



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, April 14, 2011  
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:** John Andrews, Chris Harris, Steve Manley, Gerardo Ramos

**Committee Members Absent:** Wade Flores, Mary Lawrence Hicks, Veronica Pillatzke

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

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

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### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 3:12 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve April 14<sup>th</sup> 2011 Agenda – VOTE**

The Work Group reviewed and approved the April 14<sup>th</sup> 2011 DRAFT agenda by consensus.

#### **3. Review/Approve February 10<sup>th</sup> and March 10<sup>th</sup> 2011 DRAFT Notes – VOTE**

The Work Group reviewed and did approve the February 10<sup>th</sup> and March 10<sup>th</sup> 2011 DRAFT Minutes by consensus.

#### **4. Announcements**

- CM Ramos has been collaborating with others to clean up the housing waiting list. The San Francisco AIDS Foundation will be releasing a recertification process within the coming months. He requested some time at a Council meeting to present the changes to the members.

#### **5. Public Comment**

There was no public comment.

#### **6. Policy and Procedure Review – VOTE**

Council Support has reviewed the majority of the policies and agrees with the overall structure of the proposed changes (i.e. table of contents, etc.).

Regarding the CAEAR Coalition Representative, both Council Support and the Workgroup reached a consensus to not limit the term length of the representative, given the steep learning curve and big time commitment. CS Andrews suggested that if other Council Members are interested in the position, they are able to apply as an alternate. They are also welcome to participate on the conference calls. Some members expressed some concern about indefinite term lengths to be undemocratic. Other suggested that instead of using wording such as “term length” or “term limits,” the Council may opt to use “term agreements.” The Council may also vote to renew the CAEAR representative with the understanding that the representative may hold that position long term.

Celinda Cantu suggested switching Section “B” with Section “C” in the proposed table of contents. The Workgroup agreed to vote on any changes in an omnibus motion at the end of the meeting.

The Workgroup then began reviewing policies and procedures starting with **Section 2**.

**2.2** The Workgroup suggested splitting the organizational chart, one for administration and the other, for Council and Committee structure. Members wondered whether or not to include the HIV Consumer Advocate in either charts because of the different contract.

**2.3** Changes to the GPA and POI Mission Statements.

**2.7** Will be removed.

**3.2** Will be removed.

**4.6** Discussed the role and rules of POI, whose jurisdiction, etc.

**4.7** Council Members want to consolidate the Council Conflict of Interest form with the State’s FPPC 700 form. They also want to include any conflicts of interest on Council Members’ name cards.

**4.8** The Workgroup discussed public comments and if the Council should implement the public comment policy to ensure that meetings run smoothly and are on time. Members also wanted to make sure that the Council is in compliance with state and local ordinances.

**MOTION**-CM Andrews/CM Harris: To adopt all proposed changes.

**Motion passed by consensus.**

## **7. Developing Phase II**

The Workgroup decided to table this agenda item until next month.

## **8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, May 12<sup>th</sup> 2011 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 Ramos at 4:50 pm.