



HIV Health Services Planning Council

STEERING COMMITTEE

Monday, April 18, 2011

Department of Public Health

25 Van Ness, 3rd Floor, Room 330A

5:00-7:00 pm

Committee Members Present: John Andrews, Matt Geltmaker, Lee Jewell, Ken Pearce, Gerardo Ramos, George Simmons, Michael Scarce, Eric Sutter, Laura Thomas

Committee Members Absent: Wade Flores, Mark Molnar [LOA], Catherine Newell [LOA], Channing Wayne [E]

Others Present: Bill Blum [DPH-HHS], Michael Smithwick [Maitri]

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

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 April 18th 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the April 18th 2011 DRAFT Agenda by consensus.

3. Review/Approve March 21st 2011 DRAFT Minutes – VOTE

The Committee reviewed, amended and approved the March 21st 2011 DRAFT Minutes by consensus.

4. Announcements

- CM Andrews announced that San Mateo County held an informational session on prioritization, led by CM Geltmaker and Erika Takada. He also announced that the Community Outreach and Listening Team will be presenting in San Mateo on May 13.
- CM Ramos announced that the San Francisco AIDS Foundation will be leading a Black Brother Esteem event this Friday. He also announced that SFAF is collaborating with DPH on updating the housing waiting lists. There will be a meeting open to the public about this issue on May 7th at the AIDS Foundation.
- CM Scarce announced that there will be Community and Outreach listening event in Marin County on June 16 at the San Rafael Community Center.

5. Public Comment

There was no public comment.

6. HIV Health Services Update – VOTE

Bill Blum from DPH-HHS updated the Committee on the following:

- There are no anticipated cuts to the general funds budget, though there is a \$13 million contingency budget in place
- Ryan White Programs
 - Ryan White Part A

- With the exception of ADAP, all parts A-F will be anticipated to be signed by President Obama. The budget also includes the original stop-loss amount of approximately \$4 million dollars. ADAP will also receive \$25 million dollars
- Base Award Allocation Formula is still unknown
- Number of jurisdictions eligible for stop-loss funding might increase
- Ryan White Part B
 - Received little more than \$2 million dollars
 - MAI Dollars remains flat funded at \$96,000
- The Community Health Centers budget has been cut by approximately \$600 million dollars
- The CDC budget has been cut by approximately \$700 million dollars

CM Jewell relayed concerns from the CAEAR Coalition in regards to the added stop-loss measure. The Coalition suggests keeping the publicity to a minimum, lest it incur the ire of conservatives. CS Thomas said that the addition of the stop-loss funds is good news, but the programs are still seen as unpopular. CM Pearce expressed some concern about balancing the silence and recognition of politicians who support HIV/AIDS funding.

CM Andrews said that the Council also put this into context of other cuts that are occurring in other health programs and suggested looking at Ryan White programs in relation to other social safety nets.

7. Council Support Update

CS Molnar stated that Council Support will be sending a survey to the Council in May about priority setting. CS Lee reminded the Council Members to tell Council Support of any proposed vacation times.

8. Co-Chair Update

No further updates.

9. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
 - CM Scarce reported:
 - The Committee has not met since February, as there was a joint CMA-GPA meeting in March and the meeting earlier this month had to be canceled due to lack of attendance
 - He emphasized the HCAP report backlog due to lack of meetings
 - At the February meeting, CMA passed a motion to conduct a needs assessment for transgender needs assessment. There was more funding found and instead of partnering with Harder + Co, the Planning Council is collaborating with UCSF Transgender COE and the Transgender Task Force, which is a part of HPPC

CM Andrews asked if there were any incentives to for interested transgender folks to join and participate in the workgroup planning process. There is no funding allocated to that purpose.

CM Geltmaker expressed concern that the PLWH Advocacy Group may have drained the CMA Committee. Several other Council Members responded saying that a variety of factors may have caused attendance issues. Attendance issues have affected other Committees as well as the Council itself.

- Government and Provider Affairs Update

- CM Geltmaker reported:
 - The Committee brainstormed possible presentation guidelines to make presentations more tailored to Council Members
 - Discussed main themes/concerns coming from the Committee:
 - Lack of formal process to accept presentation requests from outside community members
 - Service Category quality assurance

CS Molnar responded, saying that Council Support has sent the community members to the GPA Committee to request time for a presentation. CS Molnar thought that it would be a logical first step but agreed that there is a lack of standards to accept outside presentations for the Council.

CM Thomas is unclear on whether or not this presentation is something Council Members want. She suggested other ways to present information, such as public comment, passing out informational materials, etc. She mentioned the possibility of collaborating with Council Support to come up with a standard process to inform providers on how to get on the Council agenda. CM Andrews echoed CM Thomas' sentiments and suggested that HAPN may be a good avenue.

CM Geltmaker stated that he does not want to be put into an awkward position of turning down a presentation request, only for it to be granted later. He advocated for a specific process for those who want to present.

CMs Geltmaker and Pearce stressed the need for a consistent message.

- Membership Committee Update
 - CM Sutter reported:
 - The Committee did not meet quorum this month but made recommendations for granting LOA requests for three Council Members. The Committee also moved to send letter of warnings and revised both letters of warning and probation
 - CS Molnar stated that the Committee spent a considerable amount of time revising the letters of warning and probation and that the two will be presented to the Policy Procedure Workgroup as well as Steering

CM Pearce wanted some more clarification regarding how LOAs are granted. CM Andrews explained that Membership approves requests if it has quorum. Otherwise, Membership issues recommendations to be considered by Steering.

