



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 15, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

---

**Committee Members Present:** John Andrews, Margot Antonetty, Wade Flores, Matt Geltmaker, Lee Jewell, Mark Molnar, Gerardo Ramos, Michael Scarce

**Committee Members Absent:** Catherine Newell, Maritza Penagos, Eric Sutter, Channing Wayne [E]

**Others Present:** Dean Goodwin [DPH-HHS], Veronica Neal [Consultant]

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee

---

### *Minutes*

#### **1. Introductions**

The meeting was called to order at 5:04 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve November 15<sup>th</sup> 2010 Agenda – VOTE**

The Committee reviewed and approved the November 15<sup>th</sup> 2010 agenda by consensus.

#### **3. Review/Approve October 18<sup>th</sup> 2010 DRAFT Minutes – VOTE**

The Committee reviewed and approved the October 18<sup>th</sup> 2010 DRAFT Minutes by consensus.

#### **4. Announcements**

- CM Ramos will be attending a 2010 HIV Summit in Washington D.C. this Thursday

#### **5. Public Comment**

There was no public comment.

#### **6. HIV Health Services Update – VOTE**

Notes from Dean Goodwin:

- The Health Commission had asked for an update on the AIDS Office and the National HIV/AIDS Strategy and that a presentation was to be given at their meeting on 11/16/10 by Grant Colfax M.D., Dean Goodwin, Alberto Liu, Susan Scheer and Susan Phillipp M.D.
- The HIV Prevention section is working on an Enhanced Comprehensive HIV Prevention Plan (ECHPP) to illustrate how SF will implement the National HIV/AIDS Strategy, and wanted to establish a time to present that early stage of that plan to the HHSPC.

#### **7. Council Support Update**

CS Lee announced the following:

- CM Thomas will be acknowledged at the AIDS Memorial Grove for her HIV/AIDS work on World AIDS Day, December 1.
- CS Allgaier is featured in the current issue of Poz Magazine of 100 HIV/AIDS activists.
- The December Full Council meeting is canceled.

## 8. Committee and Work Group Reports – VOTE

The Committee will discuss the work of the Council Committees and Work Groups, communication between Committee Co-Chairs and ensure the linkage of Committee activities to the Full Council.

- **Government and Provider Affairs Update**
  - CM Geltmaker reported:
    - The Committee spent most of the time preparing its presentation to the Full Council
    - To do so, the Committee reviewed its previous decisions, values and mission statement. The Committee discussed how to better accomplish the goals the committee has been tasked with, how to open up the service categories and how to better educate Council Members on what they mean.
    - The Committee continued to build upon CMA's suggestions of finding new ways of delivering data on an ongoing basis:
      - a. A synopsis or even recommendations from each presentation to be included in a growing, evolving document that will list all presentations given in the year.
      - b. To make the presentations more relevant to prioritization and allocation, have the presenter make more explicit the general themes and trends and to tie them to corresponding service categories.
- **Consumer and Minority Affairs Update**
  - CM Ramos reported:
    - The Committee conducted co-chair elections, with CM Scarce replacing the seat vacated by Council Co-Chair Jewell
    - Had a robust discussion on how to summarize, condense and distill incoming information, suggesting the possibility of developing a list of standardized questions for all presenters to answer, to help Council Members better understand and contextualize the information.
    - Began developing a work plan for 2011.
- **Membership Committee Update**
  - CM Flores reported:
    - Quorum was not established.
    - The Committee forwarded recommendations to Steering, primarily regarding Letters of Warning, Membership Renewals and a possible vote-item on a prospective applicant.
    - Co-Chair nominations were taken, CMs Flores and Sutter were nominated as new co-chairs
- **Points of Integration Update**
  - No representative from POI
  - POI will present recommendations to the Full Council regarding viral load
- **HIV/AIDS and Aging Joint Work Group**
  - The meeting was canceled: Phase I completed, Phase II in planning stages with Prevention

- **P&P Work Group**
  - The meeting was canceled.
- **Hepatitis Task Force**
  - No representatives were present.
- **Prevention with Positives Focus on Substance Use**
  - Dean Goodwin will follow up on the best practices guide

## 9. Co-Chair Update

No further updates.

## 10. San Mateo Budget – VOTE

CM Geltmaker presented the Committee with a revised San Mateo budget. \$40,000 in salary savings were realized and shifted to Oral Health Care and Food Bank/Home Delivered Meals.

