



HIV Health Services Planning Council
Steering Committee
Monday, December 21, 2009
25 Van Ness Avenue, Room 330A
5:00 - 7:00pm

Minutes

Committee Members Present: Andrews, Flores, Geltmaker, Heath, Manley, Molnar, Newell, Penagos, Soto, Thomas

Committee Members Absent: Jewell, Ramos

Others Present: Bill Blum (DPH-HHS)

Support Staff Present: Allgaier

1. Introductions

CM Thomas called the meeting to order. Everyone introduced themselves, and quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve November 16, 2009 Minutes– VOTE

The November 16th minutes were reviewed and approved by consensus with the following changes:

1. Removal of the word “seconded” in the retraction of the motion in Item 9
2. Change “can” to “could” in the second sentence of Item 9 (“could use the money for“...)
3. Remove Hepatitis C testing in item 9 and replace with monitoring and diagnostic lab testing
4. Add “Best Practices” after Prevention with Positives in item 9

4. Announcement

John Andrews announced the plans for George Stevens’ memorial service, which will be held February 14th at 3pm at the Congregation Sha'ar Zahav, 290 Dolores Street at 16th.

5. Public Comment

There was no public comment.

6. Council Support Update

CS Allgaier reported to the Committee on the updating of the website, work on the retreat, and a training curriculum which includes training for the outreach program being developed by the CMA Committee. He also reported that the facilitator training was not as well attended as had been hoped. He also reported that he was disappointed with some of the elements of Compass Point’s work on the training- specifically the reservation for a space to hold the training and the lack of an evaluation tool.

7. Committee and Work Group Reports

Government and Provider Affairs Update

CM Geltmaker reported that the GPA Committee brainstormed issues for the Steering Committee Retreat agenda, approved the 3 year monitoring grid and had a preliminary discussion on the issue of looking at EMA wide eligibility for services.

- *Consumer and Minority Affairs Update*

CS Allgaier reported that CMA spent most of its time looking at goals and preliminary discussions on the outreach initiative.

- *Membership Committee Update*

CM Flores reported that the Membership Committee recommended Michael Scarce to the Council for membership and granted Billie Cooper a leave of absence. Another applicant was interviewed but was encouraged to re-apply in April. Two new applicants will be interviewed in January. Membership also had a Steering Committee Retreat brainstorm.

- *Pol (Points of Integration) Update*

CM Thomas reported that there are new Prevention New Council Committees for 2010

1. Membership Committee
2. Points of Integration Committee
3. Community Engagement Committee
4. Policy and By-laws Committee

The Committee also discussed their scope of work for 2010 which included looking at the following issues: community viral load, barriers to treatment and hepatitis c co-infection.

- *HIV/AIDS and Aging Joint Work Group*

CM Manley reported that there was a good turnout of community members on the committee. The committee took most of the time to take the issues from their last meeting's brainstorm activity on determining the goals and tasks of the committee and prioritized them. The committee also outlined the Epi data needs for the group which will be provided at the next meeting and at the HIV/AIDS and Aging Community meeting scheduled for January 25th. Steve also reported on a document that Randy put together for the group on what information is already out there on the HIV and aging community.

- *Needs Assessment Work Group*

The workgroup will be established in January. CS Allgaier will be sending an email out before the end of December asking for council members to join the workgroup.

- *Policy and Procedure Manual Work Group*

An email request has gone out asking for council members to join the workgroup. Interested parties have been identified and have been asked to choose a date from two possible ones.

- *Study Hall Group*

Nothing to report.

8. Co-Chair Update –

The Council Co-Chairs had a meeting with the Prevention Council Co-Chairs to outline both councils' collaboration for 2010. The joint meeting will be held in May and will be a discussion on the issue of community viral load. Both councils will receive a presentation prior to the May meeting from the Principle Investigator on the study that looked at community viral load. The Co-Chairs have been talking with HIV Health Services on how best to structure the Council's CoE discussion. The Co-Chairs and the Council Director developed the Steering Committee Retreat agenda for discussion at this meeting. There was also

an update from the Hepatitis C Task Force (the results of the elections for co-chairs, secretary) and at-large steering committee members. There will also be more time allotted to the joint meeting. Monthly written updates from each Council will be shared with the other Council.

9. HIV Health Services Update - VOTE

Bill Blum reported:

1. Council Support was awarded to Shanti and the Consumer Rights Advocacy contract to ALRP.
2. Bill briefed the committee on HHS staff roles:
 - Christopher Gortner will now be in charge of vouchers
 - Celinda Cantu is now the manager of Reggie/ARIES and ADAP
3. Process is occurring for input on CoE solicitation
4. HHS is working on the part of the grant application due in January regarding "test to treat" activities.
5. General fund mid-year reductions- only impact was for HHS on formerly state funded case management
6. Bill met with counterparts from two counties re: cross county service
7. ARIES conversation update
8. Prevention with Positives Best Practice contract has been awarded to Harder + Co
9. CQI update (Continuous Quality Improvement)
10. HHS has received guidance from HRSA re: simplifying process to synchronize MAI and Part A
11. HHS is looking at formularies for ADAP and Healthy San Francisco in order to have good information if ADAP funding from the state is compromised.
12. The next solicitation- Home and Facility Based care

CM Andrews asked question re: HHS staffing of Council committees and Bill responded that they should have staff at committee meetings but workgroups were less likely

10. Review of DRAFT Agenda for Steering Retreat –VOTE

CM Thomas outlined the Steering Committee Retreat. The group agreed that there will be discussion on the EMA system of care agenda, and an agenda item regarding cross county EMA wide services and collaboration with other groups (LTCCC and HPPC, HAPN, etc).

