

HIV Community Planning Council  
**STEERING COMMITTEE**  
Thursday, October 19, 2017  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Chuck Adams, Richard Bargetto, Jackson Bowman, David Gonzalez, Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Paul Harkin, Mike Shriver, Charles Siron (Co-Chair), Eric Sutter, Linda Walubengo (Co-Chair)

**Committee Members Absent:** Ben Cabangun (Co-Chair) [E], Elaine Flores [E], Ken Pearce [LoA], Laura Thomas [A]

**Council Members Present:**

**Others Present:** Kevin Hutchcroft (HHS), Beth Neary (HHS)

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

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## ***Minutes***

### **1. Introductions**

The meeting was called to order at 3:09 pm by Co-Chair Goodwin. Everyone introduced themselves and quorum was established.

### **2. Review/Approve October 19, 2017 DRAFT Agenda – VOTE**

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

### **3. Review/Approve September 21, 2017 DRAFT Minutes – VOTE**

The September 21<sup>st</sup> 2017 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:
- There is the HRSA Part A Site visit next week. Lenny, our project officer and his team will be at the Full Council meeting on Monday.
- HHS has applied for the supplemental funding from the State and received 1.5 million to extend services that have had waitlists and to fund taxi vouchers, farmer's market vouchers and rental subsidies.
- Co-Chair Guzman reported:
- We have a harm reduction training in early November.
- We are still waiting to hear back from the CDC about our Category A funding, which we won't get until December. Other funding will be announced in Feb-March.

### **7. NIDA Letter of Support- VOTE**

- The group reviewed a requested letter of support for the National Institute on Drug Abuse.

- CM Harkin noted that Alex Crowl, who is part of NIDA is very adept in having studies that improve health outcomes. He was involved in proving that one for one needle exchanges are not effective. If Alex is behind this, he feels it will be something that would benefit our clients.
- Co-Chair Walubengo inquired why NIDA needs a letter of support from the Council.
  - CS Molnar noted that NIDA is reaching out to community groups for support in order to receive funding.
- **MOTION: CM Shiver moves to approve the HCPC NIDA letter of support.**
- **CM Harkin seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

#### 8. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
  - No meeting.
- Council Affairs Update:
  - CM Bowman reported:
  - The group had three presentations: 2016 Epi report, San Mateo Annual Report and the Marin Annual Report.
  - We reviewed the presentation calendar for November and January.
- Membership Committee Update
  - No meeting.
- PLWH Advocacy
  - No meeting.

#### 9. Meeting Evaluation

- CS Stumm reported on the Summit evaluations.
- The overall rating was a 9.5. The feedback indicated that Council members enjoyed hearing about the results of the needs assessment and liked breaking out into small group discussions.
- Co-Chair Guzman noted that he was happy to hear that people love the small groups and breakouts because many did not like the idea originally.
- CS Jordan inquired if the group felt that the discussion was being shortchanged.
  - CM Gonzalez noted that there were two points during the Summit when the conversation had to be redirected. It was necessary because there was so much on the agenda, but then there was time left over at the end. This information will be helpful when creating the next Summit agenda.

#### 10. Marin and San Mateo Prioritization & Allocation -VOTE

- The committee will review Prioritization and Allocation decisions made by Marin and San Mateo counties.
- CS Molnar noted that the San Mateo and Marin prioritization and allocation needs to be approved by this council.
- The group discussed that medical case management is no longer funded under Ryan White because other funding streams allowed them to shift funds.
- **MOTION CM Bowman moves to approve the San Mateo Prioritization and Allocation.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion passes. See column [2] for a breakdown.**
- The group reviewed the Marin Prioritization and Allocation.
- **MOTION: CM Shriver moves to approve the Marin Prioritization and Allocation.**

- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

## 11. Membership Motions -VOTE

- The committee will review two updated polices from the Membership Committee.
- CM Bargetto noted that this motion is coming from a conversation about having equity among all council members and to get expertise from appointed seats at the committee level.
- CM Bowman noted that there has been feedback that appointed seats could barely make the full council meetings. He inquired if appointed seats have expressed that they cannot attend committees.
  - CM Bargetto noted that the appointed seat may not be the best person to fill that seat if they cannot attend committees. It would be an additional two hour requirement.
  - The group discussed that those who have the most expertise may have the busiest schedule at their organization, however there place on the Council may be irrelevant if they can't share their expertise in committees.
- Co-Chair Guzman commented that he has areas of expertise, but not all committee meetings are always using that expertise. He feels that most appointed seats would be drawn to the Community Engagement Committees. He noted that in the current committee structure, appointed seats would not be able to use their expertise in all committees.
- Co-Chair Goodwin noted that a few mandated seats have clinic fulltime. He noted that a potential option would be that when there's a topic that's related to an appointed seat's expertise than they could ask them to attend the meeting.
- CM Shriver noted that a lack of parity was a complaint of the merge evaluation. It would be more equitable to have everyone consistently around the table.
- CM Harkin noted that every Council member makes a commitment. He noted that real work gets done at the committee level where we could use more input from appointed seats.
- CM Adams commented that we could try this out for 6 months and see what happens.
- Bowman- give us so many hours- required to go to committees instead of full council to create balance. There should be equity of participation. Don't want good people to leave the Council because they can't attend committees.
- CS Jordan noted that he missed the presence of appointed seats at the committee level during the needs assessment. There is not always the foresight that we will talk about a topic that appointed seats have insight on. At full council meetings, appointed seats ask how we came to our conclusions but they are not part of the decision making process.
- CM Adams suggested trying this out and have the Membership Committee track how it goes.
  - The group discussed not penalizing people for attendance during this probationary period.
  - CM Bargetto noted that this could start after the New Year in order to give people an opportunity to adjust their clinic times.
  - CS Jordan suggested re-polling Committee times with appointed seats included in the survey.
- Co-Chair Guzman noted that this group talked about doing a strategic planning retreat. He suggesting folding this discussion into the retreat because this seems like a substantial change for appointed seats. He suggested discussing how we incorporate everyone in the work that we want to do.
  - CS Molnar noted that he thought the goal of the strategic retreat was to discuss the integrated plan. He feels that discussing attendance may not fit in with that.
- CM Harkin suggested informally polling the appointed seats to see if this policy change would affect their membership on the Council.

- CM Bowman commented that the strategic planning work group was suggested to look at the role of the Council. He likes the idea of sending out a poll to appointed seats. He feels that if there was a trial period, no one would show up to committee meetings to prove that this policy is not working. He noted that if he was choosing between seeing patients and coming to a meeting he would chose to see patients.
- CS Molnar noted that the opinions of this group are very diverse. Council staff can send a poll to appointed seats to see if they can attend committees of a strategic planning workgroup.
- **MOTION TO TABLE: CM Shriver moves to table this motion.**
- **CM Sutter seconds the tabling of the motion.**
- **VOTE: Motion passes. See column [4] for a vote breakdown.**

**12. HCPC Meeting Agenda- VOTE**

- The Committee reviewed and approved the agenda for the October 23<sup>rd</sup> Full Council meeting.
- The agenda was reviewed and approved.

**13. Next Meeting Dates & Agenda Items- VOTE**

- The next Steering Committee meeting is tentatively scheduled for Thursday, November 16<sup>th</sup> 2017 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

**14. Adjournment**

The meeting was adjourned at 4:10pm by Co-Chair.

**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: October 19, 2017</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. <b>Chuck Adams (CA)</b>	P	Y	Y	Y	Y				
2. <b>Richard Bargetto (Membership)</b>	P	Y	Y	Y	Y				
3. <b>Jackson Bowman (CA)</b>	P	Y	Y	Y	Y				
4. <b>Ben Cabangun (Council Co-Chair)</b>	E	-	-	-	-				
5. <b>Elaine Flores (At-Large)</b>	E	-	-	-	-				
6. <b>David Gonzalez (At-Large)</b>	P	Y	Y	Y	Y				
7. <b>Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)</b>	P/P	Y	Y	Y	Y				
8. <b>Paul Harkin (At-Large)</b>	P	Y	Y	Y	Y				

9. <b>Ken Pearce</b> (Membership)	LoA	-	-	-	-				
10. <b>Mike Shriver</b> (CE)	P	Y	Y	Y	Y				
11. <b>Charles Siron</b> (Council Co-Chair) [Proxy: Ben Cabangun]	P	-	-	-	Y				
12. Eric Sutter (CE)	P	Y	Y	Y	Y				
13. Laura Thomas (At-Large)	A	-	-	-	-				
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y				
	Ayes	9	9	9	10				
	Nays								
	Abstentions								
	Total	9	9	9	10				