



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, January 13, 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, Mary Lawrence Hicks, Veronica Pillatzke

**Committee Members Absent:** Wade Flores, Chris Harris, Steve Manley [LOA], Gerardo Ramos

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

**Support Staff Present:** William Ching

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### **Notes**

#### **1. Introductions**

The meeting was called to order at 3:14 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 December 9<sup>th</sup> 2010 DRAFT Notes – VOTE**

**September 9<sup>th</sup> DRAFT Notes**

**August 12<sup>th</sup> DRAFT Minutes**

The Work Group reviewed and did not approve the December 9<sup>th</sup> 2010 DRAFT Notes, September 9<sup>th</sup> 2010 DRAFT Notes and August 12<sup>th</sup> 2010 DRAFT Minutes due to lack of quorum.

#### **4. Announcements**

- CM Andrews announced that Steering has extended the time the Workgroup needs to work on the Manual indefinitely.

#### **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**

CM Andrews has reviewed the current policy groupings and has proposed a revised listing, explaining its logic to the Workgroup. He proposed Phase III, which will include the training manual.

Overall, the Workgroup continued reviewing policies, starting with 7.11 and continued onwards until the end of the section. Aside from minor cosmetic and grammatical changes, some notable changes include:

**7.11** Deleting By-law references.

**7.12** Moving “If a member should choose to resign before the end of his/her term, the resignation should be submitted in writing to one of the Council Co-chairs or to Council Support. If no written resignation is received a letter acknowledging the verbal resignation will be sent” to the top of the document.

**7.13** Minor change: Renaming Ryan White Act to Ryan White Program.

**7.14** Minor change: fully elaborating sentences detailing the roles of council members and Council Support.

**7.15** Minor change: changing competency checklist to Mentor Program Guidelines.

**7.16** Minor change: Ryan White Program; deleting paragraph detailing council vacancy advertisements; prospective council applicant guidelines (redundant)

**7.17** Changing title of document to Proxy Designation & Voting; deleting By-law reference; reference to proxy form.

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

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