

HIV Community Planning Council

STEERING COMMITTEE

Thursday, October 20th, 2016

Human Rights Commission

25 Van Ness, 8th floor

4:00-6:00 pm

Committee Members Present: Chuck Adams, Ben Cabangun (Co-Chair), Elaine Flores, Dean Goodwin (Co-Chair), Paul Harkin, Eileen Loughran (Co-Chair), Ken Pearce, Charles Siron (Co-Chair), Linda Walubengo (Co-Chair)

Committee Members Absent: Richard Bargetto [E], Wade Flores [E], David Gonzalez [E], Aja Monet [A], Catherine Newell [E], Laura Thomas [A]

Others Present: Jose Luis Guzman, Kevin Hutchcroft, Nyeshia Underwood

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

Minutes

1. Introductions

The meeting was called to order at 4:16 by Co-Chair Goodwin. Everyone introduced themselves and quorum was established.

2. Review/Approve October 20th, 2016 DRAFT Agenda – VOTE

The October 20th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve September 22nd, 2016 DRAFT Minutes – VOTE

The September 22nd, 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Jordan announced that he will be handing out a survey for training topics at the October Full Council meeting.
- Co-Chair Cabangun announced that he attended the California Planning Group meeting last week in L.A. He would like to add a report back about the meeting for the next meeting agenda.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Dean Goodwin reported:
- HHS submitted the Part A grant application was due last Tuesday. Copies are available by request.
- Eileen Loughran reported:
- The Harm Reduction Conference is coming up, several people from CHEP will be presenting at the conference. She and Jose Luis Guzman will be presenting on community engagement around the syringe program. There will also be a presentation on the drug users health initiative.
- We are still in the process of hiring our Rapid Response team to do syringe clean-up, engage with drug users and provide disposal equipment. One team member has started this week, the other two will be hired by mid- November.

- CHEP has been doing rollcall trainings with police around the syringe program. Classes from the academy are graduating, so we are talking to new recruits about why the syringe program creates a safer environment for everyone.
- We are trying to get additional disposal boxes placed in the city.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported:
 - Gina Gemello from HCAP was out last month.
 - We went over the COLA and needs assessment trends and compared and contrasted the prioritizations of the Council and the target communities. He will be presenting this to the Full Council on Monday.
- Council Affairs Update:
 - CM Adams reported:
 - CS Jordan presented on the COLA/Needs Assessment trends.
 - Alison Hughes presented on behavioral and clinical characteristics of people receiving HIV medical care in San Francisco.
 - The group decided to move its meeting to November 15th due to Election Day. The meeting will be at 25 Van Ness on the 3rd floor 330A.
 - CS Molnar noted that Alison Hughes communicated with Council staff that the Council Affairs Committee requested newer data in the presentation. At the Full Council she will give a new presentation with more updated data.
- Membership Committee Update
 - CM Pearce reported:
 - Chip Supanich is back from his leave of absence, he requested to be moved to the Membership committee.
 - The group discussed strategically recruiting applicants if the increase in membership motion passes. CS Jordan reported on people who have shown interest in applying to be members of the Council.
 - Two members were given attendance warnings.
 - The group passed policies and procedures relating to membership.
 - Co-Chair Loughran inquired about how the Council is going about getting appointed seats.
 - CS Molnar noted that if the Council approves upping the membership, he plans to connect with the remaining agencies in order for them to reach out to staff.
 - Co-Chair Loughran suggested getting an email introduction from Tracey Packer.
 - CS Molnar will connect with Tracey to connect with people from STD and Jail Health Services agencies.
- PLWH Advocacy Group
 - CM Pearce reported:
 - The group decided to meet every other month, with the option of cancelling or having a special meeting. The next meeting will be in January.
- Integrated Planning Work Group Update:
 - Co-Chair Cabangun reported:
 - The final plan was released to the Full Council last week. The monitoring mechanism of the plan will be discussed at this meeting.
- Policy and Procedure Update:
 - CS Cone reported:
 - This group will be approving P&P's approved at the last meeting.

- The group decided to hold off on meeting until January to give the Full Council time to catch up on approving policies.

