

HIV Community Planning Council
STEERING COMMITTEE
Thursday, February 15, 2018
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Orin Allen, David Gonzalez (Co-Chair), Dean Goodwin (Co-Chair), Jose Luis Guzman (Co-Chair), Paul Harkin, Ken Pearce, Mike Shriver (Co-Chair), Linda Walubengo (Co-Chair)

Committee Members Absent: Chuck Adams, Richard Bargetto, Jackson Bowman, Laura Thomas [A], Charles Siron, Eric Sutter

Council Members Present:

Others Present: Dara Geckeler

Support Staff Present: Melina Clark, Dave Jordan, Mark Molnar

Minutes

1. Introductions

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

2. Review/Approve January 22, 2018 DRAFT Agenda – VOTE

The February 16th 2018 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve November 16, 2017 DRAFT Minutes – VOTE

The January 18th 2018 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- Co-Chair Guzman noted that they are still waiting to hear about the Component B funding. They're hoping to know more by Full Council.
- Co-Chair Goodwin commented that they received an interim award for their Part A award. They have received this award in past years. Normally they get half of previous years, and this year it will be 25%.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Jordan reported:
 - Most of the meeting consisted of boiler plate agenda items. Jeremy Watson (HCAP) reported that housing and dental have been the two biggest issues since November.
 - The committee settled on HIV positive substance users as Needs Assessment targets for 2018. The COLA targets for 2018 are serodiscordant couples/PREP users, transgender women, youth and individuals lost to follow up.

- Individuals lost to follow up may be hard to track down.
 - There were other ideas brought up during the meeting that will be revisited later this year.
 - Orin Allen and Eric Sutter were elected as Co-Chairs.
 - Co-Chair Shriver commented that dental issues have been consistently coming up from consumers.
- Council Affairs Committee Update:
 - CS Molnar reported that they reviewed two presentations that are on the agenda today.
 - The presentation calendar was updated.
- Membership Committee Update:
 - None.
- PLWH Advocacy Work Group Update:
 - None.

8. Meeting Evaluation

- CS Jordan reported on the meeting evaluation results from the January 2017 HCPC meeting:
 - People felt by and large that the meeting went well. The overall rating was 9.1, which is higher than recent years.
 - While most evaluations had favorable reviews, three people rated the meeting a 7.
 - Folks enjoyed Co-Chair Gonzalez as a facilitator and were happy to see Liz Hall and her team there in person.
 - People generally liked the DUHI presentation and felt that it is an important issue.
 - Folks enjoyed the format of the panel. A couple people commented that they had challenges with folks being off topic or speaking too much.
 - People also questioned the general purpose of the council—the issue of “are we a rubber stamp Council?”
 - CS Jordan added that this issue will be addressed during the Steering Retreat.
- CM Pearce inquired if Council Staff keeps track of of Council satisfaction and dissatisfaction as reported in the evaluations.
 - CS Molnar responded that Council Staff does keep track of this. They are doing their best to address the needs of all Council members.
- Co-Chair Walubengo suggested a monthly membership update around folks that have left the Council.
 - CS Jordan responded that the current procedure is for Council Staff to make an announcement at Full Council when someone leaves or joins the Council. They also conduct exit interviews.
 - CM Pearce inquired if there is a way to let folks know when someone is sick without invading their privacy.
 - CS Molnar suggested closing out introductions with people who are absent, excused, etc..
 - Co-Chair Gonzalez suggested discussing this further at the Steering Retreat.
- Co-Chair Gonzalez suggested implementing a rule that would limit questions/comments to two per person, and adding this to the agenda for the Steering Retreat.
 - CS Molnar agrees with the sentiment of this idea, but commented that it may not solve the issue. Certain folks who are very vocal at meetings only raise their hands twice. He suggested an internal discussion between Co-Chairs about how to reassert themselves as facilitators. This could be discussed before the next Full Council meeting as well as during the Steering Retreat.

- Co-Chair Guzman suggested discussing some of the former Prevention Council's strategies regarding respectful engagement at the Retreat.
- Co-Chair Goodwin added that there is an upcoming QM training specifically for the Council. They will cover communication, facilitation, group dynamic and agreeing to disagree.
- CM Pearce asked if it would be okay for the Co-Chairs to actively facilitate discussions, specifically if folks are dominating a conversation.
 - Co-Chair Walubengo responded that while this is the norm, it hasn't been happening as often as it should. Some folks do dominate the conversation, and it can be hard to intervene. She would like to continue the discussion on ways to improve Co-Chair facilitation.

