

HIV Community Planning Council
STEERING COMMITTEE
Thursday, September 22nd, 2016
Human Rights Commission
25 Van Ness, 8th floor
4:00-6:00 pm

Committee Members Present: Ben Cabangun (Co-Chair), Elaine Flores, David Gonzalez, Eileen Loughran (Co-Chair), Ken Pearce, Charles Siron (Co-Chair), Laura Thomas, Linda Walubengo (Co-Chair)

Council Members Present:

Committee Members Absent: Chuck Adams [E], Richard Bargetto [E], Dean Goodwin (Co-Chair) [E], Paul Harkin [E], Aja Monet [A], Catherine Newell [E]

Others Present: Jose-Luis Guzman, Kevin Hutchcroft

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

Minutes

1. Introductions

The meeting was called to order at 4:11 by Co-Chair Cabangun. Everyone introduced themselves and quorum was established.

2. Review/Approve September 22nd, 2016 DRAFT Agenda – VOTE

The September 22nd, 2016 DRAFT Agenda was reviewed and approved by consensus.

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

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

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Kevin Hutchcroft reported:
 - The State announced that they have applied and have received 8.7 million dollars in additional supplemental Part B money. HHS has applied and were approved for 1.3 million dollars. This will go to a variety of health support services (hospice, transitional housing, food vouchers, outreach, and mental health). We are attempting to get more fruits and vegetables to food deserts in the Tenderloin and SOMA by looking into purchasing tokens for farmers markets.
 - We have a Quality Management training scheduled for October 17th. CM Chip Supanich and I will be leading the training.
 - RFP's from Getting to Zero have been posted and are available on SFDPH.org.
 - HSS' move to the 8th floor is complete.
 - The ADAP transition continues to be troublesome, we are working with the state to resolve issues. We are making sure that the emergency access numbers are well known to enrollment workers.

- Eileen Loughran reported:
 - We are getting closer to hiring our rapid response team. It has been a lengthy process but we are hoping to get someone hired by mid-October.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported that Gina Gemello gave an HCAP update, there were many issues around housing.
 - The group discussed conducting a Needs Assessment Provider follow-up. We will meet with the front-line staff we collaborated with to address concerns consumers brought up in the needs assessment.
 - We discussed whether we should perform a COLA before the end of the year. It was decided that we would not because of focus group fatigue as well as the provider follow-up.
- Council Affairs Update:
 - CS Jordan reported that the Committee received three presentations:
 - CM Lee presented on the Marin Annual report.
 - CM Geltmaker presented on the San Mateo Annual report.
 - CM Ito presented on the HIV Housing Initiative.
- Membership Committee Update
 - CS Cone reported that a motion was passed to increase the Council's membership to 45.
 - The group discussed how to prioritize new members if this motion passes.
- PLWH Advocacy Group
 - No Meeting.
- Integrated Planning Work Group Update:
 - Co-Chair Cabangun reported that the goals, objectives and values were voted on at the Full Council meeting. The full plan has been sent out for the Council's review. The Council will vote on the plan at the September Full Council meeting.
 - CS Molnar noted that the group will need to decide which committee will have oversight of the Integrated Plan. This will be on the agenda for next month.
- Policy and Procedure Update:
 - No Meeting.

8. Membership-VOTE

- The Committee reviewed a motion from the Membership Committee
 - MOTION: HCPC Membership should not exceed 45 members.
- CS Jordan announced that Council staff has received applications for unaffiliated consumers as well as mandated seats.
- CS Cone noted that Co-Chair Goodwin mentioned that we would need one more unaffiliated consumer to reach our mandate. Upping the Council's membership to 45 would allow for mandated seats to be filled as well.
- CS Molnar stated that there needs to be a vote for a bylaw change notice, this motion would be voted on at the October Full Council meeting.
- **MOTION: HCPC membership should not exceed 45 members.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- CM Pearce would like to discuss if Co-Chair Loughran and Co-Chair Goodwin should count as one member because they share one vote at the next meeting.
 - CS Cone responded that we would need to check with the Mayor's office, CDC and HRSA to see if that would be an option.

- Jose Luis Guzman suggested reaching out to the Los Angeles merged Council to see what they did regarding sharing a seat/vote.
- CM Thomas calculated how many Council members are needed to fulfill the Council's mandate for unaffiliated consumers and mandated seats. It was determined that the Council will need 49 members to meet both requirements. The Council needs to add 4 unaffiliated consumers and 3 mandated seats.
- The group discussed 50 as the maximum number to allow for flexibility.
- **REPLACEMENT MOTION: CM Pearce moves that HCPC membership should not exceed 50 members.**
- **CM Thomas seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- CS Jordan noted that with recruitment the Council might be able to address lack of representation of African Americans, Latinos, Native Americans and Youth.
- Co-Chair Walubengo inquired about Council member recruitment.
 - CS Jordan responded that since the merge we have received a number of applications. The appointed seat we have received an application from is CBHS. We still need to fill substance use and jail health services.