The Draft Agenda was approved by consensus.

11. Discussion of Membership Renewal Policy – VOTE

The Committee discussed a DRAFT policy put forward by the Membership Committee that included a draft protocol and a questionnaire. [See attachments 1 and 2].

CM Geltmaker noted that responses could be taken as adverse to application. CM Molnar also addressed issue and suggested adjustment so review won't be viewed as such.

MOTION-CM Thomas/CM Andrews to approve the questionnaire with the following changes: questions 1,2,10 and 6 be removed and be added instead to a survey that Council support and membership would conduct annually, and to instead make question #6 "How do you think you contributed to the Committee?"

The motion was approved by consensus.

MOTION-CM Geltmaker/CM Andrews to approve the renewal application document with the addition that In order to determine "mixed race", "check all that apply" will be part of the instructions on race / ethnicity demographic data and that "decline to state" will be added to all demographic questions.

The motion approved by consensus.

MOTION-CM Newell/CM Molnar to approve the protocol document, with II,2,b changed from questions document to application document.

The motion was approved by consensus.

12. Next Meeting Date and Agenda Items – VOTE

It was agreed to add ½ hour to steering committee retreat for agenda approval.

The meeting was adjourned by Co-Chair Thomas.

Attachment #1

Draft Protocol for San Francisco HIV Health Services Planning Council Membership Renewals

I. Objectives for the Council Member Renewal Process:

- 1) To decide which members remain on the Council
- 2) To obtain feedback on Council experience from members seeking renewal
- 3) To give members feedback on their Council participation

II. Steps for the Council Member Renewal Process:

- 1) Renewal Applicant will submit a completed “Renewal Application” (Attachment A: “Renewal Application”) to Council staff/Membership Committee at least one month prior to the expiration of the Member’s term. This Renewal Application will include the completed “Renewal Questions” (Attachment B: “Draft Membership Renewal Questions”). This Renewal Application will also include the option for the Renewal Applicant to submit a brief personal Bio (to be posted, also optionally, on the Council’s website)
- 2) Membership Committee will:
 - a) Assess the Renewal Applicant re: Member “Good Standing” Standards, to be defined by the following criteria, per the Council Member Job Description Qualifications:
 1. Inclusion/membership in a specified category per legislation and HRSA guidelines
 2. Ability to communicate opinions freely, honestly, and respectfully
 3. Commitment to adhere to rules and regulations of Council
 4. Ability to operate/function at a level adequate to contribute and participate in Council activities.
 - b) Review and clarify the Renewal Applicant’s completed Renewal Questions (Attachment B: “Draft Membership Renewal Interview Questions”)
 - c) Offer the Renewal Applicant the opportunity to give additional feedback to the Membership Committee and/or the full Council. This feedback may be provided verbally to the Membership Committee, with the request that comments be limited to 5 minutes, and may be provided verbally to the full Council, with the request that comments be limited to 3 minutes. Additional feedback may also be provided in writing, as an attachment to the Renewal Application to the Membership Committee.
 - d) The Membership Committee will then discuss and vote on the recommendation to renew the applicant.
 - e) The Membership Committee recommendation will be brought to the next full Council meeting for discussion and vote. (Note: a decision to renew an applicant requires a 2/3 affirmative vote by the full Council)

Attachment #2

DRAFT - San Francisco HIV Health Services Planning Council Council Member Renewal Questions

Thank you for your service to the people living with HIV / AIDS in San Francisco, San Mateo and Marin Counties. The generous gift of your time, talent, and positive energy is greatly appreciated.

As a part of the Council Member Renewal process, the Membership Committee and the San Francisco HIV Health Services Planning Council wish to receive your feedback so that we can continually improve our functioning as a Council, and better meet your needs as a Council Member. Please take a few minutes to complete this brief Renewal Questionnaire. Your answers will be reviewed by the Membership Committee as part of the renewal process.

Thank you again for all of your efforts - and for your valuable feedback.

1. What is your primary reason for seeking renewal on the Council?

2. Did your service on the Council turn out to be what you expected?
 Yes **No**
Please explain:

3. Did you receive enough orientation and training to do your Council and Committee work effectively?
 Yes **No**
If no, what training would you have liked or needed and what effect would that have had?

4. If you had a mentor, was your mentor helpful in your orientation, training and ongoing support of your work with the Council?
 Yes **No** **NA**
Please explain:

5. If you needed additional support to do your work, did you feel you received adequate assistance?
 Yes **No** **NA**
Please explain:
6. What Committee(s) and workgroup(s) did you serve on, and what did you learn / how did you benefit from your Committee/workgroup involvement?

7. What did you like most about your Council experience?

8. What did you like least about your Council experience?

9. What are your suggestions for improving the Council?

10. Would you be interested in serving in a leadership role on the Council?
 Yes **No**
Please explain:

11. Using the following scale, please rate your overall experience with Council Support.
1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

(Excellent ----- Very Good ----- Good ----- Fair ----- Poor)

Please explain:

12. Using the following scale, please rate your overall experience with Council leadership.

1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

(Excellent ----- Very Good ----- Good ----- Fair ----- Poor)

Please explain:

13. Using the following scale, please rate the Council's cultural responsiveness/inclusiveness.

1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

(Excellent ----- Very Good ----- Good ----- Fair ----- Poor)

Please explain:

14. Using the following scale, please rate your overall experience as a Council Member.

1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

(Excellent ----- Very Good ----- Good ----- Fair ----- Poor)

Please explain:

15. Please provide any additional comments.

Thank you for your feedback – and thank you for your service on the Council!