8. Monitoring of the Integrated Plan- VOTE

- The Committee reviewed the mechanism of ongoing monitoring of the Integrated Plan.
- CS Molnar noted that there are three options in how to monitor the Integrated Plan:
 - At a Steering Committee retreat.
 - Regularly monitor the plan at Steering Committee meetings.
 - Continue the Integrated Plan Work Group.
- Co-Chair Loughran noted that Nyeshia Underwood is going over the integrated plan and is creating a monitoring system for DPH. We have our own mechanism, so she suggests having someone from CHEP be part of the work group if the committee decides that route.
- CM Pearce suggests having a quarterly Integrated Plan work group to get updates on progress.
- Co-Chair Cabangun noted that there was no guidance on how to monitor the plan during the last integrated plan webinar. The consultants suggested that our EMA was going to have a work group to monitor the plan. At the Statewide CPG meeting, the group laid out which objectives need the most monitoring. He agrees that a quarterly workgroup would be helpful.
- Co-Chair Goodwin suggested a debriefing in order to give the grantees time to digest the plan and put more thought into what needs to be tracked. After that, we can decide if we need to do quarterly meeting.
- Jose Luis Guzman reported that at the last UCHAPS meeting, they found out that there won't be feedback on the plan until spring. He suggests that there will be more guidance about how to do monitoring at that time.
- **MOTION: CM Pearce moves to table deciding the mechanism to monitor the Integrated Plan until the first of the year.**
- **Co-Chair Cabangun seconds the motion.**
- Co-Chair Loughran noted that even though there won't be feedback until spring, we should start working on the monitoring framework now. She suggested starting in January and starting the action plan.
- **REPLACEMENT MOTION: CM Pearce moves to table the motion until the next meeting in order for the grantee to have more time to discuss the monitoring mechanism.**

9. Meeting Evaluation

- CS Jordan reported on the September Full Council meeting evaluations.
 - The overall rating of the meeting was high.
 - The County presentations had positive feedback.
 - Co-Chair facilitation was well received.
 - Council members appreciated the written reports of the updates (CHEP, HHS, UCHAPS, GTZ).
 - The Housing presentation had a lot of feedback. Some Council members did not understand why the Council was receiving the presentation.
- Co-Chair Walubengo felt that the Housing presentation was exciting. She suggested that it might be helpful to state the purpose of the presentation in relation to the Council in the beginning. She questioned if it would be beneficial to revisit the housing topic.
 - CS Jordan responded that he feels that the Council should wait to revisit the topic until the housing portal has been up for some time, so there would be things to report on.
- The group discussed providing an introduction of presentations with context, as well as providing guiding questions. This will start at the next Full Council meeting.
- CS Jordan continued to report on the evaluation:

- Some felt that there was a lack of dynamic presentation styles.
 - The group discussed that the guiding questions/introductions could help council members connect with the presentations.
- There was a comment that someone did not like the request to not use technology.
 - Co-Chair Cabangun stated that moving forward we can offer context as to why we made that request.
 - The group discussed that the Co-Chairs cannot make everyone happy. If it is only one person who has an issue with something it does not need to be addressed.
 - The group discussed editing the evaluation to only include comments made by multiple members.
 - CS Jordan responded that he tries not to edit the evaluation, he hesitates to leave something out.
- The group discussed who sees the Full Council evaluation.
 - Traditionally on the Care side it has stopped at Steering. On the Prevention Council, it would move from the Co-Chairs to Steering and then be sent to the Full Council.
 - The group discussed having Council staff give a brief overview of the evaluation during the Council staff update at Full Council meetings.
 - Co-Chair Walubengo suggested to focus on the positive aspects of the meeting during the update.
 - The committee will discuss how the evaluation update went at the next meeting.