9. Integrated Planning

- The Committee reviewed an updated presentation from CHEP and HHS.
- CM Pearce expressed concern about the balance of representation in the small group discussions.
 - CS Molnar suggested counting off one through four. They did this last time and it was effective in balancing out the small groups. Council Staff will be the ideal facilitators as they are completely neutral. They can make any necessary changes should the groups appear unbalanced in representation.
- Dara Geckeler noted that this is just the beginning of the integration process. There will be more opportunities in coming months to have this conversation. The presenters will emphasize this during Full Council.

10. SIF Task Force Recommendations- VOTE

- The group considered recommendations from the Safe Injection Facilities Task Force.
- CM Pearce inquired if there are plans around access to Safe Injection Facilities (SIF).
 - CM Harkin responded: One of the Task Force recommendations is that they want to have multiple sites. These will be based around existing community organizations. The number of sites has not yet been determined because of legal issues. The first step is gathering community support.
- CM Flores commented that there are issues with opiate drug use in Marin County as well as San Francisco.
- CM Pearce inquired about police involvement in SIFs.
 - CM Harkin responded that law enforcement has been included in conversation and supports SIFs in San Francisco. They will reach an agreement about not raiding sites.
- CS Molnar suggested including a background slide concerning AB 186.
 - CM Harkin added that AB186 is very safe to back— local officials will be able to decide whether or not they want SIFs based on their community need.
- CM Pearce suggested noting that the wording of the motion is the same as what was approved by the Health Commission.
 - CS Molnar added that if the committee does move to support this, their support should be announced to Full Council when the motion is introduced.
- Co-Chair Guzman commented that the full report is very compelling. The stories and quotes from people on the streets are realities worth reading.
- **MOTION: Co-Chair Goodwin moves to approve the SIF Task Force Recommendations.**
- **CM Pearce seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

11. Steering Retreat

- The Council discussed the agenda for the upcoming Steering Retreat.

- Since not all committees are represented at the current meeting, the committee decided to table this discussion.
- CS Molnar offered to send out a preliminary draft agenda for the Retreat. This will help get things moving before the next meeting.
- CS Molnar also confirmed that the Retreat will be held at the Women’s building on 18th between Valencia and Guerrero. The Steering Retreat is scheduled for Friday, April 13th 2018 from 10:00am-4:00 pm.
- Co-Chair Goodwin requested that Council Staff compile a list of the current committee assignments and their new Co-Chairs.

12. HCPC Meeting Agenda -VOTE

- The Committee reviewed and approved the agenda for the February 26th Full Council meeting. The following changes were made:
 - Agenda items #9-12 will be removed from the agenda and combined into a brief 10 minute update at the end of the meeting. Handouts will be printed as usual.
 - The break will be extended from 10 minutes to 15 minutes.
 - The OA update will be given an extra 10 minutes.
 - The Policies and Procedures update will be given an extra 10 minutes.
- The Committee clarified the wording and punctuation of the following membership motion:
 - All new council members, and all renewing members in 2020, are required to be in compliance with the meeting attendance policy, excluding the part B representative.

13. Next Meeting Dates & Agenda Items, Next HCPC Date- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, March 15th 2018 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

14. Adjournment

- The meeting was adjourned at 4:45 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 15, 2018	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	E	-							
2. Orin Allen (CE)	P	Y							
3. Richard Bargetto (Membership)	E	-							
4. Jackson Bowman (CA)	E	-							
5. Elaine Flores (At-Large)	P	Y							
6. David Gonzalez (At-Large)	P	-							

7. Dean Goodwin (Council Co-Chair)/ Jose Luis Guzman (Council Co-Chair)	P/P	Y							
8. Paul Harkin (At-Large)	P	Y							
9. Ken Pearce (Membership)	P	Y							
10. Mike Shriver (CE)	P	-							
11. Charles Siron (Council Co-Chair)	E	-							
12. Eric Sutter (CE)	A	-							
13. Laura Thomas (At-Large)	A	-							
14. Linda Walubengo (Council Co-Chair)	P	Y							
Dara Geckeler									
Ayes		6							
Nays									
Abstentions									
Total		12	12						