



HIV Health Services Planning Council
POLICY AND PROCEDURE WORK GROUP
Thursday, February 10, 2011
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Committee Members Present: John Andrews, Wade Flores, Chris Harris, Mary Lawrence Hicks, Steve Manley

Committee Members Absent: Veronica Pillatzke, Gerardo Ramos

Others Present:

Support Staff Present: William Ching

Minutes

1. Introductions

The meeting was called to order at 3:09 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

2. Review/Approve February 10th 2011 Agenda – VOTE

The Work Group reviewed and approved the agenda by consensus.

3. Review/Approve January 13th 2011 DRAFT Notes – VOTE

December 9th 2010 DRAFT Notes

September 9th 2010 DRAFT Notes

August 12th 2010 DRAFT Minutes

The Work Group reviewed and approved the January 13th 2011 DRAFT Notes, December 9th 2010 DRAFT Notes, September 9th 2010 DRAFT Notes and August 12th 2010 DRAFT Minutes by consensus.

4. Announcements

- CM Flores announced that he will partake in a three part series on Telemundo about Latinos living with HIV/AIDS. The series will broadcast in June.
- CM Manley announced that he was interviewed by KPFA about HIV and Aging and that he also made a presentation to the Mayor's Commission on Disability.
- CM Andrews will present at the San Mateo Board of Aging.
- CS Lee announced that he will partake in a DVD documentary about the positive effects of yoga on people living with HIV/AIDS.
- CM Harris announced that the film *We Were Here* will premiere at the Castro Theater on February 25th 2011.

5. Public Comment

There was no public comment.

6. Co-Chair Elections

The Work Group nominated and elected CMs Andrews and Ramos as Co-chairs of the Policy and Procedure Workgroup by consensus.

7. Developing Phase II

CM Andrews gave the Workgroup a short report back on what occurred at the Steering Retreat in January, including any Workgroup progress made thus far. He went on to clarify what he will present to the Membership Committee on Monday. CM Andrews will present overall changes and general themes on suggested policy changes to policies that pertain to Council membership and the application process.

The Workgroup then reviewed the issue of attendance, lack of quorum and letters to Council Members, focusing on **Document 7.1**. The Workgroup thought it was important to further distinguish between the letters of warning and probation, e.g. what would trigger either letter and what would a Council Member need to do in order to resolve the issue. Instead of drafting a new policy on member attendance, the Workgroup thought it would be more prudent to make existing ones more clear:

- How to clarify existing policy
- How to communicate it to the Council
- How to make the letters more clear

The Workgroup decided to table this item until the next meeting, when the Workgroup has a better idea of the language within the letters of warning and probation.

Moving on, the Workgroup decided that the CAEAR Coalition representative should not have term limits or a specific removal policy given the steep learning curve and time commitment. The Workgroup also acknowledged that whoever the representative is, he or she is dedicating more time than required for Council activities.

The Workgroup discussed whether it is premature to present proposed changes to the Membership Committee and the possibility of postponing the presentation until the Workgroup's work is more finalized.

8. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, March 10th 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 Andrews at 4:58 pm.