

HIV Community Planning Council
STEERING COMMITTEE
Thursday, June 15, 2017
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Jackson Bowman Ben Cabangun (Co-Chair), David Gonzalez, Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Ken Pearce, Charles Siron (Co-Chair), Eric Sutter

Committee Members Absent: Richard Bargetto [E], Elaine Flores [E], Paul Harkin [E], Laura Thomas [A], Linda Walubengo (Co-Chair) [E]

Council Members Present: Mike Shriver

Others Present: Kevin Hutchcroft

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

Minutes

1. Introductions

The meeting was called to order at 3:10pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review/Approve May 15, 2017 DRAFT Agenda – VOTE

The June 15th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve May 18, 2017 DRAFT Minutes – VOTE

The May 18th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Co-Chair Goodwin reported:
- HHS still does not have our Part A award. We are anticipating our site visit with the HRSA project officer from June 26th-28th. They are planning on attending our June Full Council meeting.
- The Council is applying for a waiver for the 75% core services requirement. We have successfully applied for a waiver for the past four years.
- Co-Chair Guzman reported:
- We are still awaiting the CDC FOA, we have not heard word on when it will be released.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - No meeting.
- Council Affairs Update:
 - CM Adams reported:

- There were two presentations: AIDS Emergency Fund did a presentation on the HIPP Health Insurance Premium Payment pilot program that the Council funded through carry forward funding last year. The second presentation was the post-evaluation HCPC report from Shelley Facente. This group will review the presentation and discuss how the Co-Chairs will facilitate the conversation post presentation.
- Membership Committee Update
 - CM Pearce reported:
 - Matthew Miller resigned from the Council. There are currently 10 open seats.
 - The group reviewed Orin Allen's application and he will be interviewed next month. There are two non-aligned consumers in the pipeline as well.
 - The group reviewed Chip Supanich' exit interview. He suggested improving collaboration with other agencies.
 - The Committee discussed meeting times that might be more accessible to unaffiliated consumers who work. The Survey Monkey did not show a clear indication that later meeting times would be more accessible for current unaffiliated consumers on the Council.
- Needs Assessment Work Group
 - CS Jordan reported:
 - He has hired an intern who is helping with one-on one interviews. He has reached out to community stakeholders to assist in recruitment of participants and to hold focus groups at their agencies. He has made progress with San Mateo, Marin, Larkin Street and AIDS Emergency Fund.
 - The group discussed identifying HIV positive individuals in this target population can be challenging due to stigma.

8. Meeting Evaluation

- CS Stumm reported on the May Full Council meeting evaluations.
- The overall rating was a 9.0. Council members enjoyed the presentations and facilitation of the meeting. There were some comments around having more time in the meeting for discussion.
- CM Pearce requested that the number of participants and Council members in attendance be included on the evaluation report.
- The group discussed the return rates on evaluations.
 - The committee decided to leave time at the end of the agenda designated for Council members to fill out their surveys.
 - The group discussed sending the evaluations online if return rates do not improve.

9. New HCPC Member - VOTE

- The Committee reviewed a membership recommendation from the HCPC for Irma Parada.
- The group is voting on the recommendation from the Full Council to approve Irma Parada as a member of the HCPC because the vote was not noted on the agenda.
- **MOTION: To approve Irma Parada as a member of the HIV Community Planning Council.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

10. HCPC Post-merge evaluation - VOTE

- The group will review the HCPC post-merge evaluation presentation in order to determine discussion topics for the Full Council.
- CM Sutter suggested that after the conversation at the Full Council to continue to discuss this presentation at the Committee level.

- Co-Chair Walubengo recommended that a work group could be formed to further discuss the evaluation and they could continue to engage Shelley moving forward.
- CM Bowman suggests breaking down parts of the merge evaluation and assign tasks for each committee to work on. Steering could be a great place to delineate that.
 - CM Sutter commented that a half-day Steering retreat might be helpful in parsing out topics for each committee.
- The group discussed the potential of using administrative funds to continue working with Shelley.
 - Co-Chair Guzman noted that he can check with Tracey to check our CDC/CHEP budget.
- Co-Chair Cabangun suggested that the Council breakout into small groups for discussion after the presentation. The Co-Chairs could be facilitators of the groups while Council staff can take notes.
- CM Bowman noted that the group’s feedback to Shelley should be to shorten and remove contextual quotations that will allow time for small group discussions.
- CS Cone also suggested have a one-pager that summarizes the findings of the evaluation.

11. HCPC Meeting Agenda- VOTE

- The Committee reviewed the agenda for the June 26th Full Council meeting.
- The group removed updates to make room for the small group discussion (Office of AIDS, Policy Update and UCHAPS.) The Eligibility Criteria vote was taken out and will be reviewed in July.
- Small group discussions:
 - 5 groups facilitated by Co-Chairs
 - Council staff will chart for the groups
 - The public will not participate in small group discussions but can sit-in
 - Questions asked during group discussion:
 - 1). How do you feel about the information you just heard?
 - 2). What would you like to do with this information?
 - Charted information will be compiled and go to Steering and then the Full Council for review.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday July 20th 2017 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

13. Adjournment

The meeting was adjourned at 4:48 pm 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: June 15, 2017	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y							
2. Richard Bargetto (Membership)	E	-							
3. Jackson Bowman (CA)	P	Y							

4. Ben Cabangun (Council Co-Chair)	P	Y							
5. Elaine Flores (At-Large)	E	-							
6. David Gonzalez (At-Large)	P	Y							
7. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)	P/P	Y							
8. Paul Harkin (At-Large)	E	-							
9. Ken Pearce (Membership)	P	Y							
10. Charles Siron (Council Co-Chair)	P	Y							
11. Eric Sutter (CE)	P	Y							
12. Laura Thomas (At-Large)	E	-							
13. Linda Walubengo (Council Co-Chair)	E	-							
1. Mike Shriver	P	Y							
Ayes		9							
Nays									
Abstentions									
Total		9							