



HIV Health Services Planning Council
POLICY AND PROCEDURE WORK GROUP
Thursday, September 8, 2011
Project Open Hand, Conference Room
730 Polk Street, 3rd Floor
3:00-5:00 pm

Draft Agenda

- 1. **Introductions** Group 3:00
- 2. **Review/Approve September 8th 2011 DRAFT Agenda – VOTE** Group 3:05
- 3. **Review/Approve July 14th and August 11th 2011 DRAFT Minutes – VOTE** Group 3:07
- 4. **Announcements** Group 3:10
- 5. **Public Comments** Group 3:13
- 6. **Review of Standing Policies – VOTE** Group 3:15
The Committee will review policies regarding proxy voting and Council Co-Chair roles.
- 7. **Policies and Procedures Review – VOTE** Group 3:30
The Committee will review policies and procedures with Council Support.
- 8. **Next Meeting Date & Agenda Items** Group 4:55
The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, October 13th 2011 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.

Parking Lot:
 - *Glossary of terms, acronyms*
 - *Recommend creating a training manual*
 - *How to include more information about H-CAP in P&P*
- 9. **Adjournment** Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102*

The meeting facility is handicap accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van

Ness and the Metro stations at Van Ness and Market and at Civic Center.

For more information about MUNI accessible services, call 923-6142.

There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.

The following services are available when requested by Noon of the Friday before the Council meeting:

*For American Sign Language interpreters, use of a reader during a meeting,
or sound enhancement system
contact (415) 674-4768.*

For a large print copy of agenda or minutes in alternative formats, contact (415) 674-4768.

In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at Frank.Darby@sfgov.org Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>

The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.sfcarecouncil.org>

*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109
RECEPTION DESK.*