

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE  
Wednesday, July 6<sup>th</sup>, 2016  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Wade Flores (Co-Chair), Lee Jewell, Kevin Lee, Aja Monet (Co-Chair), Charles Siron, Laura Thomas

**Committee Members Absent:** Billie Cooper [E], Timothy Foster [A], Paul Harkin [A], Ken Hornby [LoA], Matthew Miller [A], Stacia Scherich [E]

**Others Present:** Gina Gemello, Beth Neary

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

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:16 pm by CS Molnar. Everyone introduced themselves and quorum was established.

**2. Review/Approve July 6<sup>th</sup> 2016 DRAFT Agenda – VOTE**

The July 6<sup>th</sup> 2016 DRAFT Agenda was reviewed and approved by consensus.

**3. Review/Approve May 3<sup>rd</sup> 2016 DRAFT Minutes– VOTE**

The May 3<sup>rd</sup> 2016 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CS Molnar noted that the annual Summit will be on Friday, September 2<sup>nd</sup> from 10:00am-4:00pm. The August Full Council meeting will be on August 29<sup>th</sup> from 3:30pm-6:30pm.
- The next Full Council meeting is Monday July 25<sup>th</sup>. At this meeting, we will discuss service categorization and prioritization.

**5. Public Comment**

- None.

**6. Co-Chair Election- VOTE**

- The Committee nominated and elected two Co-Chairs.
- Wade Flores was nominated for Co-Chair of the Community Engagement Committee.
- Aja Monet was nominated for Co-Chair of the Community Engagement Committee
- **MOTION: Wade Flores and Aja Monet as Co-Chairs of the Community Engagement Committee.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

**7. Mission Statement- VOTE**

- The Joint Leadership Work Group determined that the Community Engagement Committee will take on the former responsibilities of the Consumer and Community Affairs Committee along with the annual Prevention Council's community engagement event.

- CS Molnar noted the former Prevention Council recently had a community engagement event so we will not have one until next year.
- CM Jewell noted that the Committee should expand outreach for future needs assessments and COLA's to Prevention agencies to get direct feedback from the community.
- The Community Engagement Committee is responsible for:
  - 1. Receiving monthly reports from HCAP.
  - 2. The annual Community Engagement event.
  - 3. Annual targeted needs assessments for Ryan White Part A services.
  - 4. Community Outreach and Engagement Activities (COLAs).
- CS Molnar noted that the findings of the needs assessment will be presented at the Summit and can influence how the Council allocates carry-forward dollars.
- CM Thomas noted that we should take best practices from both former Councils. We need to figure out how to combine Care's useful COLA methodology with Prevention's larger scale research presentations.
- CS Jordan noted that going forward this committee will think about how to merge care and prevention concerns. Care has HRSA mandates so there are some parameters, but we can combine prevention issues within it.
- The Committee reviewed the previous Consumer and Community Affairs Committee's mission statement "To be responsible for educating the Council on specific underserved communities and ongoing and emerging issues for all consumers."
- The group discussed having the mission statement be more inclusive.
- **MOTION: CM Jewell moves to approve the Community Engagement Committee's mission statement "To be responsible for educating the Council on specific underserved communities and high risk populations and ongoing and emerging issues for people living with HIV and at highest risk for HIV."**
- **CM Siron seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

## 8. HIV Consumer Advocacy Report

- Gina Gemello reported back on the HIV Consumer Advocacy Project:
- The HCAP report is used to determine what is going on in specific service categories and where priority and allocation is lacking.
- Gina Gemello reviewed two money management cases:
  - A client, who was living on SSI, claimed that their money manager was paying their rent late, which was resulting in late fees. The late rent was due to the property manager and not the money manager. HCAP sent a letter to property manager and all fees were refunded.
  - A client who was staying at a residential substance use facility, checked-in personal items when he arrived. When he checked-out, his items were missing. There was a \$100 maximum refund policy on lost items, which was never disclosed to the client. The client estimated that it was \$500 worth of lost items and HCAP was able to get a refund of \$300.
- Gina Gemello noted that a few service providers had concerns about pain management regulations. There is a national issue of prescription drug abuse and providers are tightening up. Drugs are being tapered and not addressing chronic pain of clients.

## 9. Needs Assessment Update

- CS Jordan reported on the progress of the 2016 Needs Assessment.
- In March, a workgroup made up of community members and mental health service providers developed the needs assessment survey instrument and outreach strategies.
- We have conducted 41 one-on-one interviews so far. We have focus groups scheduled at the Black COE next Friday and at Alliance next Wednesday.

- We are waiting to hear back from Mission Neighborhood, but there are challenges around communication, and getting our materials translated into Spanish.
- We are on-track for 100 participants, which will be one of the largest needs assessments to date.
- Moving forward, the workgroup will re-convene to go over the data and come up with recommendations. We will present partial data next month and we will discuss trends and conclusions before the August Full Council meeting.
- All council members are welcome to attend the workgroup meeting. Council staff will notify Council members of the date and time of the next workgroup meeting.

**10. Next Meeting Date & Agenda Items**

- At the next meeting, we will have an HCAP report, the preliminary findings of the needs assessment and resource allocation.

*The next Consumer and Community Affairs Committee meeting is tentatively scheduled for Wednesday, August 3<sup>rd</sup> 2016 at 25 Van Ness 8<sup>th</sup> floor Conference Room from 3-5 pm.*

**11. Adjournment**

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

**Community Engagement 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)

**July 6, 2016**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	<b>Billie Cooper</b>	E	-	-							
2.	Timothy Foster	A	-	-							
3.	<b>Wade Flores</b> (Co-Chair)	P	Y	Y							
4.	Paul Harkin	A	-	-							
5.	<b>Ken Hornby</b>	L	-	-							
6.	<b>Lee Jewell</b>	P	Y	Y							
7.	Kevin Lee	P	Y	Y							
8.	<b>Matthew Miller</b>	A	-	-							
9.	Aja Monet (Co-Chair)	P	Y	Y							
10.	<b>Charles Siron</b>	P	Y	Y							
11.	<b>Stacia Scherich</b>	E	-	-							
12.	Laura Thomas	P	Y	Y							

<b>Ayes</b>		6	6							
<b>Nayes</b>										
<b>Abstain</b>										
<b>Total</b>		6	6							