



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

Committee Members Present: John Andrews, Chris Harris, Steve Manley

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

Others Present: Celinda Cantu [DPH-HHS]

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

Notes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was not established.

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

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

3. Review/Approve February 10th 2011 DRAFT Notes – VOTE

The Work Group reviewed and did approve the February 10th 2011 DRAFT Minutes due to lack of quorum.

4. Announcements

- CS Molnar announced that any decisions regarding the vacant Planning Council directorship will be announced next week.

5. Public Comment

There was no public comment.

6. Presentation Report Back

With help from CM Harris, CM Andrews gave the Workgroup an update on its presentation to the Membership Committee last month. The Membership Committee liked the idea of changing the Policy and Procedure Manual to more of a general Council Member manual. The Committee also liked the revised table of contents. CM Andrews guided the Committee through a review of the roles and responsibilities of members and Council and Committee Co-chairs. The Membership Committee recommended that the Policy and Procedure Workgroup work to finalize its revised changes before bringing it back to the Committee for consideration.

7. Review our current process and discuss possible next steps – VOTE

CM Andrews stated his discomfort about moving forward with policy changes until there is a closer collaboration with Council Support. The Workgroup expressed some concerns regarding the discrepancies between policies and practice, especially as it pertains to Membership requirements. CS Molnar said that Council Support will invest more time and better coordinate amongst themselves to better support the

Workgroup. Stressing consistency, CM Andrews wondered how the Workgroup can collectively look at the work it has done so far.

Celinda Cantu [DPH-HHS] also stressed the need for consistency and for a process that would take into account. CS Lee relayed CM Siron's suggestion for the Policy and Procedure Workgroup to meet more than once a month. Some Workgroup members felt the need to fix its process is more prudent before considering to meet more often.

The Workgroup also briefly discussed how to present the changes to the Council at-large. CS Molnar suggested conducting a presentation using the revised table of contents as a means to illustrate general changes in the manual, as well as to increase Council member buy-in.

8. Developing Phase II

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

9. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, April 14th 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

10. Adjournment

The meeting was adjourned by Co-Chair Andrews at 4:21 pm.