



HIV Health Services Planning Council
POLICY AND PROCEDURE WORK GROUP
Thursday, May 12, 2011
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3-5 pm

Committee Members Present: John Andrews, Wade Flores, Steve Manley

Committee Members Absent: Chris Harris [LOA], Mary Lawrence Hicks

Others Present:

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

Notes

1. Introductions

The meeting was called to order at 3:13 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was not established.

2. Review/Approve May 12th 2011 Agenda – VOTE

The Work Group reviewed and did not approve the April 14th 2011 DRAFT agenda due to lack of quorum.

3. Review/Approve April 14th 2011 DRAFT Notes – VOTE

The Work Group reviewed and did approve the April 14th 2011 DRAFT Minutes due to lack of quorum.

4. Announcements

- CM Flores announced that Hispanics/Latinos/Chicanos may be broken out into separate categories in Southern California.

5. Public Comment

There was no public comment.

6. Policy and Procedure Review – VOTE

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

CS Lee continued the conversation, beginning with **11.2 Letters of Support**. The main issue stems from the last sentence in the last paragraph. CM Manley states that there are no HRSA requirements regarding the Council taking positions on particular pieces of legislations or acts. The Council does not support candidates, but it is able to take stands on issues. CS Lee will double check with the policy. CM Andrews stated that the policy lacks a process to bring letters to the Council for review/approval. The Workgroup moved to eliminate the last paragraph in the policy.

6.5 Development of Council Agenda The Workgroup discussed adding a sentence that would explain a 72-hour notice of Council agendas.

7.3 Residency Requirements Removed

7.4 Council Member Application, Interview and Appointment Process The Council again discussed the actual process versus practice through which prospective Council applicants apply for membership.

7.5-7.7 Removed

7.8 “Discipline” has been changed to “Corrective Action” and eliminated references to assigned seats.

7. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, June 9th 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

8. Adjournment

The meeting was adjourned by Co-Chair Andrews at 5:09 pm.