



HIV Health Services Planning Council
STEERING COMMITTEE
Monday, September 20, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330A
5-7 pm

Committee Members Present: Matt Geltmaker, Mark Molnar, Gerardo Ramos, Laura Thomas

Committee Members Absent: John Andrews, Margot Antonetty, Wade Flores, Cherrlynn Hubbard, Lee Jewell, Steve Manley, Cathy Newell, Maritza Penagos, Don Soto,

Others Present: Charles Siron, Chip Supanich

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

Notes

1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Thomas. Everyone introduced themselves and quorum was not established.

2. Review/Approve September 20th 2010 Agenda – VOTE

The Committee reviewed and did not approve the agenda due to lack of quorum.

3. Review/Approve August 16th 2010 Minutes – VOTE

The Committee reviewed and did not approve the August 16th minutes due to lack of quorum.

4. Announcements

CS Allgaier announced the following:

- There will be Town Hall forum on Healthcare Reform, co-sponsored by Project Inform, on September 29th
- The San Francisco Department of Aging and Adult Services will be putting on a Healthy Aging Summit and it will be the first time HIV/AIDS will be one of the topics
- We have not had quorum for any Committee meetings this month
- Will be distributing a survey to gauge the Council (support, structure, etc) in early October
- Currently working on cultural sensitivity with Veronica Neal

5. Public Comment

There was no public comment.

6. HIV Health Services Update – VOTE

Notes from Dean Goodwin

- COE solicitations should be out in early October
- Currently busy working on Part A applications

7. Council Support Update

No new updates.

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
 - No quorum
 - Committee spent time debriefing the Summit
- **Consumer and Minority Affairs Update**
 - CM Ramos
 - No quorum
 - Ayako presented HCAP report
 - Talked about environmental illnesses (EI), an issue a member of the public raised
- **Membership Committee Update**
 - No representative from Membership, CS Lee reported
 - No quorum
 - Important, time-sensitive issues: CM Andrews LOA request, CM Hicks membership renewal
 - Steering Committee recommended to move Letters of Warnings recommendations to the next Membership Committee, to postpone sending the letters for a month
 - Steering recommended adding agenda items regarding Membership Committee Actions to the Full Council 9/27 agenda: LOA request, membership renewal and to recommend extension of current committee assignments for one month
- **Points of Integration Update**
 - CM Thomas
 - POI continued an extensive conversation about CVL statement, which is still being revised
 - Discussed how, when and where the Prevention Council can be involved
- **HIV/AIDS and Aging Joint Work Group**
 - CS Allgaier
 - Debriefed decisions at the Summit
 - Report back from LTCCC
 - Discussion how to move forward with Phase II prevention
- **P&P Work Group**
 - CM Ramos, will be discussed in agenda Item #10
- **Hepatitis Task Force**
 - CM Thomas
 - Tom Waddell report back, how to treat Hepatitis C in-house
 - Healthy San Francisco does not cover Hepatitis C, unless co-infected with HIV and covered by ADAP
- **Prevention with Positives Focus on Substance Use**
 - CM Thomas
 - Best Practices Guide is out and currently being reviewed in DPH

9. Co-Chair Update

No updates.

10. Update on Policies and Procedures – VOTE

CM Ramos previewed a Policy and Procedure Workgroup presentation slated to be given to the Full Council on September 27.

The presentation gave a brief background and history regarding the workgroup's goals and progress. Phase I consists of editing, reviewing and making "cosmetic" changes. Approximately 87 documents (65 policies and procedures; 13 regulations; and 9 forms) have been revised spelling, grammar and general editing. Phase II commenced two months ago and will entail creating proposals to change and create new policies and procedures to clarify current or proposed practices.

A copy of the presentation is on file at the Council Support staff office.

11. Report on Community and Outreach and Listening Initiative – VOTE

CM Ramos also gave a brief presentation on Outreach and Listening activities, including its history, new approaches, objectives and structure. The presentation lists consumers'/participants' concerns, comments and feedback regarding services. The O/L Team has already conducted two sessions with four Council Members (CMs Andrews, Ramos, Scarce and Spence), along with the Consumer Advocate, Ayako Miyashita.

Next steps include: conducting one more session by the end of the year; developing visual aids to facilitate presentations; recruiting new Council Members; and incorporating feedback into Council decisions.

A copy of the presentation is on file at the Council Support staff office.

12. De-Brief Prioritization and Resource Allocation Summit – VOTE

The Committee started de-briefing the Summit. CM Geltmaker reported the discussion held at GPA and some of the concerns voiced at the meeting.

- Discussion re: the summary sheets
 - Somewhat confusing since members don't necessarily think in HRSA service category terms. What specific service that is happening in SF is related to that HRSA category?
 - Possibility of agencies making presentations re: specific service categories didn't seem like the best use of time.
 - Possibly Council Support doing some presentation of summary sheet info?
- Re-evaluate the use of paper and binders.
 - Utilize CDs for members to look at electronically.
 - Allow for opt-out of paper binders.

Some recommendations about possible improvement:

- Possibly asking the Full Council how they felt the process went as a starting point for discussion
- Using presentations to educate Council Members on service categories
- Having GPA and HAPN work together to distill information, and having GPA then present the information to the Council.
- Improving the priority setting process

13. Approval of September Full Council Meeting Agenda – VOTE

Steering recommended changing Item #10 to Membership Committee Decisions and extending the allotted time to 30 minutes.

14. Next Meeting and Agenda Items – VOTE

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

Parking Lot:

- Next agenda item, Consumer Rights Advocate discussion after prioritization

15. Adjournment

The meeting was adjourned at 6:36 pm by Co-Chair Thomas.

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)

August 16, 2010

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

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| 1. | John Andrews (At-Large) | A | | | | | | | | | | |
| 2. | Margot Antonetty (At-Large) | A | | | | | | | | | | |
| 3. | Maritza Penagos (At-Large) | A | | | | | | | | | | |
| 4. | Lee Jewell (CMA Co-Chair) | A | | | | | | | | | | |
| 5. | Gerardo Ramos (CMA Co-Chair) | P | | | | | | | | | | |
| 6. | Matt Geltmaker (GPA Co-Chair) | P | | | | | | | | | | |
| 7. | Donald Soto (GPA Co-Chair) | A | | | | | | | | | | |
| 8. | Wade Flores (Membership Co-Chair) | A | | | | | | | | | | |
| 9. | Cherrlynn Hubbard (Membership Co-Chair) | A | | | | | | | | | | |
| 10. | Cathy Newell (POI Co-Chair) | A | | | | | | | | | | |
| 11. | Steve Manley (Council Co-Chair) | A | | | | | | | | | | |
| 12. | Mark Molnar (Council Co-Chair) | P | | | | | | | | | | |

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| 13. | Laura Thomas (Council Co-Chair) | P | | | | | | | | | | |
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| 1. | Charles Siron | P | | | | | | | | | | |
| 2. | Chip Supanich | | | | | | | | | | | |

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| Ayes | | | | | | | | | | | | |
| Nayes | | | | | | | | | | | | |
| Abstain | | | | | | | | | | | | |
| Recusal | | | | | | | | | | | | |
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| Total | | | | | | | | | | | | |
| ***Pending Mayoral Appointment | | | | | | | | | | | | |
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