



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

Committee Members Present: Allgaier, Andrews, Hart, Hicks, Jewell, Manley, Molnar, Penagos, Philip, Soto

Committee Members Absent: Thomas

Others Present: Bill Blum (DPH-HHS), Charles Siron (CM)

Support Staff Present: Asis, Bryson, Lee, Zhovreboff

Minutes

1. Introductions

The meeting was called to order at 5:11 pm by Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve October 20, 2008 Minutes – VOTE

The October 20th minutes were reviewed and approved by consensus.

4. Announcements

- CM Penagos announced that she is selling tickets to Academy of Friends
- Co-Chair Molnar announced that Shanti will be having an event on December 1st, celebrating world AIDS day, Shanti's 35th anniversary and honoring Supervisor Bevan Dufty and Dr. Lisa Capaldini
- CM Hicks announced that Ward 86 will also have an event during the day to celebrate world AIDS day.
- CM Soto announced that he will be having a fundraiser from 7-10 PM at The Mix to raise money for families with children with disabilities.
- Bill Blum announced that Michelle Long has broken her ankle and undergone surgery so she will be out for a while. He noted that he is available to help take care of any ongoing business with Michelle.
- Co-Chair Molnar noted that mid-year cuts were announced, and although the care side was not hit very hard, prevention lost 1.3 million in funding.
- CM Hart noted that he will be taking a leave of absence from the Council, beginning January 1st.

5. Public Comment

There was none.

6. Council Support Update

The Steering Committee received an update from Council Director, Greg Zhovreboff. He noted that this Wednesday the 19th is the next Council Member's Rights and Responsibilities Work Group. This meeting will focus on developing a conflict resolution policy. He also noted that the four-hour

Comprehensive Plan meeting was successful. He announced that January 12th is the CAER awards banquet and that the HIV Health Services Planning Council will be hosting a welcome reception for this event. Zhovreboff also announced that he will be looking to provide tickets for consumers for this event. CM Allgaier noted that Council Members will be invited to the business meeting which precedes the event, to see how the CAEAR Coalition works. Zhovreboff also noted that he and Co-Chair Manley will be visiting the Marin CARE Council on December 10th.

7. Committee Update

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.

- *Government and Provider Affairs Update*
 - This meeting was cancelled.
- *Consumer and Minority Affairs Update*
 - CM Allgaier noted that their next meeting on December 2nd will be a joint meeting between the Consumer & Minority Affairs Committee and the Government & Provider Affairs Committee. This meeting will focus on picking out issues raised by the Needs Assessment the two groups would like study more in-depth.
 - CM Allgaier also noted that the Consumer & Minority Affairs Committee discussed community forums and reaching out to the community and how this is mandated by the Policy and Procedures manual.
- *Membership Committee Update*
 - CM Hicks noted how the Council Member's Rights and Responsibilities Work Group has tied into the Membership Committee regarding the need for a conflict resolution policy.
 - CM Hicks also pointed out that CM Andrews provided the Membership Committee with an update on the Cultural Humility Sessions, based around how Council Members relate to one another. There was a discussion surrounding the PLWA Caucus and issues with the Sunshine Ordinance. The committee discussed getting to know their fellow Council Members so that they can come from a place of compassion when dealing with them. CM Allgaier suggested convening a group of long-standing Council Members to discuss what measures have failed and why. The Committee also discussed the mentoring program and how it affects interactions on the Council. This conversation was put on hold while Bill Blum made his presentation on unfunds. CM Andrews asked that the committee possibly move this discussion to the Steering Retreat to hash out a process for dealing with these issues.
 - CM Hicks noted that Council Membership is down to 35 and that Membership is now actively recruiting youth, African American females and MediCal representatives.
- *PoI (Points of Integration) Update*
 - CM Philip presented PoI's HPPC Prevention with Positives Best Practice Guide. She also discussed how the Planning Council can get more involved in the issues that PoI discusses. CM Philip noted that this can be done by mirroring presentations given at PoI, so that the Planning Council can stay abreast of the issues and take steps to become more involved.
- *Council Members' Rights and Responsibilities Work Group Update*
 - Co-Chair Molnar noted that in the course of the meeting, the Work Group has agreed to work on creating a conflict resolution policy up to the removal of a member. Council Director Zhovreboff also noted that he has created a strong working relationship with the City Attorney's Office to review wording for policies.

8. 2009 Comprehensive Plan Update

The Committee was updated about plans for developing the new Comprehensive Plan, due January 2009. Council Director Zhovreboff noted that the meeting went very smoothly and that the group went through the entire 2006-2009 Comprehensive, updated the language and removed unnecessary sections. The plan will be updated by Robert Whirry and will either need to be approved by the Full Council or the Steering Committee in December.

9. HIV Health Services Update

The Director of HIV Health Services, Michelle Long is out after undergoing surgery on her ankle, so he colleague Bill Blum gave the update to the Steering Committee. He announced the issues surrounding unfunds, stating that the Council generally uses this money for vouchers, and that there may be up to \$100,000 to use. CM Siron asked how much money in vouchers the AIDS office already has, and Bill Blum noted that there is already about \$400,000-\$500,000 available. CM Allgaier clarified that the vouchers cover different areas, like food, transportation and housing. CM Philip noted that vouchers are in high demand by her clients and provide an incentive for consumers to return for treatment. CM Andrews asked for a clarification on the budgeting and contract process. He also requested a breakdown of the feasible options for the use of these funds. Bill Blum noted that it could be used for vouchers, the AIDS Emergency Fund or for another Standards of Care/Best Practices (documentation or consulting processes). The committee decided by consensus to recommend to the Full Council to purchase vouchers with the unfund money.

10. December Meeting Schedule Discussion

The committee discussed the meeting schedule for December and suggested that the Full Council cancel the December meeting.

11. Development of November Council Agenda – VOTE

Monday, November 24, 2008, State Building, Milton Marks Conference Center, 455 Golden Gate Avenue (lower level), San Francisco from 4:30 until 7:30 p.m.

- The Committee discussed adding in a vote on whether or not to cancel the December Full Council Meeting.
- The also requested to add a vote for the Three-Year Comprehensive Plan update (agenda item 8) on how to approve the final plan if the meeting is indeed cancelled.
- Agenda item 9 will be an unfunds discussion with recommendations from the Steering Committee.
- Agenda item 11 will be the Prevention with Positives Best Practices Presentation from PoI by Susan Philip.

12. Next Meeting Date and Agenda Items

The next Steering Committee Meeting date is scheduled for Monday, December 15, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.

- **Parking Lot Items for Next Month's Agenda**
 - Discuss Cultural Humility sessions
 - Dicuss PLWA Caucus and look at models set by other EMAs
 - For the Steering Retreat the Committee would like to discuss which committee has ownership of the Policy and Procedure manual.
 - In December, the Steering Committee will discuss a date for this retreat.

13. Adjournment

The meeting was adjourned at 6:58 pm by Co-Chair Manley.

