

HIV Community Planning Council
STEERING COMMITTEE
Thursday, May 16, 2019
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Elaine Flores, David Gonzalez, Thomas Knoble, Eric Sutter, Charles Siron, David Gonzalez, Linda Walubengo

Committee Members Absent: Cesar Cadabes [A], Ed Chitty [E], Dean Goodwin [A], Paul Harkin [A], Ken Pearce [E], Mike Shriver [E: Proxy- Thomas Knoble]

Council Members Present:

Others Present: Kevin Hutchcroft (HHS)

Support Staff Present: Melina Clark, Ali Cone, David Jordan, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Gonzalez. Everyone introduced themselves and quorum was established.

2. Review/Approve May 16th 2019 DRAFT Agenda – VOTE

The May 16th 2019 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 18th 2019 DRAFT Minutes – VOTE

The April 18th 2019 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Jordan made the announcement that CS Jennifer Cust will be joining the Council Staff for the summer.
- CM Flores announced that her and CM Wade Flores attended the 2019 LGBTQ Advocacy Day in Sacramento and will be sharing materials with the Council.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- CM Knoble reported on CHEP:
 - He will be coordinating updates with CS Dave Jordan for the Full Council Meeting.
- Kevin Hutchcroft reported on HHS:
 - “Ending the HIV Epidemic: A Plan for American” document from the US Department of HHS was passed to committee members. The document included strategies for eliminating new HIV infection in the United States.
 - The Trump Administration announced that there will be some money allocated for PrEP dispersal, although nothing has been finalized or planned yet.
 - HHS preparing the annual 25/75 waiver.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported:
 - The Needs Assessment focus group targeting 50+ will be held at Curry Senior Center on 5/17.
 - Council Staff will also be meeting with consumers individually to get feedback.
 - Council Staff is in conversations with a few different groups to get various COLAs implemented. There has been good response from providers. CS Jordan announced that CS Cust and CS Clark will be leading COLAs focused on women.
 - CM Sutter reported that Bill Hirsh announced that ALRP hired a new HCAP representative.
- Council Affairs Committee Update:
 - CM Adams reported:
 - The committee reviewed two presentations.
 - Next month the committee will invite all of the Ryan White and CHEP providers to give timed presentations before the Council during the June Full Council Meeting instead of speaking at the Summit.
 - CM Knoble noted that only a few providers were included during last year's Summit, and the committee would like to be more inclusive.
 - Co-Chair Gonzalez asked how providers were going to be included at the Full Council Meeting.
 - CM Knoble responded that the providers will speak during public comment.
- Membership Committee Update:
 - CS Jordan reported:
 - Membership Committee did not meet. The person who was supposed to be interviewed will be interviewed during the next meeting.
 - Membership Committee received another application and the Committee will be reviewing his application at the next meeting.
 - Co-Chair Siron asked if this was the 2nd meeting cancelled.
 - Co-Chair Gonzalez inquired about ways to improve attendance.
 - The committee discussed attendance.
 - Co-Chair Gonzalez stated that he'll make an announcement about attending committees during the Full Council Meeting.
 - Co-Chair Walubengo inquired about her referral to the Membership Committee.
 - CS Jordan noted that the referral has not responded yet, and went over the process for referring potential council members.
- Work Group Updates (PLWH, Homeless, Needs Assessment):
 - CS Jordan reported that PLWH will be meeting next June 18th.
 - CS Molnar reported on the Homeless Work Group:
 - The group talked at length about potential next steps for the list that they had put together at the prior meeting. They put the next steps into two categories:
 - Policy Statements
 - Where the council could have impact including more field-based case management, more practitioners of mental health, and storage lockers.
 - There was discussion around the possibility of extra funding from the Trump Administration to be used in San Francisco.
 - Next meeting will possibly include development of language around the proposals.
 - CS Molnar noted that there was discussion about using money from Prop C.

- CS Molnar noted that there was also some discussion around the possibility of moving around service categories to accommodate needs.

