

HIV Community Planning Council
STEERING COMMITTEE
Thursday, November 17th, 2016
25 Van Ness, 3rd floor Room 330A
3:30-5:30 pm

Committee Members Present: Chuck Adams, Ben Cabangun (Co-Chair), Elaine Flores, Dean Goodwin (Co-Chair), Paul Harkin, Charles Siron (Co-Chair), Laura Thomas, Linda Walubengo (Co-Chair)

Committee Members Absent: Richard Bargetto [E], Wade Flores [E], David Gonzalez [A], Eileen Loughran (Co-Chair) [E], Aja Monet [A], Catherine Newell [E], Ken Pearce [A]

Others Present: Jose Luis Guzman

Support Staff Present: Dave Jordan, Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:43 by Co-Chair Cabangun. Everyone introduced themselves and quorum was established.

2. Review/Approve November 17th, 2016 DRAFT Agenda – VOTE

The November 17th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve October 20th 2016 DRAFT Minutes – VOTE

The October 20th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Co-Chair Goodwin reported:
- Our carry-forward was submitted in July, we usually get final approval in mid-February. Travel for Council staff and a Co-Chair to go to the grantee conference was rejected. HHS will cover the expense with admin funds. It is important that representatives of the Council attend this conference, so we will find a way to continue to fund the travel expense.
 - CM Thomas inquired about why it was rejected.
 - Co-Chair Goodwin responded that HRSA rejected it because carry-forward funding is supposed to be for moving forward policies and goals of the EMA, not for travel.
- There is the availability of new funding through Getting to Zero and Part B supplemental funding, so we are in the process of trying to get these contracts in place and getting new programs implemented.
- We are also inheriting 6 contracts from the Housing & Urban Health as they transition to Homelessness & Supportive Housing.
- We are working on RFP's that will be posted on Monday.

- Jose Luis Guzman reported:
- RFP's have been put out and are now closed.
- A disposal box has gone up at Rainbow Groceries on South of Market.
- There was a community clean-up sponsored by SFAF on Wednesday. CM Miller and CM Hernandez attended.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported:
 - The committee discussed needs assessment and COLA topics. The group decided on people who are co-infected with Hep-C as the needs assessment topic.
 - Homeless/unstably housed, Latina long-term survivors/seniors, undocumented people and former/current sex workers were chosen as the COLAs for 2017.
 - There was a conversation at Council Affairs about a Hep-C presentation given by Katie Burk (DPH). The program recently conducted a needs assessment on people with Hep-C and we don't want to duplicate that data. Council staff needs to connect with Katie to see if we would cover new ground with our needs assessment.
 - The group requested the topic be brought to the Steering Committee because there was lack of Prevention representation.
 - Co-Chair Walubengo requested to see the list generated at the Summit that outlined things the Council doesn't want to lose sight of.
 - This list will be brought to the next meeting.
 - The group discussed holding off on deciding the needs assessment topic until we get more information from Katie Burk.
 - **MOTION: Co-Chair Siron moves to send the need assessment topic motion back to the Community Engagement Committee until there is more information on the DPH Hep-C needs assessment.**
 - **Co-Chair Cabangun seconds the motion.**
 - **VOTE: Motion passes. See column [1] for a vote breakdown.**
- Council Affairs Update:
 - CM Adams reported:
 - There were presentations on psychosocial support services, Hep-C and Youth.
- Membership Committee Update
 - CM Harkin reported:
 - TJ Lee-Miyaki is back in compliance regarding membership requirements.
 - The group approved Jose Luis Guzman as the new DPH government Co-Chair.
 - Zachary Davenport was approved to come to the Membership Committee for an interview.
 - The Committee is working on updating the Mentor guidelines policy.
 - **MOTION: Co-Chair Siron moves to approve Jose Luis Guzman as the DPH Government Co-Chair role.**
 - **Co-Chair Walubengo seconds the motion.**
 - **VOTE: Motion passes. See column [2] for a vote breakdown.**
- PLWH Advocacy Group
 - No meeting.
- Integrated Planning Work Group Update:
 - No meeting.
- Policy and Procedure Update:
 - No meeting.

8. Monitoring of the Integrated Plan- VOTE

- The Committee reviewed the mechanism of the ongoing monitoring of the Integrated Plan.
- Co-Chair Goodwin suggests moving this item to January, in order to have more time for review. The Council will receive joint feedback from HRSA and CDC in spring.

9. Meeting Evaluation

- CS Jordan reported on the October Full Council meeting evaluations.
- There was mostly positive feedback. Some people had issues hearing CM Hall's presentation. Council members asked why CM Hall is able to phone in when no one else can. The reason is that CM Hall lives in Sacramento, and the Office of AIDS is not willing to pay for travel costs, so we make an exception for her. Council staff is looking into alternative technical presentation methods.
- Members appreciated the work from Jose Luis Guzman and CS Cone around Policy & Procedures.
- The overall rating was a little bit low, one individual gives consistent low ratings. The same member is frustrated with new introductions and introductions to the presentations.
- CM E. Flores commented that she is in favor of the old introductions. She feels that only one member is vocal about this, but others are feeling the same way.

