

HIV Community Planning Council
STEERING COMMITTEE
Thursday, September 21, 2017
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Richard Bargetto, Ben Cabangun (Co-Chair), David Gonzalez, Jose Luis Guzman (Co-Chair), Linda Walubengo (Co-Chair)

Committee Members Absent: Jackson Bowman [E], Dean Goodwin (Co-Chair) [E], Paul Harkin [A], Ken Pearce [LoA], Mike Shriver [E], Charles Siron (Co-Chair) [E: Proxy Ben Cabangun], Eric Sutter [E], 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

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Walubengo. Everyone introduced themselves and quorum was established.

2. Review/Approve September 21, 2017 DRAFT Agenda – VOTE

The September 21st 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve August 17, 2017 DRAFT Minutes – VOTE

The August 17th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Beth Neary reported:
- RWPA Comprehensive Site Visit: SF EMA has a Part A site visit the week of October 23rd. Lenny Green, our Part A Project Officer will be attending our HCPC Full Council meeting on 10/23.
- RWPB: The State Office of AIDS recently made HRSA Supplemental funding available for grantees to request. As we did last year, HHS submitted a request based on the SOA priority service categories and proposal guidelines. Funding has been secured for purchasing more taxi vouchers, farmer's market tokens, temporary increases to existing rental subsidies and increased capacity for outpatient mental health and oral health services, as well as other program enhancements.
- Co-Chair Guzman reported:
- We had our site visit from CDC. We should expect hearing about our application for Part A in December and Part B in February.

7. RWPA Resource Allocation - VOTE

- The group will review motions for Increased, Flat, and Decreased Ryan White Part A Funding.
- The only change from last year was with the increased funding scenario.
- Co-Chair Cabangun noted that resources for the food category may be different than when voted on originally. The food provider has received additional funding through GTZ, carry forward and Part B funds.
- CS Molnar noted that there is a possibility of increased funding for the next fiscal year.
- CM Bargetto commented that things are up in the air with health care, the essential benefits package may go away. Next year, the Council may have to drastically change the decreased funding scenario.
- CS Molnar noted that if there is a chance of increase in funding this year. The Council can have a longer conversation if this occurs.
- The group discussed removing the 50% increase towards food in the increased funding scenario.
- **Increased Funding: In the event of increased funding, 50% of the increase will be allocated towards Food and 50% of the increase will be allocated towards Emergency Housing.**
- **Increased Funding: REPLACEMENT MOTION: CM Gonzalez moves that in the event of increased funding, 50% of the increase will be allocated towards Emergency Housing and 50% of the increase will be allocated proportionately across all categories. The council will reconvene in this eventuality.**
- **Co-Chair Cabangun seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**
- **Flat Funding: If funding remains at the current level, service category resource allocation will remain level across all categories.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- **Decreased Funding: In the event of decreased funding, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

8. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Stumm reported:
 - The group reviewed the HCAP report, voted on resource allocation and received updates from the Needs Assessment and the HCV/HIV COLA.
- Council Affairs Update:
 - CM Adams reported:
 - The group discussed the needs assessment and voted on resource allocation.
- Membership Committee Update
 - CM Bargetto reported:
 - Darryl Lampkin has resigned.
 - We have some applicants in the pipeline to be reviewed and interviewed.
 - We had an interviewee who was recommended to become a member of the Council.
 - Orin Allen and Paul Harkin have been matched through the mentor program.
 - The group reviewed two motions: appointed seats and committee attendance. The committee voted to have all Council members be required to attend a home committee.
- PLWH Advocacy
 - The group discussed a potential holiday social after the November PLWH meeting.
 - The group received an ACA and ADAP update.

9. Meeting Evaluation

- CS Stumm reported on the August Full Council meeting evaluations.
- CS Molnar inquired about the comment that someone did not feeling comfortable speaking. He inquired if a round robin approach would be appropriate for the Full Council meeting.
- The group discussed calling on members who have not spoken during the meeting.
- CM Gonzalez suggested allowing only two questions per member to allow for more members to have time to speak
- CM Bargetto commented that exposing someone's non-participation could create a chilling effect, he suggests soliciting participation in other ways.
- CS Molnar noted that you can call on people using nuanced, respectful language. The goal is not to publically shame people for not speaking but once the seal is broken, it becomes easier for people to speak in the large group.
- Co-Chair Cabangun suggests experimenting with small groups, pairs and individual reflections.
- CM Gonzalez feels that presentation heavy meetings can be balanced with small group discussions.
- The group discussed the comment around not responding to questions that members of the public have during meetings.
 - CM E. Flores suggested reminding everyone about the policy during the first public comment.

