

HIV Community Planning Council  
**STEERING COMMITTEE**  
Thursday, January 19<sup>th</sup>, 2017  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
4:00-6:00 pm

---

**Committee Members Present:** Chuck Adams, Richard Bargetto, Jackson Bowman, Elaine Flores, Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Paul Harkin, Ken Pearce, Charles Siron (Co-Chair), Laura Thomas, Linda Walubengo (Co-Chair)

**Committee Members Absent:** Ben Cabangun (Co-Chair) [E], Wade Flores [E], David Gonzalez [E], Aja Monet [E]

**Others Present:** Ron Hernandez, Nyisha Underwood

**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

---

### *Minutes*

**1. Introductions**

The meeting was called to order at 4:04 pm by Co-Chair Walubengo. Everyone introduced themselves and quorum was established.

**2. Review/Approve January 19<sup>th</sup>, 2017 DRAFT Agenda – VOTE**

The January 19<sup>th</sup> 2017 DRAFT Agenda was reviewed and approved by consensus.

**3. Review/Approve November 17<sup>th</sup> 2016 DRAFT Minutes – VOTE**

The November 17<sup>th</sup> 2016 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CM Harkin announced that he would like to acknowledge how much coverage safe injection facilities are receiving. Barbara Garcia and the Mayor have both spoken out about exploring this option with interest.
- CM Bargetto announced that SF General Hospital's Ward 86 has a new program called Golden Compass for HIV+ seniors. The program will be launched on Feb 3<sup>rd</sup> from 10am-12pm at Carr Auditorium. The program will provide fitness and memory classes and address poly-pharmacy issues.
- CM Pearce announced that the memo from the Office of AIDS stated that ADAP's new budget will pay for Part B premiums, which has never been done before. It is \$12,000 or more a year on Medicare savings. He feels that this information needs to be relayed to the community.

**5. Public Comment**

- None.

**6. CHEP and HIV Health Services Update**

- Co-Chair Goodwin reported:
- We heard from the Part A HRSA officer that we will receive our partial award on March 1<sup>st</sup>.
- HHS has a site visit with the State Office of AIDS for our Part B funded programs next week.
- Co-Chair Guzman reported:
- It is the 1 year anniversary of End Hep-C SF. There will be a community forum next month.
- RFP's went out, our goal is to have those programs start by the beginning of February.

## 7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
  - CS Jordan reported:
  - The group received a report back from HCAP. Gina Gemello will be on leave until March and the HCAP representative for the interim is Jeremy Watson.
  - The committee revisited the needs assessment and COLA targets. The committee voted on a new needs assessment target. The group voted to change the target from Hep-C co-infection to Homeless and unstably housed. The change was due to not wanting to duplicate data from the Hep-C needs assessment conducted by DPH. Hep-C co-infection will be a COLA target for 2017.
  - **MOTION: The 2017 needs assessment topic will be HIV+ homeless and unstably housed individuals.**
  - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Council Affairs Update:
  - CM Adams reported:
  - The group had presentations from Getting to Zero and Ward 86's Golden Compass program.
- Membership Committee Update
  - CM Bargetto reported:
  - The Council is down to 40 members. The group discussed recruitment, the Council is under its mandate for non-aligned consumers, African Americans, Latinos, Native Americans and Youth.
  - There are two members on probation (Aja Monet and Timothy Foster.)
  - The group discussed holding off on reassigning committee assignments.
  - The committee interviewed Zachary Davenport and voted to appoint him as a member, the full Council will vote on this on Monday.
  - The group decided not to interview someone who the group felt did not meet the requirements of working in the EMA.
  - The Committee will interview Darpun Sachdev for the STI appointed seat at the next meeting.
  - Jose Luis Guzman inquired how the former Care Council recruited non-aligned consumers in the past.
    - CS Molnar noted that the Council utilized word of mouth and targeted existing groups.
    - The group discussed reaching out to the Mayor's youth commission.
    - Co-Chair Siron suggested reaching out to Matt Haney who is the president of the school board.
- PLWH Advocacy Group
  - CM Pearce announced that CM Cadabes was voted as the Co-Chair of the PLWH Advocacy work group.
  - Kevin Hutchcroft gave updates on psychosocial support groups, the Emergency Financial Assistance pilot program, injectable HIV medications, ADAP and discussed potential public policy changes.

## 8. Monitoring of the Integrated Plan- VOTE

- The Committee reviewed the mechanism of the ongoing monitoring of the Integrated Plan.
- Co-Chair Goodwin noted that we will receive feedback from the CDC and HRSA on the plan by spring.
- Co-Chair Goodwin suggested that the responsibility of tracking and review of the plan will go the Council Affairs Committee or the Steering Committee rather than the Integrated Plan work group. DPH will also provide twice a year updates of the plan in April and October.

- CS Molnar inquired about the community engagement activities listed in 1.1.3 (conduct annual community engagement activities designed to track the impact of HIV testing programs and identify HIV testing needs, barriers, opportunities and new approaches in the SF region.) Are these things that can be incorporated into the needs assessments and COLA's?
  - Co-Chair Goodwin responded that yes, community engagement activities are counted as the COLA sessions and the needs assessment.
- Co-Chair Goodwin clarified that HHS and CHEP will take responsibility for tracking and reporting on individual items.
- **MOTION: CM Pearce moves to have the Council Affairs Committee monitor the Integrated Plan, to accept DPH's recommendation for the Integrated Plan's monitoring and for the Integrated Plan Work Group to be disbanded.**
- **Co-Chair Siron seconds the motion.**
- **VOTE: Motion passes. See column [2] for a vote break down.**