Steering discussed possible ways for Committee Co-chairs to work with Council Support to remain up to date on individual council members' status, regarding LOA, attendance and etc.

- POI (Points of Integration) Update
 - CM Pearce reported:
 - Stated that the Prevention and Care Councils are structured differently: POI has pre-planning with Co-chairs and quorum is not a big issue. The POI Committee is still primarily populated by Prevention Council members.
 - POI spent most of the time developing a clearer picture of integrating the National HIV/AIDS Strategy with local efforts
 - Stated that there was some pushback from POI members on decisions that seem to be coming from Prevention Council staff

CS Molnar gave more information. POI, Prevention Council is interested in tailoring the National HIV/AIDS Strategy to local concerns.

- Policy and Procedure Manual Work Group
 - CM Andrews reported:
 - The Workgroup met quorum and primarily discussed policies that Council Support has reviewed
 - Thanked Council Support for help in reviewing the policies and procedures
- Transgender Needs Assessment
 - Already covered in the CMA update
- PWLH Caucus
 - CM Jewell reported:
 - The group met earlier this month, selected a name and drafted a mission statement
 - The Advocacy work group will present its motion to the Council shortly

10. PLWH Update – VOTE

CM Jewell reported that the PLWH Advocacy Group has chosen a name for itself, as well as drafted a mission statement. The motions are as follows:

MOTION-CM Jewell/CM Supanich: The PLWH Advocacy Group is a group of individuals living with HIV that will meet at least four times a year. All consumers of services are encouraged to participate.

MOTION-CM Jewell/CM Scherich: The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interest and needs of people living with HIV in the planning and evaluation of Part A services and to ensure the empowerment and participation of people living with HIV in the Part A planning process. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services.

CS Molnar added more background information, including previous requests from Steering Committee about the group's structure, purpose and mission statement. During the earlier meeting in the month, CS Molnar presented the PLWH Caucus with information about PLWH Caucus that is a part of the New York Planning Council. During the meeting, the group also debated terminology, caucus vs. workgroup vs. group, etc. According to Robert's Rules, a caucus does have advisory roles.

CM Andrews wondered about how the group will operate, regarding membership, attendance, Sunshine and Brown Acts, etc.

CM Jewell sees the PLWH Advocacy Group as a combination of the study group, that didn't materialize, and a space for consumers to speak with one voice. He has been hearing a need from Council Members to create a group for HIV-positive consumers of services.

CS Molnar wanted to clarify the differences between the Advocacy Group and the CMA Committee. The CMA Committee's main goal is to communicate with the Consumer Advocate, to oversee needs assessments and to address gaps in services for consumers in the San Francisco EMA. The PLWH Advocacy Group is seen as a

vehicle for empowerment and education for Council Members. The former is geared more outwards, while the latter is geared inwards.

CM Pearce doesn't believe that the Council ignores the needs of Council members who are living with HIV. He stressed the need to strongly define the mission, boundaries of the PLWH group, instead of presenting it as an avenue for Council Members to air complaints.

MOTION-CM Jewell/CM Supanich: The PLWH Advocacy Group is a group of individuals living with HIV that will meet at least four times a year. All consumers of services are encouraged to participate.

AMENDMENT: All consumers of services on the HIV Health Services Planning Council are encouraged to participate.

Motion passed by consensus.

MOTION-CM Jewell/CM Scherich: The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interest and needs of people living with HIV in the planning and evaluation of Part A services and to ensure the empowerment and participation of people living with HIV in the Part A planning process. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services.

Motion was not voted upon.

CM Geltmaker suggested changes to the mission statement of the PLWH Group, but the Steering Committee felt some discomfort in revising the language proposed by another group.

CM Scarce suggested bringing the issue/language back to the Advocacy Group in order to further flesh out ideas.

11. Membership Items – VOTE

The Committee discussed and voted to grant LOA requests for CMs Penagos, Miller and Guillen.

The Committee approved the requests for LOA for the three above-mentioned Council Members by consensus.

12. GPA Presentation Update – VOTE

CM Geltmaker presented the Committee with a draft template of questions for presenters to the Council. The suggestions are separated into two general themes: formatting and content.

Council Members suggested adding **1E**: "Working with Council Support to make the presentations legible," and **2A15**: "Severe Need and Special Populations."

The Committee then moved to adopt the guidelines.

Motion passed by consensus.

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

13. Policy and Procedure Workgroup Update – VOTE

After working with the Policy and Procedure Workgroup, Council Support presented the Committee with proposed changes to a handful of policies. Starting with Section 2, CS Molnar gave an overview of changes (mainly cosmetic and grammatical changes) to the following policies:

- **Table of Contents**
- **2.2** Administrative Organizational Chart
- **2.6a** Council Co-chair Job Description
- **2.6b** Committee Co-chair Description

The Committee moved to accept the changes to mentioned policies. Copies of the policies are on file at the Council Support staff office.

14. Review/Approve April 25th 2011 Council DRAFT Agenda – VOTE

CS Molnar discussed possible items to be included on the April 25th Council agenda.

15. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is tentatively scheduled for Monday, May 16th 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

16. Adjournment

The meeting was adjourned by Co-Chair Jewell at 7:02 pm.

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								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	P								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltmaker (GPA Co-Chair)	P								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	A								
8. Eric Sutter (Membership Co-Chair)	P								
9. Ken Pearce (POI Co-Chair)	P								

10. Mark Molnar (Council Co-Chair)	LOA								
11. Laura Thomas (Council Co-Chair)	P								
12. George Simmons (At-Large)	P								
13. Rachel Matillano (At-Large)	A								

Ayes									
Nayes									
Abstain									
Recusal									
Total									