9. Meeting Evaluation

- CS Jordan reported on the August Full Council meeting evaluations.
- August Full Council:
 - Generally positive ratings on all accounts.
 - The facilitation was praised.
 - The food was polarizing.
 - The acoustics were a challenge (we are always looking for an alternative room that is free and is large enough for the full Council).
 - Too much white paper, would like handouts (this would be logistically challenging for Council staff).
 - A person requested the interview guide with the Needs Assessment presentation.
 - Co-Chair Walubengo inquired how we can share this information back to the Council.
 - CS Molnar responded that this can occur during the Council staff update at the Full Council meeting.
- Summit:
 - Positive feedback on the meeting and presentations.
 - Request for presentations in advance (Sometimes Council staff does not get presentations until the last minute but we can make efforts to make that happen).
 - Food was polarizing.
 - There was a comment that the facilitator was taking up too much space.
 - CS Molnar responded that he takes this feedback seriously and will let the group self-police.
- CM Pearce commented that the presentations schedule before the Summit may affect how people vote.
 - The group discussed having the needs assessment before August in order to have time to better develop for carry forward funds and for the Needs Assessment Workgroup to meet.
- CM Pearce inquired if CS Molnar plans to facilitate the Summit in the future.
 - CS Molnar responded that he does plan to do so in the future, due to the cost of an outside facilitator. Council Co-Chairs do not facilitate because they need to stay focused on presentations and voting on key decisions of the Council.

- The group discussed cell phone usage during Council meetings. Some members feel that it is distracting but understand that people need to respond to work emails.
 - Co-Chair Walubengo suggested making an announcement at the beginning of the meeting to silence cell phones and to leave the room if you need to use them.

10. Policies & Procedures- VOTE

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

Council Co-Chair Job Description

- Jose-Luis Guzman noted that there is a discrepancy in the policy in how many terms a Community Co-Chair can have based on if they are finishing out an existing term.
- CM Pearce moves to adjust the language to “Community Co-Chair can run in no more than (2) later regular election.”
- The group added “consecutive terms” to the first paragraph of the policy.
- **MOTION: To approve the amended Council Co-Chair Job Description.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Committee Co-Chair Job Description

- The group discussed removing the first two sentences of the first paragraph due to a typo.
- **MOTION: To approve the amended Committee Co-Chair Job Description.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

At-Large Seats

- The group discussed adding the partial terms language from the Council Co-Chair Job Description policy for At-large seats.
- The Committee added language around attendance requirements to the policy.
- **MOTION: To approve the amended At-Large seats policy.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**

Steering Committee

- The group discussed quorum at the Steering Committee. (5) Council Co-Chairs, (4) At-large members and (3) Committee Co-Chairs.
- **MOTION: To approve the Steering Committee Policy.**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**

Public Comment

- CS Cone noted that this policy removed the need for public comment cards to allow for inclusivity.
- **MOTION: To approve the public comment policy.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

Leave of Absence

- **MOTION: To approve the leave of absence policy**
- **Vote: Motion Passes. See column [8] for a vote breakdown.**

Rules of Respectful Engagement

- CM Thomas noted that there was a capitalization error on the word “engagement”.
- **MOTION: To approve the amended Rules of Respectful Engagement policy.**
- **VOTE: Motion passes. See column [9] for a vote breakdown.**

Unfunds

- The committee discussed the origin of the word “unfunds”.
- The group included the language “defined by the HCPC” when describing unfunds.
- **MOTION: To approve the amended Unfunds policy.**
- **VOTE: Motion Passes. See column [10] for a vote breakdown.**

Letter of Concurrence

- The group changed the language to the “jurisdictional Integrated HIV Prevention and Care Plan”.
- **MOTION: To approve the amended Letter of Concurrence plan.**
- **Vote: Motion Passes. See column [11] for a vote breakdown.**

11. Next Meeting Agenda

- CS Molnar noted that many Council members enjoyed having individual introductions at the Full Council. This will occur at the next meeting instead of a rollcall.
- The group discussed that it would like to review the HIV Annual Report at the next meeting.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday October 20th 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.

13. Adjournment

The meeting was adjourned at 6:05pm 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: September 22, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]
1. Chuck Adams (CA)	E	-	-	-	-	-	-	-	-	-	-	-
2. Richard Bargetto (Membership)	E	-	-	-	-	-	-	-	-	-	-	-
3. Ben Cabangun (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	-	Y	Y	Y	Y
4. Elaine Flores (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Wade Flores (CE)	E	-	-	-	-	-	-	-	-	-	-	-
6. David Gonzalez (At-Large)	P	-	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7. Dean Goodwin (Council Co-Chair)/ Eileen Loughran (Council Co-Chair)	E/P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8. Paul Harkin (At-Large)	E	-	-	-	-	-	-	-	-	-	-	-
9. Catherine Newell (CA)	E	-	-	-	-	-	-	-	-	-	-	-
10. Aja Monet (CE)	A	-	-	-	-	-	-	-	-	-	-	-
11. Ken Pearce (Membership)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

12. Charles Siron (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
13. Laura Thomas (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ayes		7	8	8	8	8	8	8	7	8	8	8
Nays												