly formed agenda for the joint HPPC and HHSPC meeting.

Motion passes by consensus.

9. Next Meeting Date and Agenda Items

- *The next Steering Committee Meeting date is scheduled for Monday, June 16th, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*

10. Adjournment

The meeting was adjourned at by Co-Chair Molnar.
