

HIV Community Planning Council

STEERING COMMITTEE

Thursday, July 21st, 2016
Human Rights Commission
25 Van Ness, 8th floor
4:00-6:00 pm

Committee Members Present: Chuck Adams, Richard Bargetto, Ben Cabangun (Co-Chair), Dean Goodwin (Co-Chair), Eileen Loughran (Co-Chair), Ron Hernandez, Aja Monet, Ken Pearce, Linda Walubengo (Co-Chair)

Committee Members Absent: Wade Flores [E], Cathy Newell [E], Charles Siron (Co-Chair) [E: Proxy Linda Walubengo]

Others Present: Jose-Luis Guzman, Noah Lopez

Support Staff Present: Ali Cone, Dave Jordan, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 4:07 by Co-Chair Cabangun. Everyone introduced themselves and quorum was established.

2. Review/Approve July 21st 2016 DRAFT Agenda – VOTE

The July 21st, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 18th 2016 DRAFT Minutes – VOTE

The April 18th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Jordan noted that the needs assessment data collection process has been completed. The needs assessment work group will reconvene in the next couple weeks to go over the results.
- Co-Chair Walubengo noted that former Council member Channing-Celeste Wayne has passed away. There will be a memorial service at the Jazz and Justice Church in Oakland on July 30th at 2pm.
- Co-Chair Walubengo announced that she is transitioning positions from Larkin Street Youth Services to Catholic Charities.

5. Public Comment

- None.

6. Mission Statement- VOTE

- The Committee reviewed the previous HHSPC Steering Committee's mission statement "The primary responsibility of the Steering Committee is to oversee all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office."
- CM Bargetto suggested including Community Health and Equity Prevention branch language and the name of our new Council into the mission statement.
- Co-Chair Loughran noted that CHEP and HHS staff are now members of Steering Committee so it not necessary to include the "interface with" section.

- CS Cone suggested changing ad hoc committees to ad hoc work groups.
- **MOTION: CM Pearce moves to have the Steering Committee's mission statement be "The primary responsibility of the Steering Committee is to oversee all of the Council's active committees and ad hoc work groups".**
- **CM Adams seconds the motion.**
- **VOTE: Motion Passes. See column [1] for a vote break down.**

7. CHEP and HIV Health Services Update

- Dean Goodwin reported:
 - HHS and the DPH Budget Office anticipate \$495,000 in RWPA funds left unspent from FY 2015-16 to be available for carry forward funding into FY 2016-17.
 - We brought carry-forward funding scenarios to the PLWH Advocacy group and they provided many helpful suggestions.
 - HHS submitted an application to waive the 75% core services funding requirement. We are still waiting for approval.
- Eileen Loughran reported:
 - CHEP is creating a smoking cessation tool box for providers, which is under the final review stages.
 - On Thursday July 28th there will be a press conference for World Hepatitis Day at 9:15am on the steps of City Hall.
 - On Sunday, July 31st at Up Your Alley there will be several of our funded testing programs. The event takes place on Dore Alley from 11am- 6pm.
 - An outdoors syringe disposal box has been placed on 150 9th street on the front of Conard House.
 - We are in the process of interviewing candidates for the Syringe Access and Disposal Rapid Response team. The team will respond to syringe clean-up requests in real time.

8. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Cone noted that Wade Flores and Aja Monet were elected as Co-Chairs.
 - Gina Gemello gave an HCAP update.
 - The committee created a new mission statement
 - CS Jordan gave an update on the needs assessment.
- Council Affairs Update:
 - CM Adams noted that he and Catherine Newell were elected as Co-Chairs.
 - They Committee established a new mission statement.
 - They group received an ARIES report, Community Based HIV Prevention presentation and Ryan White Part A services presentation. The group made recommendations to improve the presentations.
- Membership Committee Update
 - CM Pearce noted that he and Richard Bargetto were elected as Co-Chairs.
 - The Committee updated the mission statement.
 - The group looked at the demographic report, we have 44 members and have to wait until we are below 40 before we start recruiting.
 - An email went out to the Full Council to identify personal and professional expertise.
 - The group is heading a project to get an inscription for Care and Prevention members who have passed away at the AIDS memorial grove. The group is looking at different funding sources.
 - Ken Hornby was approved to be on leave of absence (July-August).
 - The group reviewed the changes within committee structures.

- PLWH Advocacy Group
 - CM Hernandez reported that the group did not have quorum and had to table the Co-Chair election. He and Mick Robinson were nominated.
 - The group discussed the mission statement and it was tabled until the next meeting.
 - The work group recommended the suggested carry-forward funding scenarios with some added clarifications.
- Integrated Planning Work Group Update:
 - Co-Chair Cabangun noted that the Plan is being developed. A lot of focus groups were completed with different sub-populations. The recommendations from those groups will help to develop indicators for the objectives.
 - CM Goodwin noted that we are narrowing down objectives to line up with the National HIV Strategies. The plan will be brought to the Summit for review.
 - The plan is due in September and is submitted to the CDC and HRSA.
- Policy and Procedure Update:
 - Jose-Luis Guzman noted that the work group is continuously working on approving our policies and procedures.
 - CS Cone noted that the group is focusing its efforts on approving policies that are relevant to the Summit.
 - There is not room at the next Full Council meeting's agenda to review policies, so it will be pushed back until after the Summit.

9. Meeting Evaluation

- CS Jordan reported on the June Full Council meeting evaluations.
- Overall there was positive feedback. Most criticism was due to structure and facilitation.
- The presenters had positive reviews. There were comments that it was difficult to hear/understand Liz Hall's CDPH Office of AIDS update.
 - CM Hernandez suggested using an online conferencing application.
- Comments suggested that there was too much white paper and it is hard to differentiate handouts.
 - Council staff noted that they are working on a color coding system for handouts.
- There were comments surrounding the Co-Chair election being overly complicated.
 - In the future, the Council will allow members who are nominated to speak about why they want that position.

10. Agendas for HCPC Meeting 8/29 and HCPC Summit 9/2 – VOTE

- The Committee reviewed the August Full Council meeting and Summit agenda.
- The group discussed having At-large seat nominees speak about why they would like to be members of the Steering Committee.
- Co-Chair Goodwin suggested that the year in review presentation for the Care Council can be combined with Prevention to highlight the shared work/information they received.
- CM Pearce suggested shifting the schedule to have like presentations together. The year in review can be first, and the Integrated Plan can be last. HRSA Mandate, RWPA Resource Allocation and RWPA service category prioritization should be next to each other and CDC Mandate and Letter of Concurrence should be together.

11. Council Agenda- VOTE

- The Council reviewed July's Full Council meeting's agenda.
- The group suggested adding a moment of silence for Channing-Celeste Wayne during the next Full Council meeting.

- The Committee suggested sending out the presentations prior to the meeting.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday August 18th 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.

13. Adjournment

The meeting was adjourned at 5:31pm by Co-Chair Cabangun.

**Steering 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)

Date: July 21, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y							
2. Richard Bargetto (Membership)	P	Y							
3. Ben Cabangun (Council Co-Chair)	P	Y							
4. Wade Flores (CE)	E	-							
5. Dean Goodwin (Council Co-Chair)/ Eileen Loughran (Council Co-Chair)	P/P	Y							
6. Catherine Newell (CA)	E	-							
7. Aja Monet (CE)	P	-							
8. Ken Pearce (Membership)	P	Y							
9. Charles Siron (Council Co-Chair) [Proxy: Linda Walubengo]	E	Y							
10. Linda Walubengo (Council Co-Chair)	P	Y							
1. Ron Hernandez	P	Y							
Ayes									

Nayes

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