

HIV Community Planning Council
STEERING COMMITTEE
Thursday, February 16, 2017
25 Van Ness, 8th Floor Conference Room
4:00-6:00 pm

Committee Members Present: Chuck Adams, Richard Bargetto, Jackson Bowman, Ben Cabangun (Co-Chair), Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Paul Harkin, Ken Pearce, Charles Siron (Co-Chair), Laura Thomas, Linda Walubengo (Co-Chair)

Committee Members Absent: Elaine Flores [E], Wade Flores [E], David Gonzalez [LoA], Aja Monet [A]

Others Present: Nyisha Underwood

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

Minutes

1. Introductions

The meeting was called to order at 4:04 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review/Approve February 16, 2017 DRAFT Agenda – VOTE

The February 16th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve January 19th, 2017 DRAFT Minutes – VOTE

The January 19th 2017 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- CM Harkin announced that SF Board of Supervisors President London Breed’s task force is exploring safe injection/consumption sites. He noted that this is something the Council could make a statement on in the future. Seattle is about to approve safe consumption sites, and once a city takes an initiative it will make it easier for others. The task force is only expected to last a couple of months because there is already so much evidence.
- Co-Chair Siron has visited former Council member Ken Hornby, he is at the Davies Campus (Room 165). He is open to visitors.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Co-Chair Goodwin reported:
- We had our Part B site visit, which went well. We will have a report back in a couple of months.
- We are in the midst of a lot of Quality Management trainings, we had 3 this week. There is a new trainer, who has been well evaluated and we have used her for 5 trainings in the last couple of months.
- We are in the final weeks of our Part A fiscal year, which ends at the end of February. We are in the process of sending out funding notices for those contracts that need to be extended or renewed. We are working with contracts to encumber funding for multi-year contracts, however we will only be able to encumber 6 months of funding because we will not have our full grant until at least May.

- We are in the midst of finalizing RFPs.
- Co-Chair Guzman reported:
- Last week, was the 1 year anniversary of End Hep-C SF. The public comment period on the End Hep-C plan is available online. There have been good views on the plan but there hasn't been many comments.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported:
 - The group had an HCAP report.
 - CS Stumm provided a report back on the recent COLA session. There will be a more in-depth report once we do a provider follow-up.
 - The group recommended to convene a work group for the needs assessment.
 - **MOTION: CM Bargetto moves to convene the needs assessment work group.**
 - **Co-Chair Walubengo seconds.**
 - **VOTE: Motion passes. See column [1] for a vote breakdown.**
- Council Affairs Update:
 - CM Adams reported:
 - We reviewed a PrEP presentation from Nikki Dhillon.
 - The group generated the Council presentation calendar.
 - The Committee discussed the timing of the Summit in late August or early September.
 - Co-Chair Goodwin noted that the general fund data comes in late August, and the presentation would feel less rushed if it was presented in September or later.
 - The group discussed having the Summit in late September. The letter of concurrence can be in August.
 - The group decided to move the Integrated Plan discussion to next month.
 - Co-Chair Guzman noted that the Substance Use Work group is in year 2 of their internal plan. We can ask to have a report back to the Full Council.
 - CS Molnar noted that ideas for presentations can be emailed to him.
- Membership Committee Update
 - CM Pearce reported:
 - The Committee interviewed Darpun Sachdev and recommended her as a member to the Full Council.
 - The group discussed that the Council needs 17 non-aligned consumers and we are under our mandate for African Americans, Latinos, Native Americans and Youth.
 - There are two members on probation.
 - The group re-assigned members who were on the Integrated Plan Work Group and the Policy and Procedure Work Group.
 - The Committee reviewed 2 applications, Michael Shriver and Zane Bursey who are both non-aligned consumers.
 - CS Jordan noted that we are waiting for the Jail Health seat to submit an application. There are 5 available seats for non-aligned consumers if the Council approves the three applicants mentioned.

8. Steering Committee - VOTE

- The Committee reconsidered the start and end times of the Steering Committee.
- The Doodle poll had a one vote difference between having the meeting from 3:00-5:00 and 3:30-5:30.
 - CS Molnar noted that it might be a challenge for people using public transportation to end the meeting at 5:30pm.

- The group discussed the possibility of changing the meeting day and time to a morning meeting.
 - Members discussed that Thursday afternoons work best for the majority of the group.
- **MOTION: CM Harkin moves to have the Steering Committee be from 3:00-5:00 pm.**
- **CM Bargetto seconds the motion.**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**
- CM Chitty noted that he has met consumers who are interested in joining the Council, but cannot attend meetings due to their work schedules.
 - The possibility of having the PLWH Advocacy Work Group be in the evening and count as a home committee was discussed at Membership. This will be discussed at the next PLWH Advocacy Work Group meeting.

9. Meeting Evaluation

- CS Jordan reported on the January Full Council meeting evaluations: There were generally good reviews, with an overall rating of 8.6.
- Members commented that the structure and facilitation went well.
- People were happy to see CM Hall in-person, although it was hard to identify what was important to the Council from the report.
- There were requests to get the policy updates in writing because it is hard to follow verbally.
- People felt there was not enough time for questions about the GTZ presentation.
 - CS Molnar noted that we will have a part 2 of the GTZ presentation this month to allow for more time for questions.
- Members enjoyed Meredith Green's Golden Compass presentation.
- The group discussed providing an incentive for Council members to fill out evaluations.
- Co-Chair Cabangun noted that the return rate for surveys are better than average.
- The Committee discussed re-iterating filling out the survey and its importance during the Council evaluation update.

10. Policies & Procedures- VOTE

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

Consumer and Community Member's Rights and Responsibilities

- CM Bowman suggests changing "bar/eject anyone who threatens violence or behaves violently" to something that encompasses other inappropriate behavior.
 - The group discussed that the policy references the Rules of Respectful Engagement that addresses other inappropriate behavior.

Yahoo! Group Policy

Requests for Letters of Support

- The group discussed having any signed letters of support be communicated to the Council during the Council staff or Co-Chair updates.
- **MOTION: To approve the Consumer and Community Member's Rights and Responsibilities, Yahoo! Group Policy and the Requests for Letters of Support policy**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

11. HCPC Meeting Agenda

- The Committee reviewed the agenda for the February 27th Full Council meeting.
- The group decided to put the name of applicants on the agenda.
- Co-Chair Guzman suggested noting the UCHAPS and Getting to Zero updates as votes.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday March 16th 2017 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

13. Adjournment

The meeting was adjourned at 5:37 pm by Co-Chair Walubengo.

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: February 16, 2017	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y	Y	Y					
2. Richard Bargetto (Membership)	P	Y	Y	Y					
3. Jackson Bowman (CA)	P	Y	Y	Y					
4. Ben Cabangun (Council Co-Chair)	P	Y	Y	Y					
5. Elaine Flores (At-Large)	E	-	-	-					
6. Wade Flores (CE)	E	-	-	-					
7. David Gonzalez (At-Large)	LoA	-	-	-					
8. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)	P/P	Y	Y	Y					
9. Paul Harkin (At-Large)	P	Y	Y	Y					
10. Aja Monet (CE)	A	-	-	-					
11. Ken Pearce (Membership)	P	Y	Y	Y					
12. Charles Siron (Council Co-Chair)	P	Y	Y	Y					
13. Laura Thomas (At-Large)	A	-	-	-					
14. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					

Ayes		9	9	9					
Nays									
Abstentions									
Total		9	9	9					