The Committee voted to forward the budget recommendations to Full Council unanimously. **See Voting Sheet.1.**

## 11. 2011 Planning – VOTE

The Committee continued planning for 2011. CM Molnar started the discussion, relaying some Council Members' hesitation in the decision making process. To divorce Council decisions from emotion, there have been suggestions of having the information from presentations standardized, thus Council Members would be able to retain the information in spite of an ineffective presenter. The resulting document would grow and evolve as time goes on, containing key points and themes from each presentation given in a year.

Other strategies and suggestions to best utilizing incoming information include: clarifying the presentation's content and making explicit its connections with corresponding service categories. the clarity of information presented and its relevance in regards to HRSA categories. CM Molnar relayed CM Hicks' suggestion of breaking out of the consumer-provider dichotomy, presenting the information, in a standard, neutral way.

Council Members began to brainstorm challenges/solutions.

Challenges:

- Service categories without context (how do we make a decision?)

Solutions:

- Discussing priorities
- Paying attention to new members, and different learning styles
- Adding more time to discuss issues after presentations
- Sharing and making accessible institutional knowledge
- Cost/benefit workshop (every decision will have an impact, e.g. prioritizing one category will come at the expense of another one)
- Refining the buying in/decision making process
- Realizing that there is no right or wrong answer, that one category will come at the expense of another.

## 12. Cultural Inclusiveness Update

Veronica Neal introduced herself and updated the Committee that she has started her evaluation process. Veronica went over her background and recent work. She has previously worked with the HIV Health Services Planning Council on cultural inclusiveness. Phase I consisted of workgroups that offered recommendations, Phase II involved policies and procedures, how to incorporate or institutionalize findings into the decision making process. Committee restructuring and the mentoring program also came out of Neal's findings

Veronica has been asked back to evaluate the changes the Planning Council may or may have not been undergoing the past few years. She will attempt to address issues of consumer input, historical and institutional legacies, feelings of disconnect. She will serve as an outside observer, seeing where the Council is now, collecting information and interviewing. In the end, she will present her findings and recommendations to the Full Council.

CM Andrews suggested that Veronica review the current Policy and Procedure manual and to attend other workgroups.

## 13. Membership Recommendations – VOTE

Since the Membership Committee lacked quorum, recommendations were forwarded to Steering. CM Flores voiced concern about a prospective applicant and issues about diversity. Committee members expressed confusion about the process in general, with what to do with the Membership recommendations in particular. Some Council Members expressed concern of opening the applicant up to discussion at the Full Council while the applicant is present. Others wondered if Membership should resolve the issues before moving the application along any further. In the end, the Committee moved to push the application discussion back to the Membership committee.

CM Scarce suggested reviewing Council demographics before making the decision to interview a prospective applicant.

**MOTION**-CM Molnar/CM Jewell: to forward Chip Supanich's application to Full Council. 4 voted yes, 1 no and 3 abstained. Motion did not pass. **See Voting Sheet.2.**

**MOTION**-CM Jewell/CM Andrews: to move Chip's application back to Membership Committee to be voted upon quorum. Motion passed. **See Voting Sheet.3.**

## 14. At-Large Steering Membership

The Committee opened up At-Large Steering Nominations, which will remain open until January's Full Council meeting.

## 15. Next Meeting and Agenda Items – VOTE

The next Steering Committee meeting has tentatively been scheduled for Monday, December 20<sup>th</sup> 2010 from 5-7 pm at 25 Van Ness, Room 330A, San Francisco.

Parking Lot:

## 16. Adjournment

The meeting was adjourned at 7:27 pm by Co-Chair Jewell.

**Steering Committee**

**HIV Health Services Planning Council**

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P	Y	Y	Y					
2. Margot Antonetty (At-Large)	P	Y	B	Y					
3. Maritza Penagos (At-Large)	A								
4. Lee Jewell (Council Co-Chair)	P	Y	Y	Y					
5. Gerardo Ramos (CMA Co-Chair)	P	Y	Y	Y					
6. Michael Scarce (CMA Co-Chair)	P	Y	B	N					
7. Matt Geltmaker (GPA Co-Chair)	P	Y	B	Y					
8. Channing Wayne (GPA Co-Chair)	E								
9. Wade Flores (Membership Co-Chair)	P	Y	N	Y					
10. Eric Sutter (Membership Co-Chair)	A								
11. Cathy Newell (POI Co-Chair)	A								
12. Mark Molnar (Council Co-Chair)	P	Y	Y	N					
13. Laura Thomas (Council Co-Chair)	A								
1.									
2.									

Ayes	8	4	6						
Nayes	0	1	2						
Abstain	0	3	0						

---

Recusal									
Total		8	8						