10. Government Co-Chair Seat(s)- VOTE

- The Committee discussed quorum and voting in relation to the two Government Co-Chairs.
- CS Molnar noted that the current default is that Government Co-Chairs are two separate members but share a vote. The shared vote came about because the government Co-Chairs have different levels of expertise and for government voices to not dominate leadership.
- The group discussed the possibility of having one Co-Chair or having the two Co-Chairs each have one vote.
- Co-Chair Goodwin expressed that he doesn't feel that Government Co-Chairs both need a full vote. The funder (CDC and HRSA) designates a Co-Chair to allow for equal representation. He feels that Co-Chairs share information and provide context collaboratively.
- CS Molnar noted that this group can continue to revisit this as issues come up. The group can keep this on their radar, without coming up with a specific motion.
- Co-Chair Walubengo noted that having two government Co-Chairs is working right now, we can eventually do an assessment on how we can improve.

11. Policies & Procedures- VOTE

- The Committee reviewed the policies and procedures approved by the P&P Work Group and the Membership committee.

Application, Selection & Appointment

- The group reviewed the Application, Selection & Appointment policy.
- The Committee discussed interviewing appointed seats. It was decided that appointed seats will be interviewed by the Membership Committee.
- The group discussed differentiating between appointed seats and Government Co-Chairs in this policy.
- Co-Chair Goodwin suggested including the language "The application, selection and appointment of the Government Co-Chair seat is determined in the Government Co-Chair policy."
- **MOTION: To approve the amended Application, Selection & Appointment policy.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Priority Setting & Resource Allocation

- The group reviewed the Priority Setting & Resource Allocation policy.

- **MOTION: To approve the amended Priority Setting & Resource Allocation policy.**
- VOTE: Motion Passes. See column [4] for a vote breakdown.

Relationship between Council & Counties' Care Councils

- The group reviewed the Relationship between Council & Counties' Care Councils policy.
- **MOTION: To approve the Relationship between Council & Counties' Care Councils policy.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**

Conflict Resolution

- The group reviewed the Conflict Resolution policy.
- **MOTION: To approve the Conflict Resolution policy.**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**

Council Staff Roles & Responsibilities

Committee Descriptions

COLA Mission Statement & Description

Recruitment

Mentoring Program

- The group reviewed the Council Staff Roles & Responsibilities, Committee Descriptions, COLA Mission Statement & Description, Recruitment & Mentoring Program policies.
- **MOTION: To approve the Council Staff Roles & Responsibilities, Committee Descriptions, COLA Mission Statement & Description, Recruitment & Mentoring Program policies.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

Corrective Action & Involuntary Removal

- The group reviewed the Corrective Action & Involuntary Removal policy.
- CM Thomas suggested removing the "new conviction of illegal behavior or crime of moral turpitude" language.

Membership Renewal

- The group reviewed the Membership Renewal policy.
- The Committee discussed where a non-renewal vote would go after Membership.
- The group suggested the language "In the event of a nonrenewal the Steering Committee will review the decision made by the Membership Committee."
- **MOTION: Co-Chair Goodwin moves to approve the amended Corrective Action & Involuntary Removal and Membership Renewal policies.**
- **Co-Chair Siron seconds the motion.**
- **VOTE: Motion Passes. See column [8] for a vote breakdown.**

12. HCPC Meeting Agenda

- The Committee reviewed the agenda for the November 28th Full Council meeting.
- There will be a presentation from Kevin Hutchcroft on psychosocial support services, two presentations on Hep-C and two presentations on Youth (Larkin Street, SFAF). If presentations run long, Kevin will be asked to present in January.

13. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday January 19th 2016 at 25 Van Ness 8th floor Conference Room from 4-6 pm.
- **MOTION: Co-Chair Siron moves to not meet in December.**
- **Co-Chair Cabangun seconds the motion.**
- **VOTE: Motion Passes. See column [10] for a vote breakdown.**

14. Adjournment

The meeting was adjourned at 5:28 pm by Co-Chair Goodwin.

Steering Committee

HIV Community Planning Council

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

Date: November 17, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1. Chuck Adams (CA)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2. Richard Bargetto (Membership)	E	-	-	-	-	-	-	-	-	-	-
3. Ben Cabangun (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4. Elaine Flores (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Wade Flores (CE)	E	-	-	-	-	-	-	-	-	-	-
6. David Gonzalez (At-Large)	A	-	-	-	-	-	-	-	-	-	-
7. Dean Goodwin (Council Co-Chair)/ Eileen Loughran (Council Co-Chair)	P/P	Y	Y	A	Y	Y	Y	Y	Y	Y	Y
8. Paul Harkin (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
9. Catherine Newell (CA)	E	-	-	-	-	-	-	-	-	-	-
10. Aja Monet (CE)	A	-	-	-	-	-	-	-	-	-	-
11. Ken Pearce (Membership)	A	-	-	-	-	-	-	-	-	-	-
12. Charles Siron (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
13. Laura Thomas (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	-	-	-	-	-	-	-	-
Ayes		8	8	6	7	7	7	7	7	7	7
Nays											
Abstentions				1							
Total		8	8	7	7	7	7	7	7	7	7