10. Needs Assessment- VOTE

- CS Jordan will review the annual Needs Assessment presentation, including conclusions and recommendation made by the Needs Assessment Work Group.
- The group discussed the lack of knowledge around financial benefits.
 - CS Jordan noted that many clients were not utilizing the greatest amount of financial benefits that they could be. Service providers need to be more familiar with the set of benefits for their clients. He noted that participants among all categories in the assessment felt they were not informed enough about their financial benefits.
- The group discussed the recommendation to have future low income housing provide kitchen facilities.
 - CM Antonetty noted that the food insecurity task force did a report on SROs. They found that many of the master lease SROs have a fridge and microwave, many private SROs do not. A lot of the electricity can't handle those appliances. Master lease SROs provide a community kitchen. In future affordable housing, there will always be a kitchenette. Providing anything around food that would work for everyone is challenging.
- The group discussed the recommendation around bolstering navigation services at the emergency housing provider.
 - CM Antonetty noted that many people plan the 4 weeks in emergency housing in their annual housing plan. Many clients are referred through COEs and there should be someone there to make the best use of their time in 28 days emergency housing.
 - CS Jordan inquired that if the majority of people are referred to 28 day housing through COEs, should we assume that all people who are in emergency housing are being tracked by outside social workers.
 - CM Antonetty noted that for there are people onsite at emergency housing who help clients with follow through but they do not have a new case management plan with them. There shouldn't be an implied coercion that you have to be part of a COE to be referred to 28 day emergency housing.

- CS Molnar inquired if non-COE service providers that are not funded by Ryan White have an equal opportunity to link people to 28 day emergency housing.
- CM Antonetty noted that yes, there are street outreach teams that are available to provide referrals. There is a monthly meeting with the onsite providers and the providers that can refer.
- The group discussed that there is no metrics for intensive case management.
 - CS Jordan noted that the metrics for ICM are not unified across agencies.
 - CM Antonetty noted that there is a standard of care which was developed a long time ago. In HHS contracts there are specific eligibility and best practices. The high turnover rate leads to institutional knowledge being lost.
- CM Antonetty noted that the Dept. of Homelessness and Supportive Housing is developing a strategic framework that will outline how to address homelessness in the city. After it has been rolled out we can present it from the Council.
- The Committee discussed ways in which the community is going to be made aware of the needs assessment.
 - Co-Chair Guzman commented that if the needs assessment is just getting presented to the Council, it will not permeate to service providers who need to hear this. This information is easier to sweep under the rug not hearing it from a commissioner of the city. He suggests presenting this information to other groups.
 - CS Jordan noted that the assessment disseminates in organic ways, but he can present the information elsewhere.
 - The group discussed presenting the needs assessment to the Frontline Organizing Group.
- CM Antonetty suggested having the Council meet with the Director of the Department of Homeless and Supportive Housing (Jeff Kositsky) to talk about the concerns of this needs assessment.
- **MOTION: CM Antonetty moves to have the Council Co-Chairs meet with Director of the Department of Homeless and Supportive Housing.**
- **CM E. Flores seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

- **MOTION: Co-Chair Cabangun moves to present the findings of the needs assessment to the Frontline Organizing Group.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion passes. See column [5] for a vote breakdown.**

- **MOTION: CM E. Flores moves to extend Quality Improvement trainings to contracted staff.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**
- Kevin Hutchcroft noted that there is a funding component, contractors would need to be from agencies funded by Ryan White.
- **MOTION: To have HHS explore bulk purchasing and distribution of liquid nutritional supplements for contracted agencies who serve highest needed populations, i.e. Boost and Ensure.**
- **REPLACEMENT MOTION: Co-Chair Walubengo moves to have HHS explore the distribution of liquid nutritional supplements for contracted agencies who serve highest needed populations, i.e. Boost and Ensure.**
- **CM Gonzalez seconds the motion.**
- **VOTE: Motion passes. See column [7] for a vote breakdown.**

- Kevin Hutchcroft noted that he has contracted the laboratories that provide the liquid nutritional supplements and they do not provide a bulk purchasing discount.

11. HCPC Meeting Agenda- VOTE

- The Committee reviewed and approved the agenda for the October 3rd Summit.
- The agenda was reviewed and approved.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, October 19th 2017 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

13. Adjournment

The meeting was adjourned at 5:05 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)

Date: September 21, 2017	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y	Y	Y	Y	Y	Y	Y	
2. Richard Bargetto (Membership)	P	Y	Y	Y	-	-	-	-	
3. Jackson Bowman (CA)	E	-	-	-	-	-	-	-	
4. Ben Cabangun (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
5. Elaine Flores (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	
6. David Gonzalez (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	
7. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)	E/P	Y	Y	Y	Y	Y	Y	Y	
8. Paul Harkin (At-Large)	A	-	-	-	-	-	-	-	
9. Ken Pearce (Membership)	LoA	-	-	-	-	-	-	-	
10. Mike Shriver (CE)	E	-	-	-	-	-	-	-	
11. Charles Siron (Council Co-Chair) [Proxy: Ben Cabangun]	E	Y	Y	Y	Y	Y	Y	Y	
12. Eric Sutter (CE)	E	-	-	-	-	-	-	-	

13. Laura Thomas (At-Large)	A	-	-	-	-	-	-	-	-
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y
Margot Antonetty	P	-	-	-	-	-	-	-	-
Ayes		8	8	8	7	7	7	7	
Nayes									
Abstentions									
Total		8	8	8	7	7	7	7	