

HIV Community Planning Council
STEERING COMMITTEE
Thursday, August 16, 2018
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Jackson Bowman, Ed Chitty, Dean Goodwin, Paul Harkin, Thomas Knoble, Mike Shriver, Charles Siron, Linda Walubengo

Committee Members Absent: Orin Allen [A], Cesar Cadabes [E], Elaine Flores [E], David Gonzalez [E], Ken Pearce [E], Eric Sutter [A]

Council Members Present:

Others Present: Kevin Hutchcroft (HHS), Beth Neary (HHS)

Support Staff Present: Melina Clark, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Knoble. Everyone introduced themselves and quorum was established.

2. Review/Approve August 16th 2018 DRAFT Agenda – VOTE

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

3. Review/Approve July 19th 2018 DRAFT Minutes – VOTE

The July 19th 2018 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- CM Harkin announced that there is an event tonight at AIDS foundation. It's about Safe Injection Facilities (SIF) from point of view of injection. It's at 6pm and you need invite from Eventbrite-- it's on the SFAF Facebook page.
 - Upcoming at GLIDE there will also be a demonstration project for SIF. This will be a live working model, although there will be no people injecting drugs. There will be a video installation.
 - He will email the information link to Council Staff.
- CS Molnar noted that the Summit is next month, September 21st from 10am-4pm at the Women's Building.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- CM Knoble reported on CHEP:
 - They are in the middle of a CDC Annual site visit. It's going well so far.
 - They are also doing a 4-day counselor training at STRUT.
 - There's an encampment event next Tuesday
 - CM Harkin added that it will be at Ocean Beach. They will put flyers around liquor stores as well as an outreach team to try and recruit folks.

- Folks from project Opt-In are meeting internally, and working on a way to reach folks that aren't normally reached.
- CM Goodwin reported on HHS:
 - They received the official approval from HRSA regarding the Waiver for HRSA 75% Core Services Requirement.
 - Based on the Carry Forward motion from Full Council last month, HHS is working on submitting the final official letters and budget details to HRSA next week.
 - Upcoming Quality Management Trainings include:
 - Burnout: August 23rd
 - Techniques in Motivational Interviewing: August 31st
 - HIV Treatment Update in the works.
 - De-escalation Techniques in a trauma-impacted care perspective: will be scheduled soon.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Molnar reported:
 - Jeremy Tsuchitani-Watson presented the HCAP report.
 - There was a COLA and Needs Assessment Update. The Needs Assessment is in its final stages and the COLAs are in the process of being scheduled. There have been two meetings of the Needs Assessment Work Group.
- Council Affairs Committee Update:
 - CM Adams reported:
 - The Committee reviewed the ARIES presentation.
 - They also discussed potential next steps from the Steering Retreat, and will this continue discussion at the next meeting.
- Membership Committee Update:
 - CM Chitty reported:
 - They interviewed Wayne Rafus, and recommended him as a potential Council Member. The vote will happen at the upcoming Full Council meeting.
 - CS Molnar added that Wayne will not be able to make the next Full Council meeting, and proposed moving the vote until after the Summit.
 - They will be interviewing Juba Kalamka next month.
 - They reviewed the mentor program guidelines, concluding to not change the current guidelines, but have Council Staff take a more active role in establishing expectations around the mentor-mentee relationship.
- PLWH Advocacy Work Group Update:
 - CS Molnar noted that PLWH has not met since March 2018. One of the Steering Retreat next steps which was meant for this group, still needs to be discussed. This next step asks the question: should this be a consumer advocacy group that advocates for both consumers of care and prevention services?
 - CM Walubengo inquired the reason for people not attending the group.
 - CS Clark responded that it is for a variety of reasons, including illness and conflicts with work or personal lives. There are also folks who don't RSVP.
 - CM Bowman noted that if the mission is expanded and no PLWH can attend, then in actuality this group wouldn't reflect that mission.
 - CS Molnar noted that the origin of the group came from the intention that HIV positive people would have a voice on the Council.

