



HIV Health Services Planning Council
Policies and Procedures Work Group
Thursday, March 11, 2010
Department of Public Health

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

2:30 -4:30 pm

Work Group Members Present: John Andrews, Wade Flores, Paul Margolis, Gerardo Ramos

Work Group Members Absent: Chris Harris, Cherrlynn Hubbard, Steve Manley

Others Present: CM Mary Lawrence Hicks, Celinda Cantu (DPH-HHS)

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

Minutes

1. Introductions

The meeting was called to order at 2:38 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve January 28th, 2010 Minutes

The January 28th minutes were reviewed and approved by consensus with the following addition(s):

-Under announcements, it should be noted that CM Flores said “documented and undocumented immigrants”

4. Announcements

- CS Allgaier noted that this group has until November to complete their tasked duties. He also noted that staff will be out tomorrow due to a Shanti retreat. He also announced that the CAEAR Coalition meeting in D.C. will take place this weekend, although he will not be going. CM Jewell will be going in his place. He also provided the group with information on the monthly CAEAR Coalition PWLA Caucus Conference Call.
- Wade Flores noted that the next Needs Assessment Work Group will take place March 19th at 10am.
- Celinda Cantu noted that the Mayor is attempting to fill a budget deficit by reorganizing city departments, which may affect jobs in DPH-HHS.

5. Public Comment

There was no public comment.

6. Discussion of Manual Updates – VOTE

Work Group members reviewed suggested updates to the Policy and Procedure Manual as reviewed over the past month. The group agreed to allow all cosmetic changes, including spelling, formatting, and changing of Ryan White Act to Program and Part I and II to A and B. A list of other changes follows:

- Delete Sections 2.4, 2.5 and 4.4
- Remove by-laws from sections 4.7 and 4.8
- A new Council Member “Job Description” will need to be created (Section 2.6c)
- The Kaiser part will be removed, and only the link will remain

There was no Public Comment on this item.

7. Reorganization of the Policy and Procedure Manual – VOTE

The Work Group reviewed the organization of the Policy and Procedure Manual.

- Most of Section 2.6c should be moved under a new heading “Mandated Seats”
- All legislation should be put in “appendix” at the back of the manual.

There was no Public Comment on this item.

8. Next Meeting Date & Agenda Items – VOTE

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

The group discussed how often they should meet. They decided to meet the 2nd and 4th Thursdays of every month from either 2:30-4:30pm or 3-5pm.

PARKING LOT:

- Pick up in Section 6.*
- Put in new motions.*
- Discuss Section 2.2 Flow Chart*
- Rework Section 4.9 Public Comment*
- Should a leave of absence policy be set down in the by-laws?*
- Discussion of voting while on a Leave of Absence.*

9. Adjournment

The meeting was adjourned at 4:35 pm by Co-Chair Andrews.
