



**HIV Health Services Planning Council
Steering Committee
Monday, September 15, 2008
SFDPH 25 Van Ness Avenue, Room 330A
5:00 - 7:00pm**

Council Members Present: John Andrews, Steve Manley, Maritza Penagos, Randy Allgaier (Consumer & Minority Affairs Committee Representative), Susan Phillip (PoI Representative)

Council Members Absent: Marcus Mabry (LoA), Mark Molnar, Laura Thomas, Government & Provider Affairs Committee Representative, Membership Representative

Others Present: Robert Whirry (Consultant), Michelle Long (DPH), Bill Blum (DPH)

Support Staff Present: Greg Zhovreboff, T.J. Lee, Natalie Bryson

Minutes

1. Introductions

The meeting was called to order at 5:14 pm by Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed, and one change was recommended.

Motion: Penagos/Andrews to approve agenda. Was approved by consensus.

3. Review/Approve August 18th, 2008 Minutes – VOTE

The August 18th minutes were reviewed, one change was recommended.

Motion: Penagos/Andrews to approve August 18th minutes. Approved by consensus.

4. Announcements

- Staff Member Lee announced that Randy Allgaier is now back from Leave of Absence.

5. Public Comment

There was none.

6. Introduction of New Planning Council Director

The Steering Committee was introduced to the new Planning Council Director, Greg Zhovreboff

6. Committee

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

- *Government and Provider Affairs*
 - CM Allgaier told the committee about the CoE discussion that was had at the previous Government & Provider Affairs Committee meeting.
 - CM Allgaier stated that the data needed to be narrowed down to make it more easily digestible.
- *Consumer and Minority Affairs*
 - CM Allgaier noted that the committee discussed what sorts of things they would like to focus on in the next quarter.

- *Membership Committee Update*
 - CM Andrews stated that Maree Kay Parisi gave a presentation on SF EMA Demographics.
 - CM Andrews also noted that there was a lively discussion concerning letters of warning, debating the need for a balance between accommodating consumers and keeping the Council running smoothly.
- *PoI (Points of Integration) Update*
 - CM Philip announced that Ed Byron resigned from council and she now no longer has a co-chair
 - They are continuing to work on Prevention with Positives.

7. 2009 Comprehensive Plan

Robert Whirry updated the Committee about plans for developing the new Comprehensive Plan, due January 5th, 2009. Whirry discussed how the previous plan was revamped and he is hoping that this year it will be just an update. The council needs to develop a timeline and work group or subcommittee to do this. Whirry will meet with the Council Co-Chairs to discuss this. Handouts were given to the committee members.

8. HIV Health Services Update

The Steering Committee received an update from Michelle Long (DPH). CM Allgaier introduced some questions that the council has had come up at recent meetings, namely MAI funding and the 3 Year Comprehensive Plan.

9. De-Brief Prioritization Resource Allocation Process and Retreat

The Committee discussed the Council's process leading up to the Prioritization and Resource Allocation Retreat and the August 22nd Meeting. Co-Chair Manley stated that everyone seemed to be quite happy with the council restructuring and that the formal reviews were glowing. The motion and voting procedure on unallocated funds was discussed. The use of Robert's Rules was discussed, and it was decided that a more parliamentary style is needed while running/facilitating the meeting. Recommendations were made for future Council Summit Meetings. CM Allgaier recommended that a committee discuss what to do with unobligated dollars. Co-Chair Manley recommended that this item go to the Government & Provider Affairs Committee. A discussion ensued. Bill Blum suggested taking a look at unobligated funds decisions from the past three years to get an idea of what sort of decisions the Council has made in the past.

10. Development of September Council Agenda - VOTE

The committee decided to add an opening discussion about the comprehensive plan, discussing the MAI funding and the grant application update. A few changes were recommended to timing and the council voted.

Motion: Allgaier/Hart to add an opening discussion about the comprehensive plan, discussing the MAI funding and the grant application update. Approved by consensus.

The Full Council Meeting will take place Monday, September 22, 2008, State Building, Milton Marks Conference Center, 455 Golden Gate Avenue (lower level), San Francisco from 4:30 until 7:30 p.m.

10. Next Meeting Date and Agenda Items

The next Steering Committee Meeting date is scheduled for Monday, October 20, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.

11. Adjournment

The meeting was adjourned at 6:17 pm by Co-Chair Manley.
