



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

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**Committee Members Present:** Chris Harris, Steve Manley, Gerardo Ramos

**Committee Members Absent:** John Andrews, Wade Flores, Mary Lawrence Hicks, Cherrlynn Hubbard, Paul Margolis

**Others Present:** Celinda Cantu [DPH-HHS]

**Support Staff Present:** William Ching

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### **Notes**

**1. Introductions**

The meeting was called to order at 3:05 pm by Co-Chair Ramos. 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 12<sup>th</sup> 2010 Minutes – VOTE**

The Work Group reviewed and did not approve the August 12<sup>th</sup> 2010 minutes due to lack of consensus.

**AMENDMENT:** Change the date to August 12.

**4. Announcements**

There were no announcements.

**5. Public Comment**

There was no public comment.

**6. Developing Phase II**

The Work Group discussed residency requirements (7.3) and reaffirmed the past recommendation to delete the policy from the manual. A Council Member is not required to live within the EMA in order to serve.

The Work Group also reviewed previous recommendations, spending particular time looking over the changes to 7.4-7.6 (formerly “7.4 Applying for Council Membership,” “7.5 Committee Interview and Nominations Policy,” and “7.6 Appointment Policy May 2006”) and the Group’s decision to consolidate these three free standing policies into one document, which will be titled “Council Member Application, Interview and Appointment Process.”

The Work Group discussed at length on regarding the proper channels for the grievance policy (Council vs. Committee Co-Chairs); maintaining confidentiality; and introduced a time line to the grievance process on 7.8 Involuntary Removal and Discipline policy.

The Work Group made the following recommendations:

a) **Section 7.8**

- i) Adding a time line to the grievance and investigation process; adding a reference to the Rules of Respectful Engagement; removing reference to the Sunshine Ordinance (to allow leeway around confidentiality)
- ii) Spinning Section III (Removal Due to Change in Status) off as its own freestanding policy
- iii) Other cosmetic and grammar changes

**7. Presentation/Update to Steering**

The Work Group acknowledged the Phase II will require more time than the current November deadline and briefly discussed presenting recommendations made thus far to Steering and the logistics behind presenting the recommendations to the Full Council.

The Phase I presentation will include the table of contents and a review of both cosmetic and organizational changes. The Phase II presentation may occur in January 2011.

Co-Chair Ramos invited feedback from the other group members in time for the Steering Committee meeting.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, October 14<sup>th</sup> 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 Ramos at 4:54 pm.