

# HIV Collaborative Planning Work Group

Thursday, May 9<sup>th</sup> 2013

25 Van Ness, Suite 330

10AM – 1PM

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**Work Group Members Present:** Richard Bargetto, Jackson Bowman, Dean Goodwin, Jose Luis Guzman, Ron Hernandez, Kevin Hutchcroft, Lee Jewell, Eileen Loughran, Matthew Miller, Mark Molnar, Tracey Packer, Maritza Penagos, Charles Siron, Channing Wayne

**Work Group Members Absent:** Bill Blum, Ed Chitty, Ken Hornby, Laura Thomas

**Others Present:** Bill Ledford

**Support Staff Present:** T.J.Lee (Shanti), Michael Demayo (consultant), Michael Paquette (HPS)

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## *Draft Minutes*

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

- The meeting was called to order at 10:05 am by Co-Chair Miller. Everyone introduced themselves and quorum was established.
- The April 12<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

### 2. Public Comment

- None.

### 3. Presentation – Summary of Individual Interviews

- Michael DeMayo presented a summary of his findings from the individual interviews he has conducted with Work Group members (n=14).
- Common themes and highlights were presented.
- Michael needs to schedule and interview a few more group members.

**Public Comment:** None.

### 4. Presentation – Prevention and Care Mandates

- Eileen Loughran reviewed the slide on HIV Prevention Community Planning Activities that are required as noted in the Community Planning Guidance. Copies of the slide are available upon request.
- Michael DeMayo reviewed the slide on HIV Health Services Planning Activities. Copies of the slide are available upon request.
- Required mandates of each Council were discussed.

**Public Comment:** None.

### 5. Presentation – Collaboration Examples Nationally

- Michael presented an overview of different national models of collaborative planning.
- He gave specific examples of collaborative planning from New Jersey, South Carolina, Kansas and Alameda County.
- Members discussed pros and cons and whether or not elements of these models could be adapted to SF.

**Public Comment:** None.

## 6. Break

## 7. Group Exercise

- Michael DeMayo asked the attendees to break into three groups and provided them with butcher paper and markers. The groups were asked to answer and discuss the following questions:
  - Group #1 – How are Care and Prevention currently collaborating? How can Care and Prevention collaborate more effectively?
  - Group #2 – What would the ideal collaboration for SF look like?
  - Group #3 – What is the goal of collaboration? How does collaboration move SF towards that goal?
- Michael DeMayo solicited feedback from the three groups and led a discussion of the results.

**Public Comment:** None.

## 8. Collaborative Model Selection

- Michael DeMayo charged the group to think about narrowing the possible collaborative models down to 3-4 for further examination at the June retreat.
- He asked the group, “Which model is best suited to achieve the collaborative goals identified?”
- Michael proposed three different levels of integration to consider when thinking about the different models :
  - Option 1 – Two separate Councils with one Executive Committee/Steering Committee or some other type of oversight.
  - Option 2 – Full integration where one or both existing Councils are dissolved and a new Council is formed.
  - Option 3 – Phased-in full integration. Continue to operate independently while integration operations are defined by separate groups with time-specific implementation milestones.

**Public Comment:** None.

## 9. Next Steps

- Michael DeMayo received the group’s permission to go ahead and re-synthesize/rework the proposed models discussed into three or four collaborative models for further discussion at the June retreat.
- Michael DeMayo will send out a doodle request to all Work Group members to schedule the June retreat. Time suggested was 10AM – 4PM. Possible dates given were:
  - Wednesday, June 19
  - Thursday, June 20
  - Friday, June 21

**Public Comment:** None.

## 10. Evaluation and Closing

## 11. Adjournment

- The meeting was adjourned at 12:56 pm by Co-Chair Miller.