10. HIV Epidemiology Annual Report

- The Committee reviewed and discussed the recent report from SFDPH Population Health Division.
- CS Molnar reported that the report shows tremendous successes to reduce HIV infections in the SF EMA and it also showed challenges. Is the Steering committee a space where we can think of ways the Council could support HIV prevention efforts?
- Co-Chair Walubengo commented that both providers and consumers sit on the Council. A lot of the data that came up impacts the Council significantly. The efforts of the HIV/AIDS Planning Network and GTZ is great and the Council needs to find a way to be a part of this conversation.
- CM Harkin noted that the data shows that SF has a unique epidemic with the concentration of MSM. The Council needs to identify gaps in HIV prevention efforts. For example, PrEP has been successful with white, middle class men but not with Women, African American and Latino communities. Gaps are also evident geographically within the city, there is still skepticism and lack of knowledge around PrEP. He would like the Council to advocate for funding around gaps in HIV prevention.
- Co-Chair Loughran inquired if there was a plan to have a presentation around epi data at the Council level. That could be an opportunity for the Council to have a rich discussion with guiding questions so people will engage.
- Co-Chair Walubengo noted that at the Summit, the Council came up with a list of unmet needs that align with the gaps of services outlined in the report. The Council is aware of gaps, it would be nice to continue that conversation.
- CS Molnar noted that an epi presentation would be a great way to start out the year. The feedback from previous epi presentations was that we hear about what has been accomplished but the Council wants to know about where the gaps are. We can reach out to presenters beforehand so they can tailor their presentations to get a snapshot of successes and then a gap analysis.
- Co-Chair Loughran noted that Henry Fisher is in the process of analyzing the National Behavioral Health Survey amongst injectors, which would provide some good data.

11. Policies & Procedures- VOTE

- The Committee reviewed the policies and procedures approved by the P&P Work Group and the Membership committee.

Conflict of Interest

Work Groups

Expense Reimbursement

Tie Votes

Recruitment

Orientation & Training for New Council Members

- The group reviewed the Conflict of Interest, Work Groups, Expense Reimbursement, Tie Votes, Recruitment and Orientation & Training for New Council Members policies.

Application, Selection & Appointment

- The group discussed the Application, Selection & Appointment policy.
- Co-Chair Loughran commented that she feels that appointed seats do not need to go through a full interview process because they are selected by the director of their department. Filling the appointed seat is part of their job and not on a volunteer basis.
- CS Molnar noted that this policy was discussed at the Membership committee Joint Leadership work group and P&P work group. The appointed seat interview process was discussed and the groups determined that appointed seats should follow the same trajectory of all Council members with the potential to be declined.
- Co-Chair Goodwin noted that he also has reservations about having appointed seats having the same interview process as all other council members.
- CS Molnar commented that the concern around not interviewing appointed seats was that they were automatically being placed into this role. The appointed seat may have no real interest in community planning or fit with the values of the Council.
- CS Cone noted that removing the interview process for appointed seats sends an explicit message to other Council members that appointed seats are treated different due to their expertise.
- Co-Chair Loughran commented that she hears the concerns around having a fair process, but it could create tension with partnering agencies if their candidate were rejected. She suggests having a 3 month check-in after appointed seats have served on the Council.
- CM Harkin noted that it would be unlikely that the Council would reject an appointed seat. The appointed seat could look at the interview as a meet and greet with the Council they are about to serve on.
- The group discussed that they would table the Application, Selection and Appointment policy until the next meeting.
- **MOTION: To approve the Conflict of Interest, Work Groups, Expense Reimbursement, Tie Votes, Recruitment and Orientation & Training policies.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

12. HCPC Meeting Agenda

- The Committee reviewed the agenda for the October 24th Full Council meeting.
- Co-Chair Goodwin suggested separating the UCHAPS and Getting to Zero update agenda items.

13. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday November 17th 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.

14. Adjournment

The meeting was adjourned at 6:09 pm by Co-Chair Goodwin.

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: October 20, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y							
2. Richard Bargetto (Membership)	E	-							
3. Ben Cabangun (Council Co-Chair)	P	Y							
4. Elaine Flores (At-Large)	P	Y							
5. Wade Flores (CE)	E	-							
6. David Gonzalez (At-Large)	E	-							
7. Dean Goodwin (Council Co-Chair)/ Eileen Loughran (Council Co-Chair)	P/P	Y							
8. Paul Harkin (At-Large)	P	Y							
9. Catherine Newell (CA)	E	-							
10. Aja Monet (CE)	A	-							
11. Ken Pearce (Membership)	P	Y							
12. Charles Siron (Council Co-Chair)	P	Y							
13. Laura Thomas (At-Large)	A	-							
14. Linda Walubengo (Council Co-Chair)	P	Y							
Ayes		8							
Nays									