

HIV Community Planning Council
COUNCIL AFFAIRS COMMITTEE
Tuesday, March 13, 2018
25 Van Ness, 5th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams (Co-Chair), Jackson Bowman (Co-Chair), David Gonzalez, Jessie Murphy, Mike Shriver, Linda Walubengo

Committee Members Absent: Ben Cabangun [A], Michael Discepola [E], Paul Harkin [E], John Paul Soto [E]

Council Members Present: Dean Goodwin (HHS), Cassandra Roberts

Others Present: Jeremy Tsuchitani-Watson (HCAP)

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

DRAFT Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Bowman. Everyone introduced themselves and quorum was established.

2. Review/Approve March 13th 2018 DRAFT Agenda – VOTE

The March 13th 2018 DRAFT Agenda was reviewed, and approved by consensus.

- CS Molnar proposed adding a brief item to agenda item 8 to discuss how to make the upcoming presentations at Full Council more engaging.

3. Review/Approve February 13th 2018 DRAFT Minutes – VOTE

The February 13th 2018 DRAFT Minutes were reviewed, and approved by consensus.

4. Announcements

- CS Molnar announced that the Steering Retreat will be on April 13th from 10am to 4pm in the women's building. He requested that folks so Council Staff can gauge the appropriate amount of food to order.

5. Public Comment

- None.

6. HCAP Annual Report

- The committee reviewed the annual HCAP report presentation from Jeremy Tsuchitani-Watson.
 - Jeremy Tsuchitani-Watson clarified that he will be passing out both the PowerPoint slides and the full HCAP report at Full Council.
- CS Molnar commented on the presentation:
 - The report mentions a termination of services and what that could mean for clients. If there is a pattern of denials from a specific agencies, would it be possible to go to the person who administers the funds? If it's just one agency, or a few, then it becomes a monitoring issue.

- Jeremy Tsuchitani-Watson replied that the termination cases are unpredictable and don't seem to be tied to one particular agency. They're increasingly seeing more cases of agencies trying to resolve issues before getting to termination.
 - Co-Chair Goodwin commented that HHS inherited 9 programs in housing. Less than 1% of folks city-wide are terminated from housing programs. This number could be higher with certain populations but overall it's a small number.
- Co-Chair Goodwin commented that it may be useful to figure out a way to track the resolution status of these cases. He would like to know how many folks were satisfied or dissatisfied with their experiences.
- CM Bowman suggested identifying two separate questions for the question on gender. The first would ask: what was your assigned sex at birth? The second would be: what gender do you identify as now? It's a good best practice to have.
 - Jeremy Tsuchitani-Watson responded that he will bring this up to ALRP and the database people.

7. CQI/Quality Assurance

- The committee reviewed the annual CQI (Continuous Quality Improvement) presentation from Co-Chair Goodwin.
- The committee commented on the specifics of the slide deck and made suggestions on ways to improve the presentation of data.
- CS Molnar commented on slide 34: there are 3 things presented here that are below thresholds. Will there be any discussion around the DPH perspective on why syphilis, PCP and viral load are falling under thresholds?
 - Co-Chair Goodwin responded: those are the three variables that don't import well. If they don't show up on the updated report, we will talk about it during the presentation.
- CM Roberts noted that the report tracks information from different counties. Is it possible to get information from primary care doctors outside of the counties?
 - Co-Chair Goodwin responded: We only get information from the providers that are funded by Ryan White Part A or Part B funding. We don't get information from private doctors or insurance companies. This is a snapshot of clients receiving care through HHS and ARIES.
 - CM Roberts inquired if it would be possible to set up a system to track folks in private care.
 - Co-Chair Goodwin responded: the surveillance and epidemiology does show that as part of ARIES, but only from private providers in San Francisco. Unfortunately they don't receive this information for Marin or San Mateo counties. It's paid for by SF general fund dollars.
 - CS Molnar noted that presentations like this show a snap shot of all counties, but only through Part A and B dollars. When reports are available from private providers, they're only for San Francisco, which can be a challenging dichotomy.
- Co-chair Shriver stated that this presentation should be framed in the context of why it's important to the council. He requested a discussion in the beginning about the importance of tracking this kind of data, and how it's relevant to consumers of services.
- Co-chair Goodwin requested feedback on whether Slide #3 is necessary.
 - CS Molnar suggested cutting down the first few slides, since the Council does already receive frequent updates surrounding Quality Management.
 - Co-Chair Gonzalez suggested cutting down Quality Assurance data parameters. These slides could be compiled into one table.

- Co-chair Shriver commented that it could be beneficial to highlight the variances between viral suppression among counties.
- CM Murphy suggested putting all individual ethnic groups on one graph. It also could be useful to highlight that the local goal is different from the national goal.
- CM Roberts suggested having all three counties on one graph, in order to highlight differences between the counties.
- Co-chair Shriver suggested introducing conclusions around slide 10. It could be useful to add a point about why the data is relevant.
- Co-Chair Walubengo suggested introducing a framework at the beginning of the presentation to putting the data in context.

8. Presentation Calendar

- The Committee reviewed and updated 2018 presentation calendar.
 - The only change to the calendar is that the Component B update will not happen in March.
- The committee discussed possible ways to engage the Council given the upcoming presentations, which are centered on data.
 - Committee members proposed ideas including a group conversation facilitated by the Co-Chairs, discussion in pairs, or small group discussions.
 - Co-Chair Shriver commented that the best discussion would be about how this data is relevant to the Council. The data itself is quite dry, so it would help to put in context of a bigger picture.
 - CS Molnar suggested comparing race disparities. It is necessary to know what the challenges are before addressing them.
 - He added that it could be useful to include a plan of action in presentation.
 - CS Jordan suggested connecting the two presentations. This could be especially useful considering the Steering Retreat is coming up. Part of the facilitated conversation could be about the intersection of these presentations, and ways to include integrated planning in the Steering Retreat discussion.
 - CS Molnar suggested continuing this conversation at Steering Committee.
 - CM Murphy suggested adding a panel of providers from COEs after the presentations. It won't be possible this time but next year it could add an interesting dimension to the presentations.
 - CM Bowman pointed out that it could be helpful to work on the integrated plan throughout the year, rather than in few months before the presentation.
 - CS Jordan suggested discussing this further at the Steering Retreat. It would be helpful if there could be a way to hold DPH accountable for issues they bring up during the presentation.
 - CM Roberts expressed interest in seeing comparative data between the SF, San Mateo and Marin counties. She wants to have as much information as possible available in order to advocate for her county.
- The committee agreed to continue this discussion at Steering.

9. Next Meeting Date & Agenda Item- VOTE

The next Council Affairs Committee meeting is tentatively scheduled for Tuesday, April 10th 2018 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

- System to monitor the Integrated Plan’s objectives.

11. Adjournment

- The meeting was adjourned at 4:45 pm by Co-Chair Bowman.

Council Affairs 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)

March 13th, 2018

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

1.	Chuck Adams	P										
2.	Jackson Bowman	P										
3.	Ben Cabangun	A										
4.	Michael Discepola	E										
5.	David Gonzalez	P										
6.	Paul Harkin	E										
7.	Jessie Murphy	P										
8.	Mike Shriver	P										
9.	John Paul Soto	E										
10.	Linda Walubengo	P										



1.	Dean Goodwin	P										
2.	Cassandra Roberts	P										

Ayes									
Nayes									
Abstain									
Recusal									