8. Steering Retreat

- CS Molnar noted that this topic was being continued from last month. Traditionally the Integrated Plan has been reviewed during the retreat but has also been reviewed during Steering Committee meetings. Last year the retreat was mostly used to talk about the merged council. The Council can decide if there should be a steering retreat or if the integrated plan should be reviewed during the committee meetings.
 - The committee discussed the pros and cons of holding Steering Retreat or reviewing the Integrated Plan during individual Steering meetings.
 - The majority of the council agreed to review the integrated plan during the meeting.
 - CS Molnar announced that he will work with Co-Chair Goodwin and Kevin Hutchcroft to review Integrated Plan during the Steering Committee meetings.
- Co-Chair Gonzalez inquired if it was okay for the public to attend the Steering Committee if the integrated plan is being reviewed.
 - CS Molnar noted that the public is welcome.
- Co-Chair Gonzalez inquired about quorum rules.
 - CS Molnar noted that only committee members count for quorum.

9. Community Feedback

- CS Molnar noted that the community feedback agenda item was added so that Steering could weigh in on the invitation for providers and community members to give public comment during the June Full Council meeting, prior to the Summit.
- CS Molnar noted that the Council Affairs Committee decided the format of the community feedback would be during public comment. It would not be a dialogue but more of a listening session.
- CM Sutter inquired about how it would be publicized.
 - CS Molnar noted that a letter will be sent to various provider list-serves.
 - CM Sutter inquired if the notice could include details about Council decision making process.
 - CS Molnar agreed to draft the email to be sent to providers.
- CM Knoble asked if there could be a way to limit the amount of people from each agency as to allow time for all agencies to speak.
- CS Jordan noted that it would be helpful to clarify the purpose of the Summit.
- The committee discussed the details of the notice to be sent to providers.
 - Co-Chair Gonzalez inquired about the addition of language noting that public comment is welcome during each meeting and a link to an email in order to submit feedback without attending the meeting.
 - CS Molnar noted that there could be a transcription of some of the public comments that were submitted electronically.
 - CM Sutter suggested that public comments could be reviewed during council affairs committee.
- Co-Chair Gonzalez inquired about when the community listening session is happening.
 - CS Molnar noted that it will be happening in June.
- Co-Chair Gonzalez inquired if there could be effort about protocol for community listening sessions and electronic public comment.
 - CS Molnar and CS Jordan agreed that it could happen in Community Engagement Committee.

10. Meeting Evaluation

- CS Clark presented the results of the most recent meeting evaluations.
 - CM Knoble noted that he spoke to providers who presented at the last Full Council Meeting and suggested that the presentation was too long and too detailed. They said that they got similar comments in Committee. In June they will present a one-pager to explain what molecular surveillance is.
 - CM Knoble noted that there were comments that there needs to be more framing around the Council Member Panel.
 - CM Knoble suggested that Co-Chair Gonzalez make a note about the use of the microphone during Full Council Meetings.
 - CS Molnar noted there was a lot of enthusiasm about the Council Member Panel.
 - Co-Chair Gonzalez inquired about the comment about pronoun usage.
 - Co-Chair Walubengo noted that she was surprised that Council Member’s pronouns were not included on name tags.
 - Co-Chair Walubengo suggested that the pronouns should be clarified and not just pulled from the application.
 - Co-Chair Gonzalez agreed to make an announcement during the next Full Council Meeting
 - CS Molnar noted that the staff can get pronouns during the next couple of Full Council Meetings and then staff can create new name tags.

11. HCPC Meeting Agenda- VOTE

- The Committee reviewed the agenda for the May Full Council meeting.
 - CM Knoble suggested that someone make an announcement about a pass option and written option for the Council Panel.
 - CS Molnar added CM Elaine Flores to the list of member panelist.
 - Co-Chair Gonzalez inquired if the Ending the HIV Epidemic- Key Strategies document could be presented during the Ryan White Conference Report Back.
 - Co-Chair Walubengo agreed to include the document.
 - There were no changes to agenda items.
- CS Molnar noted that the next council meeting will be June 24th, 2019.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, June 20th 2019 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

13. Adjournment

- The meeting was adjourned at 4:27pm by Co-Chair Gonzalez.

**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: May 16, 2019	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P								

2. Cesar Cadabes (Membership)	A								
3. Ed Chitty (Membership)	E								
4. Elaine Flores (At-Large)	P								
5. David Gonzalez (At-Large)	P								
6. Dean Goodwin (Council Co-Chair)/Thomas Knoble (Council Co-Chair)	A/P								
7. Paul Harkin (At-Large)	A								
8. Ken Pearce (At-Large)	E								
9. Mike Shriver (Council Co-Chair)	E								
10. Charles Siron (At-Large)	P								
11. Eric Sutter (CE)	P								
12. Linda Walubengo (Council Co-Chair)	P								
	Ayes								
	Nays								
	Abstentions								
	Total								