



## HIV Health Services Planning Council

### STEERING COMMITTEE RETREAT

Friday, January 21, 2011

San Francisco Zen Center

308 Page Street

9:30 am – 4:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Lee Jewell, Gerardo Ramos, Michael Scarce, Eric Sutter, Laura Thomas, Channing Wayne

**Committee Members Absent:** Mark Molnar [LOA], Michelle Spence

**Others Present:** Mark Agtane, Bill Blum [DPH-HHS], Celinda Cantu [DPH-HHS], Cicily Emerson, Dean Goodwin [DPH-HHS], Chris Harris, Mary Lawrence Hicks, Rachel Matillano, Ken Pearce, Charles Siron

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

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### *Draft Minutes*

#### **I. Coffee and Continental Breakfast**

Coffee and a continental breakfast were offered to Committee members.

#### **II. Welcome**

Council Co-Chair Jewell convened the meeting at 10:07 am and everyone introduced themselves.

#### **III. Review/Approve Agenda and December 20<sup>th</sup> 2010 DRAFT Minutes – VOTE**

The Committee reviewed and approved the agenda and December 20<sup>th</sup> 2010 DRAFT Minutes by consensus.

#### **IV. Public Comment**

There were no public comments.

#### **V. Announcements**

- CM Harris announced that HOPWA will still be in place, despite the Governor's budget proposal that would eliminate all redevelopment agencies. New agencies may pick up or administer the "redevelopment" work.
- CM Ramos announced that the SF AIDS Foundation will be moving to 1035 Market Street and that CM Spence will be attending an all-day training today.

#### **VI. Review of the Day**

CM Molnar briefly reviewed and elaborated on the agenda for the day. CS Molnar also talked about his interim role as Council Director, which will be in place until the end of February 28. He may or may not extend his LOA.

#### **VII. Introductions and Ice Breaker**

CS Molnar Introduced an icebreaker where he encouraged Committee members to talk about something they enjoy outside their job.

#### **VIII. Implications of Governor's Budget and General Funds**

Bill Blum prefaced his talk about the budget by providing a little context. With each budget year continually in the red, the Council and the community at large has come a long way since the start of the epidemic.

ADAP updates: co-pays are proposed to change and will range from 5-10% of adjusted-gross income starting at 100% of poverty level, down from the original 400% of federal poverty level. DPH have started researching Healthy San Francisco enrollees to see if they are able to absorb those extra costs. There is no indication that the formulary will change. Take home message: the Council may use Ryan White Part A funds to defray co-pay costs.

Funding for residential aide facilities may not come back. SFDPH Director Barbara Garcia suggested an across the board 5% cut, rather than targeted cuts for the community fund for DPH programs. Bill Blum explained the cascading tiers of funding, starting with federal program dollars, then states, then specialty federal programs, which include HIV Health Services, then the city and county safety nets as the last resorts.

DPH-HHS passed around a draft of the HHS Estimate of ADAP Co-Pay Potential Set Aside, which is on file at the Council Support staff office.

**IX. Implications of the Add-Back Loss and RWPA Funds**

Bill Blum continued the discussion about the budget. An estimated \$4.9 million for the SF EMA-wide stop-loss will disappear, with \$4.3 million gone for SF alone. Even with the loss of funds, the Council will remain in compliance with core services at 75.3%. Whatever cuts that the EMA will take, Barbara Garcia will put in a structural request, preemptively procuring and securing money for the Council. Bill Blum stated that 2011 will be very uncertain in terms of funding.

There will be a lot of contingencies, depending on the Board of Supervisors who may or may not lessen the budget shortfall. Many predict that the federal and state governments will lapse on their budget deadlines. Committee members expressed concern and wondered if it would be prudent to make budget adjustments now, in the face of unpredictable cuts.

**X. Break**

The Council took a short break at 11:31 am and reconvened at 11:55 am.

**XI. Approval of Council Agenda for January 24, 2011 – VOTE**

The Committee reviewed, amended and approved the January 24, 2011 DRAFT agenda by consensus.

**MOTION**-CM Ramos/CM Wayne: To add an agenda item to the full council agenda for the Community and Outreach Listening proposal. **The motion passed by consensus.**

**XII. Council Updates**

CS Molnar provided the Committee with some general updates:

- a) Cultural inclusiveness – The process has been temporarily suspended but it is now back on track. Consultant Veronica Neale will be attending all Committee meetings at least twice and her end objectives will remain the same: to convene a council training, as well as another training session to train Council members to sustain the work. The cultural inclusiveness project will hopefully be completed by the fall of this year.

- b) Demographics – The Council is in line with its ongoing goal of mirroring the San Francisco EMA demographics.
- c) Community Outreach and Listening Group – after conducting outreach sessions, the group convened to create a schedule and structure to continue the work. The COL Team will conduct sessions at five potential advisory committees, with a goal of one per quarter.
- d) EMA Needs Assessment – The Co-Chairs have decided to postpone an SF EMA-wide needs assessment indefinitely, in light of budget turmoil. Targeted focus groups will become more important. Committee members expressed stressed the concern to continue gauging the needs of the most vulnerable populations.
- e) 2011 Focus Group(s) – Two different demographics will be chosen for 2011, the first population is transgender women, with the second yet to be determined. One possibility is convening a trans-task force, one similar to the HIV and Aging Workgroup. CS Molnar and CM Scarce have already met with Joanne Keatley with the UCSF Trans Task Force and will follow up on possibly further collaboration. The Committee stressed the needs to work alongside other community groups and not to duplicate similar efforts.
- f) Policies and Procedures Workgroup – CM Andrews presented the Committee with an updates relating to the Policy and Procedure Workgroup. CM Andrews said the workgroup is much more than just policies and procedures and that the scope has now enlarged to become more of a council member manual. He also passed out a working draft of the table of contents of the manual.

