

HIV Community Planning Council
STEERING COMMITTEE
Thursday, July 19, 2018
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Jackson Bowman, Elaine Flores, David Gonzalez, Paul Harkin, Thomas Knoble, Ken Pearce, Mike Shriver, Eric Sutter, Linda Walubengo

Committee Members Absent: Orin Allen [A], Cesar Cadabes [E], Ed Chitty [E], Dean Goodwin [E], Laura Thomas [E]

Council Members Present: Charles Siron

Others Present: Andy Chu (AEF), 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 Gonzalez. Everyone introduced themselves and quorum was established.

2. Review/Approve July 19th 2018 DRAFT Agenda – VOTE

The July 19th 2018 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve June 21st 2018 DRAFT Minutes – VOTE

The June 21st 2018 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- CS Molnar announced that the Summit has been set for September 21st 10-4pm. The full council meeting that month will most likely be cancelled. The summit will most likely take place at the Women's Building.

5. Public Comment

- Andy Chu expressed challenges his organization is having with the Emergency Financial Assistance Service Category.
 - He noted that as the cost of living increases, AEF is facing a substantial increase in demand from clients. With their current funding, they will not be able to meet this demand.
 - 80% of grants go towards housing, which is the most pressing issues for clients. Most grants go toward eviction prevention and housing stabilization.
 - To help serve as many clients as possible, they are considering lowering the income eligibility limit, have waitlists for clients and lowering the grant amounts to clients.
 - He expressed support for the leftover Carry Forward dollars going towards Emergency Financial Assistance.
- CM Sutter inquired: how does demand this year compare to last year?
 - Andy responded: demand is similar, but we had more carry over money last year, about twice the amount.
- CM Pearce inquired what AEF's plans are for the next funding cycle.
 - Andy Chu noted that many clients rely on these grants to supplement their income. Poverty is an emergency. Right now clients are able to split the grant amount 2 or 3 times during the year.

- CS Molnar inquired for clarification for the specific request regarding carry over funds.
 - Andy Chu responded: If the funds go towards EFA, they will be able to be used as need. In the past, funds that went specifically to HIPP were unusable.
- CM Gonzalez inquired if this conversation can continue later in the meeting, since this Committee isn't able to make a decision during public comment.
- CM Shriver: is there no demand for the HIPP funding?
 - Kevin Hutchcroft responded that it is much less than anticipated.
- The Committee elected to continue this discussion further during agenda item #8.

6. CHEP and HIV Health Services Update

- CM Knoble reported on CHEP:
 - There will be a couple slides about Component B ("Opt In") during the presentation at Full Council.
 - They are doing monthly encampment check-ins.
 - There is a Roadmap work group meeting on Friday, as well as two set for the following week.
 - CM Harkin commented that these meetings are an essential part of community planning.
 - CM Shriver suggested having a separate announcement for the Roadmap work group during Full Council.
 - CM Pearce commented that he signed up for the 3rd meeting because it seemed to encompass the first two.
 - CM Knoble responded: Your presence would be greatly valued at any meeting. One meeting's attendance is not reliant on attendance at another meeting.
 - CM Walubengo noted that it could be also important to reiterate what the sessions will be about. She expressed her support for having as many folks at each meeting as possible.
 - CS Molnar suggested switching agenda items 7 and 8 to give Andy time to answer questions.
- Kevin Hutchcroft reported on HHS:
 - They received most of the X08 funding they asked for.
 - QI trainings coming up, including:
 - Aug 23: Burnout Prevention.
 - August 31: Motivational Interviewing.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CM Sutter reported:
 - Jeremy Tsuchitani-Watson presented the HCAP report.
 - There was a COLA and Needs Assessment Update. There have been two meetings of the Needs Assessment Work Group. The survey has been finalized and the interviews will start next week.
- Council Affairs Committee Update:
 - CM Adams reported:
 - The Committee reviewed the Immigration presentation.
 - They also discussed potential next steps from the Steering Retreat, and will this continue discussion at the next meeting.
- Membership Committee Update:
 - CS Molnar reported:
 - They interviewed Helen Lin, and recommended her as a potential Council Member. The vote will happen at the upcoming Full Council meeting.
- PLWH Advocacy Work Group Update:

- CS Molnar suggested discussing the attendance challenges of this group at Steering next month.

