

# HIV Collaborative Planning Work Group

Thursday, August 8<sup>th</sup> 2013

25 Van Ness, Conference Room 330A

2:00-5:00 pm

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**Work Group Members Present:** Jackson Bowman, Ed Chitty, Dean Goodwin, David Gonzalez, Jose Luis Guzman, Kenneth Hornby, Kevin Hutchcroft, Lee Jewell, Andrew Lopez, Eileen Loughran, Matthew Miller, Mark Molnar, Tracey Packer, Maritza Penagos, Charles Siron, Channing Wayne

**Work Group Members Absent:** Richard Bargetto, Dean Goodwin, Ron Hernandez, Laura Thomas

**Others Present:** Bill Ledford, Gabriel Ortega

**Support Staff Present:** Ali Cone, Michael Demayo, T.J. Lee

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## *Minutes*

### 1. Welcome, Introductions & Announcements – VOTE

The meeting was called to order at 2:06 pm by Co-Chair Miller. Everyone introduced themselves and quorum was established.

- The August 8<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.
- The June 20<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

### 2. Public Comment

- None.

### 3. Evaluation Review

- The work group reviewed the evaluation results from the June 20<sup>th</sup> 2013 Collaborative Work Group Retreat.

### 4. Presentation- Overview of Three Collaborative Models

- Presentation on Implementation Plans/Example from LA
  - Models review- the work group reviewed the flow charts Michael put together for each model.
  - Anticipating questions/challenges:
    - How will membership be affected?
    - How will we determine who's on the Executive Committee?
    - Will work increase for me as a council member?
    - How will I learn what the other council is doing? Orientation/learning curve
    - Representation of consumers? What percentage will be consumers?
    - How will we distinguish the mandate of prevention and care?
    - What is the health dept.'s role? Staffing of councils
    - How would we ensure continuity of deliverables for both councils?
    - Changes in by-laws and consumer input
  - Phased-in Full Integration
    - Pre-Phase I: Rewrite by-laws of both HPPC and HHSPC to form new Executive Committee
    - Phase I (6 months): Executive Committee formed
    - Phase II (6-12 months): Integrated Council
    - Phase III (2 years): Integrated council creates committee models
    - The Work Group discussed strengths, weaknesses, and challenges of this model.
  - Shared Leadership

- Leadership Committee (merged HHSPC Steering & HPPC Executive)
- 3 hour monthly meetings dedicated to collaborative activities- shared responsibility for deliverables
- January 2015: Evaluation and Next Steps- Vote on whether to pursue further collaboration or integration.
- The question was raised of how this new Leadership Committee would function in terms of decision-making.
- Full Integration
  - Both Councils will be dissolved and new Council formed.

**Public Comment:** None.

## 5. Discussion – Models Completion

- The Work Group discussed combining models 1 (Phased-in Full Integration) and 3 (Full Integration)
  - Both have phased approach to full integration. The only differences are 30 member vs. 50 member max and 1 year vs. 2 year time phase.
- There was a robust discussion around how to present these models to the Councils.
  - Mark Molnar advocated for presenting options to the Councils to avoid an up-down vote. If we present only one model and the Councils shoot it down, we are left with nothing.
    - Ken Hornby and Lee Jewell spoke in favor of presenting multiple options.
  - **Matthew Miller moved to combine models 1 and 3 and work as a group the rest of the day on everything. Ken Hornby seconded.**
    - Mark Molnar spoke in favor of the motion.
    - **Matthew Miller moved to call the question. Channing Wayne seconded.**
      - **VOTE – none opposed, motion passes.**
    - **VOTE – none opposed, motion passes. Models 1 and 3 combined and the work group will work as a group for the rest of the meeting.**

**Public Comment:** None.

## 6. Break

## 7. Discussion – Models Completion, Cont.

- Combining 1 and 3 (integration models)
  - The Work Group discussed how to present the models.
    - Consensus around having the flow chart as a visual representation first, followed by details
  - The Work Group decided to clarify the phases by re-naming them as follows:
    - Phase 1: Pre-Planning
    - Phase 2: Planning Phase
      - This phase will be looking at how to integrate Councils. This phase will really focus on planning.
    - Phase 3: Integration Phase
      - This is the end product- dissolution of separate Councils and the formation of a fully integrated Council.
    - Strength- reflective of what's already happening at the agency/community levels.
    - Emphasize why we're doing this- What are the benefits of integration?
- Model 2- Shared Leadership
  - The Work Group discussed the steps involved in this model.
    - Adjustment of by-laws
    - Evaluation

- Ken Hornby clarified the purpose of this model- to be able to evaluate whether the merge would be a good idea once we have a better idea of what the system of care looks like under ACA.
- Concerns were raised about PLWH representation in leadership committee.
- The work group clarified that the membership of the Leadership committee would just be a merger of Steering from Care and Executive from Prevention.
- Strengths for both models- shared data, coordination, goals of both councils.
- Strength- Opportunity to evaluate and review whether further collaboration be pursued

#### **8. Discussion – Selecting Presenters for Joint Councils Meeting**

- The work group discussed who would present this at the joint council meeting- 1 from care and 1 from prevention.
- Nominations:
  - Charles Siron nominated Laura Thomas and Andrew Lopez.
    - Andrew Lopez accepted the nomination for the Prevention side.
    - Since Laura was not at this meeting, Care will decide in September.
  - Charles Siron nominated himself. Matthew Miller seconded.
  - Bill Ledford nominated Ken Hornby. Gabriel Ortega seconded.
- The Work Group agreed to table this until next month.

**Public Comment:** None.

#### **9. Next Steps**

- Michael will synthesize information and get it back to the group at least 1 week before the next meeting.
- A Doodle will go out for the 3<sup>rd</sup> week of September.
- September meeting:
  - Review and approve models
  - Presentation framework
  - Determine Care presenter

**Public Comment:** None.

#### **10. Evaluation and Closing**

#### **11. Adjournment**

The meeting was adjourned at 5:00 pm by Co-Chair Miller.