



HIV Health Services Planning Council
POLICY AND PROCEDURE WORK GROUP
Thursday, August 12, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Committee Members Present: John Andrews, Wade Flores, Mary Lawrence Hicks, Paul Margolis

Committee Members Absent: Chris Harris, Cherrlynn Hubbard, Steve Manley, Gerardo Ramos

Others Present: Celinda Cantu [DPH-HHS], Veronica Pillatzke, Charles Siron

Support Staff Present: William Ching, T.J. Lee

Draft Minutes

1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda – VOTE

The Work Group reviewed and approved the August 12th 2010 agenda by consensus.

3. Review/Approve July 8th 2010 Minutes – VOTE

The Work Group reviewed and approved the July 8th 2010 minutes by consensus.

4. Announcements

- CM Andrews made the following announcements:
 - i. There will be an event to commemorate the signing of Ryan White at noon on August 18th in front of City Hall.
 - ii. The Summit is on August 20th.

5. Public Comment

There was no public comment.

6. Developing Phase II

The Work Group has made the following changes:

1. **Section 7.3** has been completely removed from the manual.
2. **Sections 7.4-7.6** (formerly known as “7.4 Applying for Council Membership,” “7.5 Committee Interview and Nominations Policy,” and “7.6 Appointment Process Policy May 2006”) has been combined into one section now titled: “Council Member Application, Interview and Appointment Process.”
3. **Section 7.7** “Term Length” will be left as a standalone policy.

7. Presentation/Update to Steering

The Work Group briefly discussed how to best present recommendations to Steering and the Full Council. The Work Group proposed reviewing the presentation CM Ramos has previously put together as well as adding an item on the agenda for the next Membership Committee meeting.

8. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, September 9th 2010 from 3-5 pm.

a. Parking Lot:

- i. Creating a running list of all policies that need to be reworked
- ii. Glossary of terms, acronyms
- iii. Recommend creating a resource guide
- iv. How to include more information about H-CAP in P&P

9. Adjournment

The meeting was adjourned by Co-Chair Andrews at 4:48 pm.