

HIV Community Planning Council

COUNCIL AFFAIRS COMMITTEE

Tuesday, May 13th, 2025

Zoom

3:00-4:30pm

Committee Members Present: Chuck Adams, Bill Blum, Anna Branzuela, Helen Lin, Marco Montenegro, Jon Oskarsson

Committee Members Absent: Elyse Griffin [A], Nga Le [LOA], Irma Parada [A]

Others Present: Stephen Spano

Support Staff Present: Mark Molnar, Kira Perez, Kat Tajgeer

Minutes

1. Introductions and Welcome

The meeting was called to order at 3:02 pm by CM Adams and everyone introduced themselves. Quorum was established.

2. Review/Approve May 13th, 2025 DRAFT Agenda – VOTE

The May 13th, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 8th, 2025 DRAFT Minutes – VOTE

The April 8th, 2025 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar reminds folks that the Full Council meeting is a week early this month due to the Memorial Day holiday.

5. Public Comment

- None.

6. HCAP Annual Report – Stephen Spano

- Stephen Spano provides a brief overview of the HIV Consumer Advocacy Project (HCAP) Annual Report that they will present at this month's Full Council meeting. He reviews what HCAP is, what the goal of HCAP is, and the services they provide. Spano highlights the number of consumers they have served in the 2024-25 contract year and reviews the self-reported consumer data including age, gender, race/ethnicity, sexual orientation and income. Spano notes there was a 5% increase in clients served compared to the previous contract year. They review the top service categories for the contract year, which included Housing Services, Ambulatory/Outpatient Medical Services, and Benefits Counseling Services. She also highlights the top issues, which included Information and Referral, Access, and Quality of Care. Spano notes that many of the matters were for referrals and shares data for the number of cases per service category and how many referrals were generated per service category. Spano also highlights information about terminations/suspensions, noting these often happen to the most vulnerable clients. They review additional successes, two client outcomes, and ongoing challenges HCAP clients face.

- CM Adams says Spano's presentation was excellent. He asks how folks find out about Spano and their services.
 - Spano says a lot of it is referral-based and rely on the system of care for referrals, noting there are a lot of provider and client referrals.
- CM Branzuela says this was a very helpful presentation and really appreciated the mention about barriers to care. She asks if Spano works with the Public Defenders Office and receives referrals that way?
 - Spano says ALRP doesn't handle criminal issues, but he does utilize his network of colleagues for such cases as needed. They provide an example of a client who needed to provide proof of incarceration within the last few years in order to qualify for housing, but were encountering issues obtaining such proof. Spano was able to utilize their network to obtain confirmation and draft a letter on the client's behalf asking that the service provider accept their letter as proof.
- CS Molnar thanks Spano for the work they do.

7. Health Access Points – Thomas Knoble

- CS Molnar says CM Knoble is unable to join the meeting and will be unable to preview the presentation prior to Monday's Full Council meeting.

8. Next Meeting Date & Agenda Items – VOTE

The next Council Affairs Committee is scheduled for June 10th, 2025 from 3:00 – 4:30 pm.

9. Adjournment

Meeting adjourned at 3:36 pm by CM Adams.

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)

May 13, 2025

	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1. Chuck Adams (Co-Chair)	P	Y	Y							
2. Bill Blum	P									
3. Anna Branzuela	P									
4. Elyse Griffin	A	-	-							
5. Nga Le	LOA	-	-							
6. Helen Lin (Co-Chair)	P	Y	Y							
7. Marco Montenegro	P									
8. Jon Oskarsson	P									
9. Irma Parada	A	-	-							



Ayes		2	2							
Nayes		-	-							
Abstain		-	-							
Recusal		-	-							
Total	6	2	2							