

HIV Community Planning Council
STEERING COMMITTEE
Thursday, May 18, 2017
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Jackson Bowman Ben Cabangun (Co-Chair), Elaine Flores, Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Paul Harkin

Committee Members Absent: Chuck Adams [E], Richard Bargetto [E], Wade Flores [E], David Gonzalez [A], Ken Pearce [E], Charles Siron (Co-Chair) [E: Proxy Ben Cabangun], Eric Sutter [E], Laura Thomas [A], Linda Walubengo (Co-Chair) [E]

Council Members Present:

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 3:08 pm by Co-Chair Cabangun. Everyone introduced themselves and quorum was established.

2. Review/Approve May 18th, 2017 DRAFT Agenda – VOTE

The May 18th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 20, 2017 DRAFT Minutes – VOTE

The April 20th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced that if you have not filled out the survey sent out by the Council's consultant Shelley Facente, please do so.
- CM Harkin announced that there is a safe injection site rally on Monday May 22nd from 11:30-2:00pm. London Breed will be launching a task force on safer drug consumption services.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Co-Chair Goodwin reported:
- No update.
- Co-Chair Guzman reported:
- We are still waiting for the release of the CDC funding cooperative agreement announcement.
- We have placed a 24 hour syringe disposal kiosk at the Bill Graham Civic Auditorium, which went up last week.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan noted that HCAP gave an update, most of Jeremy's requests of service came from providers. The group spent a lot of time discussing a case where a client was trying to get transportation/ambulance ride to a service provider.
 - He noted that he gave an update on the Homeless/Unstably Housed Needs Assessment Work Group. He has hired an intern and the work group completed the survey instrument.
 - The group talked about expanding the COLA efforts into BRP targets and developed what agencies the group should target.
- Council Affairs Update:
 - CM Bowman reported:
 - The group reviewed two presentations: an STD update from Susan Phillips and a Substance User Health presentation from Co-Chair Guzman and Nyisha Underwood.
 - CM Harkin inquired if the Substance User presentation includes information about safer consumption spaces.
 - Co-Chair Guzman noted that the presentation reviews the recommendations from the substance use work group. They will highlight year one successes and update the Council on plans moving forward.
 - The group changed the carry forward funding scenario to include percentages instead of specific dollar amounts.
- Membership Committee Update
 - CS Stumm reported:
 - There are two members up for notices of attendance.
 - The group requested a survey to be sent out to all Council members asking them their ideal times of committee meetings. The purpose of the survey is to assess if different meeting times (early evening) would be more accessible for consumers of services who work.
 - The group reviewed Andrew Lopez and Chip Supanich' exit interviews. They plan to review trends of past exit interviews.

8. 2017 Prioritization and Allocation Summit - VOTE

- The group determined the date of the 2017 Summit.
- CS Cone noted that she sent out a survey to assess whether Steering members could attend the Summit on October 3rd from 10:00-4:00. Everyone responded that they could make it or make the date work.
- **MOTION: Co-Chair Cabangun moves to have the Prioritization and Allocation Summit on October 3rd.**
- **CM Bowman seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**
- CS Molnar noted that the Letter of Concurrence will not be voted on at the Summit. There will be more time on the agenda to fold in the Full Council meeting for September or October.
 - September: County reports, presentations that our portable
 - October: Ernest Hopkins' national trends presentation, African American/HIV presentation
- The group discussed that the county presentations do not need to occur before the Summit.
- **MOTION: Co-Chair Cabangun moves to cancel the September Full Council meeting.**
- **CM Bowman seconds the motion.**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**

9. Meeting Evaluation

- CS Stumm reported on the April Full Council meeting evaluations.

- The group enjoyed the presentations and facilitation. There were comments around summarizing the public policy updates and having members limit their questions if they have already asked a question on a topic.
- Co-Chair Cabangun noted that there has been consistent feedback on the public policy update. Co-Chairs will reach out to CM Jewell to see if he can give an executive summary of his report.
- The group discussed the comment around collecting demographic information during the COLA sessions.
 - CS Stumm noted that Council staff has discussed collecting demographic information during the next COLA sessions, in the past this information was not collected to make the sessions a safe space.

