



HIV Health Services Planning Council
POLICY AND PROCEDURE WORK GROUP
Thursday, December 9, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Committee Members Present: John Andrews, Chris Harris, Veronica Pillatzke

Committee Members Absent:, Wade Flores, Mary Lawrence Hicks, Steve Manley [E], Gerardo Ramos

Others Present: Celinda Cantu [DPH-HHS]

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

Notes

1. Introductions

The meeting was called to order at 3:15 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was not established.

2. Review/Approve Agenda – VOTE

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

3. Review/Approve August 12th DRAFT Minutes and September 9th DRAFT Notes – VOTE

The Work Group reviewed and did not approve the August 12th and the September 9th DRAFT Notes minutes due to lack of quorum.

4. Announcements

- CS Lee announced the following:
 - CM Molnar will take a leave of absence from the Full Council and serve as interim Council Director.
 - The January 24 Full Council meeting will be shortened to make time for the CAEAR Coalition dinner later that evening. All Council Members are invited to attend.
- CM Andrews presented small gifts to all in attendance.

5. Public Comment

There was no public comment.

6. Co-Chair Elections

The Work Group will leave co-chair nominations open until the next meeting.

7. Developing Phase II

Since the Work Group hasn't met for over two months, the Members decided to review recent changes to the manual.

The Work Group started with **Section 7.8** "Council Member: Involuntary Removal and Discipline Policy," the latest policy to be revised. Work Group members discussed the possibility of presenting all changes regarding Council and committee membership to the Membership Committee. The Work Group reached consensus and

will now identify policies to present to Membership from now on. On **7.8**, Work Group members made minor changes, such as using “involved parties” instead of “witnesses.” They also proposed deleting the section that requires that this policy be reviewed annually, or whenever there are changes to Ryan White legislation or HRSA regulations.

On **Section 7.9** “Committee Assignments,” Work Group members eliminated a policy that dictates the minimum and maximum number of Council Members on each committee. Further modifications also include clearly stating that the Steering Committee, ad hoc groups, etc. do not count as home committees and that the Membership Committee may make exceptions to these policies as it sees fit.

The Work Group members found that **Section 7.10** “Leave of Absence” reads well.

Section 7.11 “Excused Absences Due to Illness Policy” needs further discussion.

8. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, January 13th 2010 from 3-5 pm.

- a. Parking Lot:
 - i. Glossary of terms, acronyms
 - ii. Recommend creating a resource guide
 - iii. How to include more information about H-CAP in P&P
 - iv. Printing out all corrections made thus far

9. Adjournment

The meeting was adjourned by Co-Chair Andrews at 4:54 pm.