8. Carry Forward Allocation- VOTE

- The Committee considered a motion from committees regarding use of unspent funds.
- CS Molnar noted that initially a scenario was put forward by HHS with two potentialities. We got the X08 funding, so this document has been amended to include one straightforward column.
 - Ensure and Security Trainings were taken from last year's needs assessment update.
 - Transportation was taken off as there was more need for groceries over transport.
 - EFA is also in need of money.
- CM Bowman asked Andy Chu: is getting this carry forward funding baked into the funding model for AEF? Is there a sustainability challenge that also needs to be addressed?
 - Andy Chu noted that even if they got the full funding from the state, Carry Forward funding would still be helpful for serving clients because of the high demand.
- CM Shriver noted that the Council must remain neutral in terms of conflict of interest with agencies.
 - CM Pearce voiced his agreement, and wants to make sure that the Council is responding fairly to all agencies who are in need of funding.
- CM Bowman inquired: do we have a mechanism in place for how to run these trainings?
 - Kevin noted that they have asked for a lot of flexibility here because this is something new.
 - CM Walubengo noted that it is important to incentivize providers to make sure they are making security trainings a priority.
- CM Knoble noted that high turnover could pose a challenge for the security trainings.
- CM Pearce expressed concern for spending this money on vouchers when there were so many leftover this year.
- CM Shriver suggested getting some kind of evaluation based on the Carry Forward budget. He would like to see a breakdown of how the money was spent.
- CM Flores noted that in Marin, they receive a half-yearly report on what money has or hasn't been spent.
 - Beth Neary responded that the city contracting process could make this difficult in SF.
- **MOTION: To recommend allocation of unspent RWPA funds from FY 2017-18 in FY 2018-19 as Carry Forward funding to the following:**
 - **\$200,000 Emergency Financial Assistance/HIPP**
 - **Up to \$20,000 Ensure Liquid supplemental for providers**
 - **Up to \$88,881 Client Incentive Vouchers (Grocery/food)**
 - **Up to \$60,000 Trainings for security personnel**
 - The Committee discussed the proposed motion, and amended the motion to include "up to" before the last three line items. Any leftover funding will be directed towards Emergency Financial Assistance. HHS will also report back to the HCPC on the allocation and use of funds.
- **VOTE: MOTION PASSES. See column (1) for vote breakdown.**

9. Immigration Update

- The Committee reviewed an updated presentation to the HCPC.
 - CS Molnar noted that per the great feedback from Council affairs, Carmen Ramirez has cut the presentation roughly in half.
- After further discussion, the committee proposed removing three slides from the presentation due to time constraints.
 - Council Staff will relay this information to the presenter.

10. Meeting Evaluation

- CS Molnar reported on the meeting evaluation results from the June 25th 2018 HCPC meeting:
 - Folks were generally happy with the meeting. The overall rating was 9.21.
 - The Panel was overall popular, and some folks commented on one panelist speaking out of turn.
 - The Hep C presentation was well received.
 - A couple folks expressed interest in having a more robust introduction before panels, to set the stage and context for the data.
 - CM Shriver stressed the importance of framing presentations from the Co-Chairs, about why the presentations are relevant to the Council.
 - CM Gonzalez offered to introduce the immigration presentation at the next meeting.

11. Steering Retreat Next Steps- VOTE

- The Committee continued discussion of an action item from the Steering Retreat by reviewing the HCPC mission.
- The Committee decided to postpone this agenda item until next month, so that everyone has more time to review the HCPC Values and Mission.

12. October Steering and Council Meeting Dates- VOTE

- The group determined the dates of two meetings in October 2018.
 - CS Molnar noted that Council Staff will be attending the National Harm Reduction Conference during the usual dates.
- **MOTION: CM Gonzalez moved to approve the following revised dates of two meeting in October:**
 - **Steering Committee on October 25th, 2018.**
 - **Full Council on October 29th, 2018.**
- **CM Knoble seconds the Motion.**
- **MOTION APPROVED: See column (2) for vote breakdown.**

13. HCPC Meeting Agenda –VOTE

- The Committee reviewed, amended and approved the agenda for the July 23rd Full Council meeting.
- The following change was made:
 - The Council Staff Update will also include the Membership Update.
 - The Council will vote on an application for membership.
 - Liz Hall will not be participating.
 - Agenda item #12 was added: Roadmap Listening Sessions.
 - HIV, HCV and STD Integration is the new title for the DPH Integration Presentation.
 - Presenters were changed to CHEP Staff was changed to DPH staff.

14. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, August 16th 2018 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

15. Adjournment

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

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 21, 2018	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y	Y						
2. Orin Allen (CE)	A	-	-						
3. Jackson Bowman (CA)	P	Y	Y						
4. Cesar Cadabes (Membership)	E	-	-						
5. Ed Chitty (Membership)	E	-	-						
6. Elaine Flores (At-Large)	P	Y	Y						
7. David Gonzalez (At-Large)	P	Y	Y						
8. Dean Goodwin (Council Co-Chair)/Thomas Knoble (Council Co-Chair)	E/P	A	Y						
9. Paul Harkin (At-Large)	P	Y	Y						
10. Ken Pearce (At-Large)	P	Y	Y						
11. Mike Shriver (Council Co-Chair)	P	Y	Y						
12. Eric Sutter (CE)	P	Y	Y						
13. Laura Thomas (At-Large)	E	-	-						
14. Linda Walubengo (Council Co-Chair)	P	Y	Y						
Charles Siron	P	Y	Y						
Ayes		10	11						
Nayes		0	0						
Abstentions		1							

Total		11	11						
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