



HIV Health Services Planning Council
Policies and Procedures Work Group
Thursday, January 28, 2010
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:00 -5:00 pm

Council Members Present: John Andrews, Wade Flores, Chris Harris, Mary Lawrence Hicks, Steve Manley, Paul Margolis, Veronica Pillatzke, Gerardo Ramos

Others Present: Celinda Cantu (DPH-HHS)

Support Staff Present: Randy Allgaier, Natalie Bryson, T.J. Lee

Minutes

1. Introductions

The meeting was called to order at 3:07 pm by CM Manley.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Announcements

- CS Allgaier reminded people to email if they are interested in participating in the L.I.F.E. program focusing on loss and grief.
- He also noted that the Consumer Rights Advocacy Project will now be housed at ALRP.
- CM Ramos noted that the AIDS Foundation will be hosting tax days on the 2nd, 6th and 19th free of cost.
- CM Flores noted that he is meeting with clinic directors in LA to discuss strategies for recruiting and retaining immigrants.

4. Public Comment

There was no public comment.

5. Nomination of Work Group Co-Chairs – VOTE

The Work Group nominated and elected Co-Chairs to last for the duration of the Work Group. CM Andrews volunteered to be a Co-Chair. CM Ramos volunteered as well. Both were agreed upon unanimously.

6. Review of Policy and Procedure Manual – VOTE

The Work Group reviewed several documents created by Council Support staff to aid in updating the Policy and Procedure Manual. CS Allgaier began by providing the group with two memos one which details all new motions that will need to be added, and the other with ideas on how Council Support took on the task of reviewing the manual.

Brainstorming:

- keep names out
- policies vs. procedures (don't get too specific)
- policy section and "membership manual" section
- what is the purpose of the manual?
 - policy manual will be a fundamental lasting document, edit infrequently as possible, create a "membership manual"
- policy=rule, procedure=implementation
- restructuring of committees will be an automatic trigger for updating the manual

MOTION-CM Andrews/CM Flores for the Work Group to define the purpose of the P&P manual and then to determine what their specific purview is for reviewing it.

The motion passed by unanimous consent.

Purpose:

- 1) Exists as a tool to help others know what the rules are when operating within the Council. Use it as a basic framework.
- 2) Exists as a tool to help the Council operate efficiently towards their goals.
- 3) To facilitate the Council in how they operate, but not by spelling out how every action should be taken. Should be a road map for the Council to follow.

MOTION-CM Flores/CM Pillatzke to establish a Phase I process of review of the Policy and Procedure Manual.

The motion passed by unanimous consent

MOTION AMENDMENT-CM Manley/CM Flores: The Phase I process will consist of numbers 1-5 of the Memo provided by Randy Allgaier date January 20th. [See attachment #1]

The motion passed by unanimous consent.

The Committee discussed how to divvy up the work which is to take place over the next month.

MOTION-CM Margolis/CM Manley that the manual will be divided in half, and that one half of the group will take the first part and the other half will take the second part.

The motion passed by unanimous consent.

Chapters 2 and 3: Chris, Gerardo, John, Mary Lawrence

Chapters 4 and 6: Paul, Steve, Veronica, Wade

There was no Public Comment on this item.

7. Next Meeting Date & Agenda Items – VOTE

The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 11th, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

PARKING LOT:

8. Adjournment

The meeting was adjourned at 4:40 pm by Co-Chair Ramos.

Attachment #1

Memorandum

To: Policies and Procedures Workgroup
From: Randy Allgaier, Planning Council Interim Director
Date: January 20, 2010
Re: Annotated Policies and Procedures

We are providing member of the workgroup with an electronic copy of the policies and procedures that has been reviewed by Council Support staff.

The purpose of the annotated copy is to provide the group with

1. Recommendations of Editing –Typographical, grammatical and spelling
2. Recommendations for changes or elimination for items out of date within a section such as in the list of committees eliminating the names of workgroups that are time- limited and are no longer in existence.
3. Recommendations of eliminating full sections that are inherently time limited such as lists of members and lists of committee chairs
4. Updated documents related to the newest version of the legislation
5. Questions to think about where policies are listed that are copied from the by-laws. Should the policies and procedures include portions of the by-laws in different sections of the P&P or is this more confusing ?
6. Areas of redundancy within the Policies and Procedures.
7. Highlights areas of ambiguity such as referring to the terms of at-large Steering Committee members but not defining when the start of the term is. Does the Council elect these seats annually? If so when? If someone leaves in the middle of the term is that person filling the remainder of the term or does this new person's term begin in full upon election?

Staff only annotated Chapters 2-6. Many of the policies and procedures following these sections both seem coherent and still relevant. Most of these policies are under Chapter 7- Membership, Chapter 11 Information and Correspondence and Chapter 12 Forms seem relevant.

Chapters 8 and 9 have policies regarding the Government and Provider Affairs Committee and the Consumer and Minority Affairs Committee that we question whether or not they should be in the P&P. Others in these sections, such as how the Council interacts with Marin and San Mateo are quite relevant. We recommend examining these chapters carefully. Chapter 10 – Council Policies and Directives. There are some sections in this chapter that seem important to keep such as Consumer and Minority Affairs Statement of Values, P&P Update Policy, etc.. Other sections seem like they are not are not policies and procedures and belong in a training binder – such as the CoE document6 or define a process narrowly that the Council does broadly- such as the “Unfunds Policy”. We recommend a thorough examination of this chapter and to decide which sections are relevant to the process of the council, which ones actually tie the hands of the Council to make certain decisions and are not followed, and which ones are documents that are important information for Council members but do not belong in a P&P

Finally, we recommend that serious consideration be given to overhauling the entire structure of the Policies and Procedures Manual. Currently a great deal of the document is divided up via committee. However there are policies and procedures in Membership and Steering that are applicable to the full Council. Having these policies listed under a Committee may imply that they only refer to that committee. Regardless it is not the best way to organize the document. Unfortunately the document is set up by which committee developed the policy not where the policy actually is in force.

Where possible we have highlighted areas that a change that may be necessary may in require a by-law change. We hope that this memo, the annotated P&P and the memo outlining Policies and Procedures that have been voted on by the Council but not yet incorporated into the document will go a long way in facilitating the task that the workgroup has.