
San Francisco HIV Health Services Planning Council

Steering Committee Retreat

2.20.09 DRAFT Minutes

Steering Committee Retreat Meeting Goals (February 20, 2009):

- *Review steering committee business*
- *Address Planning Council's retention and morale*

9:30 -10:00 Breakfast

- The meeting was called to order at 10:00 am by Kym Dorman.

10:00-10:15 Introduction and Roll call

10:15- 10:30 Icebreaker

- What is the best present you've ever gotten or given?

10:30- 10:45 Budget update

- Greg Zhovreboff presented an overview of city budget reality and an update from Steering Committee Meeting February 17, 2009.

10:45- 11:15 Review role of HHSPC in general fund prioritization and allocation – discussion

- Laura Thomas presented an overview of how the General Fund works and facilitated a strategic discussion about the council's advisory role and how it is related to this year's work plan.

11:15-11:45 Improving Planning Council's Retention and Morale --Potential vote/action

- **Review Policy for Recognition Award**
- **Review PLWA Caucus Membership Policy**
 - Steve Manley presented these two ideas as possible ways to address issues related to retention and morale. He facilitated a discussion about these ideas and asked for other recommendations.

11:45- 12:15 Update on Council's Cultural Competence work – discussion

- Mark Molnar reviewed the background and briefly provided an overview of the Council's work.
- Kym Dorman asked the group to brainstorm potential next steps.

12:15- 12:45 Lunch

12:45- 1:45 Setting the stage for our work as a council: Paired interviews

1:45- 2:00 Update on Policy and Procedure Manual –Potential vote/action

- Mark Molnar proposed a process.

Motion: Co-Chair Molnar/CM Hicks for Council Support to have standing item presentation to Steering Committee about Policy and Procedure updates that are needed. Mark Molnar proposed and seconded Mary Lawrence Hicks.

Motion APPROVED by consensus.

2:00- 2:15 Update on CAEAR coalition –potential vote/action

- Laura Thomas provided background on this issue.
- **Motion:** CM Jewell/CM Siron to make Randy Allgaier the Primary representative to CAEAR Council and to find two alternates that will be voted on by the Full Council.

Motion APPROVED by consensus.

2:15- 2:45 Needs Assessment Update –potential vote/action

- Erika Takada facilitated this discussion.

2:45- 3:45 3-year Plan Monitoring Grid –potential vote/action

- Greg Zhovreboff provided overview of the monitoring grid and facilitated a conversation to assign responsibilities.
- Committee Co–Chairs briefly reviewed committee goals for the year.

3:45- 4:00 Close and End

- The meeting was closed by Kym Dorman at 4:10pm