10. Carry Forward Resource Allocation - VOTE

- The Committee reviewed a motion to use carry-forward funds.
- CS Molnar noted that the Community Engagement committee took HHS' recommendation. The Council Affairs committee amended the motion to percentages instead of dollar amounts because we don't know the final carry forward amount. The other addition was that the Council Affairs committee made taxi scripts a priority of 32% of client voucher amount.
- **MOTION: To recommend allocation of unspent RWPA funds from FY 2016-17 in FY 2017-18 as Carry Forward funding to the following:**
 1. **37.5% Health Insurance Premium Payments**
 2. **31.25% Dental Services**
 3. **31.25% Client Incentive Vouchers (with a minimum of 32% of the above amount for taxi scripts)**
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

11. Letter of Support - VOTE

- The Committee reviewed a letter of support from MOHCD.
- CS Cone noted that this letter was forwarded to the Council from Vince Crisostomo in support of the Mayor's Office of Housing and Community Development to build a permanent supportive housing facility for chronically homeless individuals and seniors.
- CM Harkin expressed concern that this would be a way for developers to gain public land.
 - The group discussed asking MOHCD for more information.
 - CS Cone noted that the letter is due on May 30th.
 - The group discussed that this is City and State planned project.
- **MOTION: CM Bowman moves to approve the MOHCD letter of support.**
- **CM Harkin seconds the motion.**
- **VOTE: Motion passes. See column [4] for a vote break down.**

12. Getting to Zero representative job description - VOTE

- The group reviewed a job description for representation of Getting to Zero.
- CS Cone noted that this group requested the job description in order to have more collaboration with Getting to Zero. The job description resembles other representative job descriptions of the Council.
- The group discussed that Getting to Zero representative will have a 2 year term and attend at least the Steering Committee once a month and the consortium meeting quarterly.
- **VOTE: CM Harkin moves to approve the Getting to Zero job description.**
- **Co-Chair Guzman seconds the motion.**
- **MOTION: Motion passes. See column [5] for a vote breakdown.**

13. HCPC Meeting Agenda

- The Committee reviewed the agenda for the May 22nd Full Council meeting.
- No updates were made.

14. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday June 15th 2017 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

15. Adjournment

The meeting was adjourned at 4:38 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: May 18, 2017 | [roll] | [1] | [2] | [3] | [4] | [5] | [6] | [7] | [8] |
|---|--------|-----|-----|-----|-----|-----|-----|-----|-----|
| 1. Chuck Adams (CA) | E | - | - | - | - | - | | | |
| 2. Richard Bargetto (Membership) | E | - | - | - | - | - | | | |
| 3. Jackson Bowman (CA) | P | Y | Y | Y | Y | Y | | | |
| 4. Ben Cabangun (Council Co-Chair) | P | Y | Y | Y | Y | Y | | | |
| 5. Elaine Flores (At-Large) | P | Y | Y | Y | Y | Y | | | |
| 6. Wade Flores (CE) | E | - | - | - | - | - | | | |
| 7. David Gonzalez (At-Large) | A | - | - | - | - | - | | | |
| 8. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair) | E/P | Y | Y | A | Y | Y | | | |
| 9. Paul Harkin (At-Large) | P | Y | Y | Y | Y | Y | | | |
| 10. Ken Pearce (Membership) | E | - | - | - | - | - | | | |
| 11. Charles Siron (Council Co-Chair) [Proxy: Ben Cabangun] | P | Y | Y | Y | Y | Y | | | |
| 12. Eric Sutter (CE) | E | - | - | - | - | - | | | |
| 13. Laura Thomas (At-Large) | A | - | - | - | - | - | | | |
| 14. Linda Walubengo (Council Co-Chair) | E | - | - | - | - | - | | | |

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| Ayes | | 6 | 6 | 5 | 6 | 6 | | | |
| Nays | | | | | | | | | |
| Abstentions | | | | 1 | | | | | |
| Total | | 6 | 6 | 6 | 6 | 6 | | | |