## 9. Policies & Procedures- VOTE

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

### UCHAPS Representative

- The group reviewed the UCHAPS policy.
- The group added designating an alternate to the policy.
- The group added "Demonstrates an understanding of the HIV prevention continuum" to the representative's qualifications.
- **MOTION: CM Pearce moves to approve the amended UCHAPS policy.**
- **CM Harkin seconds the motion.**
- **VOTE: Motion passes. See column [3] for a vote break down.**

### Development of the Integrated Plan

### Grantee Assessment

### LTCCC Representation

### Researchers' Requests for Letters of Support

### Public Communications

### Grievances & Appeals

### Council Cultural Humility Statement

- The group reviewed the Development of the Integrated Plan, the Grantee Assessment, LTCCC Representation, Researchers' Requests for Letters of Support, Public Communications, Grievances & Appeals policies and the Council Cultural Humility Statement.
- **MOTION: To approve the Development of the Integrated Plan, the Grantee Assessment, LTCCC Representation, Researchers' Requests for Letters of Support, Public Communications, Grievances & Appeals policies and the Council Cultural Humility Statement.**
- **VOTE: Motion Passes. See column [4] for a vote break down.**

## 10. Committee Co-Chairs- VOTE

- The Committee determined the committee Co-Chair renewal protocol.
- **MOTION: CM Pearce moves to leave the Co-Chairs in place until after the prioritization and allocation Summit.**
- **Co-Chair Siron seconds the motion.**
- Jose Luis Guzman recommends staggering when Co-Chairs of committees and Council Co-Chairs are re-elected.

- **VOTE: Motion passes. See column [5] for a vote break down.**

## **11. Meeting Evaluation**

- CS Jordan reported on the November Full Council meeting evaluations: Members liked the Hep-C presentation, some felt there was not enough time for the other two presentations. There were comments around the desire to receive presentations before the meetings, he noted that often Council staff does not receive presentations until right before the meeting.
- CM Pearce commented that it hinders the discussion if you don't receive presentations in advance. Reviewing presentations beforehand allows time to think of questions. He suggests continuing to pressure presenters to get presentations in advance.
- CS Molnar noted that it is human nature to work on things until the last minute, and may be beyond Council staff's control. Council members are welcome to attend Council Affairs to review the draft presentation.
- CM Thomas suggests sending out the draft presentation received at Council Affairs to the Full Council before the meeting.
  - CS Molnar noted that he feels uncomfortable sending out a draft presentation that may have been radically changed by the Council Affairs Committee.
  - Co-Chair Goodwin suggests sending out the draft presentation if there were not meaningful edits. Council staff can use that as a guide, but if there were multiple edits it is up to staff to send out.
- Jose Luis Guzman suggested giving presenters a timeline of when Council staff needs their final presentations to manage expectations.
- The group discussed sending presentation out the Friday before the Full Council meeting.
- The committee discussed having Steering Co-Chairs email presenters if Council staff is not getting a response and to have Council Affairs Co-Chairs re-iterate the presentation deadline.

## **12. Summit Topic List- VOTE**

- The Committee reviewed the lists of HCPC topics generated at the 2016 Summit.
- CM Pearce suggested keeping this list on the group's parking lot. With the new administration, Medicare and ACA will be pertinent issues to discuss. There may be new gaps we need to fill.
- CM Bowman noted that the topics on the list all seem actionable. When soliciting presentations, we can ask presenters for information on topics on this list.
- Co-Chair Siron would like to go over the Denver Principles at the next Full Council meeting.
- CS Molnar acknowledged that the Council is already functionally moving through this list.
- The group will ask the Council Affairs Committee to review this list when generating the presentation calendar.

## **13. HCPC Meeting Agenda**

- The Committee reviewed the agenda for the January 23<sup>rd</sup> Full Council meeting.
- CS Molnar noted that there will be votes of the CAEAR and UCHAPS representatives. There will also be a vote on an alternate for the California Planning Group.
- Kevin Hutchcroft's psychosocial support group presentation and the P&P vote was removed to make time for ADAP questions and a vote on the needs assessment target.

## **14. Next Meeting Dates & Agenda Items- VOTE**

- The next Steering Committee meeting is tentatively scheduled for Thursday February 16<sup>th</sup> 2017 at 25 Van Ness 8th floor Conference Room from 4-6 pm.
- The group discussed changing the time of the meeting to 3:30-5:00pm.
- Council staff will send out a Doodle to Steering Committee members.

### 15. Adjournment

The meeting was adjourned at 6:00 pm by Co-Chair Walubengo.

**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)

<b>Date: January 19, 2017</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. <b>Chuck Adams</b> (CA)	P	Y	Y	Y	Y	Y			
2. <b>Richard Bargetto</b> (Membership)	P	Y	Y	Y	Y	Y			
3. Jackson Bowman (CA)	P	Y	Y	Y	Y	Y			
4. Ben Cabangun (Council Co-Chair)	E	-	-	-	-	-			
5. Elaine Flores (At-Large)	E	-	-	-	-	-			
6. <b>Wade Flores</b> (CE)	E	-	-	-	-	-			
7. David Gonzalez (At-Large)	E	-	-	-	-	-			
8. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)	P/P	Y	Y	Y	Y	Y			
9. Paul Harkin (At-Large)	P	Y	Y	Y	Y	Y			
10. Aja Monet (CE)	A	-	-	-	-	-			
11. <b>Ken Pearce</b> (Membership)	P	Y	Y	Y	Y	Y			
12. <b>Charles Siron</b> (Council Co-Chair)	P	Y	Y	Y	Y	Y			
13. Laura Thomas (At-Large)	P	Y	Y	Y	Y	Y			
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y			
<b>1. Ron Hernandez</b>	P	Y	Y	Y	Y	Y			

Ayes		10	10	10	10	10			
Nays									
Abstentions									
Total		10	10	10	10	10			