A copy of the summary of updates is on file with the Council Support staff office.

- g) 2011 Trainings
  - a. Robert’s Rules of Order – To be scheduled within the next several months.
  - b. Council and Committee Co-Chair skills-building – Date yet to be determined.
- h) POI – CM Pearce has provided POI update. The committee is an intersection between prevention and care. There are currently three members from CARE while prevention provides seven members. He expressed concern that care is not nearly as well represented on POI and encouraged council members to join and contribute to the conversation. POI will be tasked to focus on health disparities and inequities and how it related to the National HIV/AIDS Strategy.

### **XIII. Council Leadership Mentoring**

CM Andrews facilitated a discussion on council leadership. Posed questions to Committee members: What are we doing to nurture current leaders? Is that enough? Should we be doing anything more? CM Andrews then led a brainstorming session with Committee members.

Service Leadership:

Qualities needed:

- Listening
- Empathizing & Supporting
- Perceptiveness and sensitivity
- Collaborating
- Persuading and influencing

- Flexibility
- Visioning

Other qualities:

- Knowledge and awareness of issues
- Ability to relate to different communities
- Facilitation abilities
- Values driven
- Awareness of the concepts of humility and status
- Willingness to learn and ability to teach
- Time and other practical matters
- Self-awareness including awareness of privilege and other contexts
- Willingness to take risks (and sometimes fail)

How do we develop leaders?

- Mentoring
- Orientation
- Attending meetings
- Invite leadership
- Volunteering leadership
- Experience and knowledge as a resource
- At-large member of Steering Committee
- Matching passions, interests with different roles
- Yahoo Group and Council Website
- Step back to allow new leadership
- Addressing/engaging different learning styles
- Matching new leadership with experienced leadership
- Succession planning
- Avoid blame
- Respect process
- Encourage quieter members to step up
- Address barriers to “traditional” or institutional processes and formats through education or modification of processes or proposing alternative models

Copies of the handouts are on file at the Council Support staff office.

**XIV. Lunch**

The Committee broke for lunch at 1:33 pm and reconvened at 2:08 pm.

**XV. Planning for 2011** CS Molnar started a discussion of priority setting list and if and how the Council will be able to incorporate it into the 2011 plans.

- a) Prioritization of Service Categories – after motions proposing to shift service categories failed at last year’s Summit, the Committee will consider how to approach the topic this year. The current service category priority order is separated into two sections: core and support services, primarily to remain consistent with HRSA categories. CS Molnar explained the history behind the current listing and how

certain categories have been prioritized as such. Many categories have been funded either by Ryan White funds and general funds, and they have been handed back and forth in the past. Following the Summit, Council Members have wondered why the Council is only prioritizing certain categories. The question that faces the Council now: should we or should we not open the entire list to discussion?

CM Pearce said that it is not just about prioritization and allocation; it is about whether Council Members understand each category on its own and how they relate to one another. Many Council Members were still confused. Setting up the framework where it pits one category against the other is not productive. CM Thomas stated the council has a clear mandate to open up discussion of service category settings.

Bill Blum stated that the A/OMC (EIP) category could be taken out and health insurance assistance could be added. Health care reform is primarily handled through the Office of Primary Care. Blum suggested that the Council commission a presentation to help understand the system, which will look a lot like COEs and medical home models.

CM Hicks advocated for an education process about what these services are. Some Council members are a little confused due to the amount of information on the list. Some Committee members suggested combining or renaming categories. While some categories are not funded by Ryan White dollars, they remain on the list to make a political and social statement. CM Andrews stated that proximity in time is important, perhaps reifying the fact of holding a two-day summit in which all the critical information is presented on the first and all the decisions are made on the second. CM Hicks seconded this idea.

Committee members also discussed expanding the definition of recusals and distinguishing it from abstentions and how the GPA and CMA committees may further cooperation.

- b) Resource Allocation and Potential Reductions  
This agenda item will be moved to the end of the agenda.

**XVI. Break**

The Council forwent this agenda item.

**XVII. Three-Year Plan Update**

The Committee reviewed the three-year plan, making any changes as necessary.

Changes are on file at the Council Support staff office.

**XVIII. Putting It Together**

The Committee combined this item with XIX.

**XIX. Wrap up – VOTE**

The Committee reviewed their day-long discussion. The COL proposal and agenda item has been approved to be slated on the Full Council agenda. The Council Support will report back to the Council's Committees and the Council will move forward with exploring a transgender working group, prioritization and allocation discussions and the loss of addback funds.

**XX. Adjourn**

The meeting was adjourned by Co-Chair Jewell at 4:25 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)	A								
6. Channing Wayne (GPA Co-Chair)	P								
7. Wade Flores (Membership Co-Chair)	P								
8. Eric Sutter (Membership Co-Chair)	P								
9. Cathy Newell (POI Co-Chair)	A								
10. Mark Molnar (Council Co-Chair)	LOA								
11. Laura Thomas (Council Co-Chair)	P								
1.									
2.									

Ayes									
Nayes									
Abstain									
Recusal									
Total									