- CS Cone added that they had attendance challenges last year. There was a push towards re-invigorating the group last year, and after that the group only met once.
 - CM Siron expressed that this group is very important to him. He added that it is challenging when the meeting is cancelled last minute.
 - CM Shriver noted that PLWH group is not a required meeting. It is sometimes asking a lot for PLWH to attend an extra meeting, on top of all the other meetings they attend. There is no credit for going, and no penalty for not attending. He added that the voice in particular of PLWH is important, and should not be diluted. He expressed support for interviewing the members of the group, asking why they are not attending the group, and figuring out how to best serve them.
 - CM Goodwin added that there may be meeting fatigue for many folks. He added that perhaps the meeting could count towards attendance. Before that, it could be good to reach out to folks about their needs via a survey.
 - CM Walubengo noted that it could be challenging to get responses via an online survey. Perhaps we could engage with people face to face.
 - CM Harkin noted that this is a voice we need to capture. He advocated for getting feedback from the members of the group.
 - CS Molnar noted that Council Staff can reach out to folks in October.
 - The group expressed support for this idea, and requested that Council Staff come up with a plan for how to address the attendance challenges of this group.
 - CM Knoble noted that low attendance sends a message, and we should go into this with neutral expectations on whether it will continue or not.
 - CM Chitty recalled a similar experience at Kaiser. When things are going well, people are less likely to attend these meetings. As problems came up, they would convene people on an ad-hoc basis.
- Needs Assessment Work group Update:
 - CS Molnar reported that the Needs Assessment is in its final stages. The final meeting of the work group will be scheduled soon.

8. RWPA Eligibility/Severe Need and Special Populations Definitions- VOTE

- The Committee discussed its annual RWPA eligibility criteria. The following changes were made.
 - *Eligibility:*
 - CM Knoble suggested changing the verbiage of “Be HIV positive” to “Living with HIV.”
 - *Severe Need:*
 - CM Walubengo suggested changing “substance abuse” to “substance use.”
 - CM Shriver suggested bolding “all,” in the phrase “all of the following criteria.”
 - *Special Populations:*
 - CM Harkin suggested changing the first line to: “lowest rates of viral suppression and who experience health disparities.”
 - Ed moves, Charles seconds.
 - **MOTION: CM Chitty moves approve the RWPA Eligibility/Severe Need and Special Populations Definitions. CM Siron seconds the motion.**
 - **MOTION APPROVED by roll call vote. See column (1) for vote breakdown.**

9. Meeting Evaluation

- CS Clark reported on the meeting evaluation results from the July 23rd 2018 HCPC meeting:
 - Folks were generally happy with the meeting, with an overall rating of 9.23.

- People gave positive feedback about the Immigration Presentation as well as the breakout groups and the Roadmap discussion.
- The Committee discussed some comments reflecting dissatisfaction with the meeting and needs not being met.
- CM Shriver noted that the Roadmap is not just about prevention.
- CM Walubengo expressed support for trying to engage folks.
- CM Knoble noted the importance of folks representing the needs of their residents who access services in San Francisco, but don't reside in the city itself. It's important for those services to continue to be accessible for non-SF residents.
- CM Goodwin suggested continuing to make the expectations and possible outcomes clear to Council Members.

10. Steering Retreat Next Steps- VOTE

- The Committee continued discussion of an action item from the Steering Retreat by reviewing the HCPC mission.
 - CS Molnar summarized the HCPC Values document.
 - The Committee decided to move this conversation to the next meeting, in order to give the group more time to review the Values and Visions. Council staff will send out this document again next month.

11. HCPC Meeting Agenda –VOTE

- The Committee reviewed, amended and approved the agenda for the August 27th Full Council meeting. The following change was made:
 - Number 14 will be changed to “GTZ alternate-VOTE”.
 - Council Staff will bring service category definitions as a reference for the HRSA Service Category Prioritization Worksheet that will be distributed. CS Clark will send this out with the meeting notice as well.
 - CM Knoble noted that the meeting facilitator should introduce the Council Member Panel. He added that data limitations should be brought up for the ARIES report.

12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, September 20th 2018 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

13. Adjournment

- The meeting was adjourned at 4:45 pm by Co-Chair Knoble.

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: August 16, 2018	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y							
2. Orin Allen (CE)	A	-							

3. Jackson Bowman (CA)	P	Y							
4. Cesar Cadabes (Membership)	E	-							
5. Ed Chitty (Membership)	P	Y							
6. Elaine Flores (At-Large)	E	-							
7. David Gonzalez (At-Large)	E	-							
8. Dean Goodwin (Council Co-Chair)/Thomas Knoble (Council Co-Chair)	P/P	Y							
9. Paul Harkin (At-Large)	P	Y							
10. Ken Pearce (At-Large)	E	-							
11. Mike Shriver (Council Co-Chair)	P	Y							
12. Charles Siron (At-Large)	P	Y							
13. Eric Sutter (CE)	A	-							
14. Linda Walubengo (Council Co-Chair)	P	Y							
	Ayes	8							
	Nayes	0							
	Abstentions	0							
	Total	8							