

HIV Community Planning Council  
**STEERING COMMITTEE**  
Thursday, August 15, 2019  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Chuck Adams, Ben Cabangun, Ed Chitty, Elaine Flores, David Gonzalez, Dean Goodwin, Thomas Knoble, Mike Shriver, Linda Walubengo

**Committee Members Absent:** Cesar Cadabes [A], Paul Harkin [E], Charles Siron [E], Eric Sutter [E]

**Council Members Present:** Ney Nascimento

**Others Present:** Kevin Hutchcroft

**Support Staff Present:** Jennifer Cust, Dave Jordan, Mark Molnar

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## ***Minutes***

### **1. Introductions**

The meeting was called to order at 3:11pm by Co-Chair Shriver. Everyone introduced themselves and quorum was established.

### **2. Review/Approve August 15<sup>th</sup>, 2019 DRAFT Agenda – VOTE**

The August 15<sup>th</sup> 2019 DRAFT Agenda was reviewed and approved by consensus.

- CM Knoble suggested adding an agenda item to discuss the Summit.

### **3. Review/Approve July 18<sup>th</sup>, 2019 DRAFT Minutes – VOTE**

The July 18<sup>th</sup> 2019 DRAFT Minutes were reviewed and approved by consensus.

### **4. Announcements**

- Co-Chair Walubengo announced that she is changing jobs and will no longer be on the Council.
- CS Molnar reminded the Council that the Full Council meeting in September will be replaced with the Summit on September 27<sup>th</sup>. The prioritization exercises will need to be collected sooner than usual.

### **5. Public Comment**

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### **6. CHEP and HHS Updates**

- Co-Chair Goodwin announced:
  - That the RW Part A grant application was moved up from last year and will be due the day of the Summit, therefore the prioritization exercise, and reduction scenarios will need to be turned in prior to Summit. Last minute adjustments can be made the day of the Summit, but it will be outlined and ready prior to that day.
  - The ETE Funding grant is due two weeks after the RW Part A grant application. The plan is to reflect the planning council's work in the prior year, including the roadmap and integration plan. There will be updates and room for contributions in the future.
- Co-Chair Knoble announced:

- CHEP spent time with the CDC, and public health department in LA, San Diego and Orange County. CDC was impressed with the work in the Bay Area. There were shocking disparities for African American people living with HIV across the state.

## 7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
  - CM Cabangun noted that there were two major discussions:
    - There was a suggestion to possibly reformat the HCAP report to make it more readable. CM Cabangun and CM Sutter are going to explore options for how the format of the HCAP report can be tweaked. There might be changes to make the report one page with more quantitative data so that Stephen can spend more time giving details about one or two client stories.
      - Co-Chair Goodwin noted that HHS should be involved as those reports are used within the department.
      - CM Cabangun noted that the more detailed data will be available, but maybe not necessary for the committee meeting.
    - There was a report back from the Needs Assessment and then conversation and recommendations to bring back to the Council.
      - CS Molnar noted that the Council Affairs felt that some of the language of the recommendations sounded more like motions to use funding. CS Jordan went back to listen to the recording in order to reflect the spirit of the motion. He noted that Council Affairs added the final asterisk into a 4<sup>th</sup> recommendation.
      - CS Jordan spoke about some of the needs and how there are items that the council has heard before. The recommendations were tailored to the specific population to address some of the same types of needs that are more general.
      - CS Jordan announced that there will be a panel of participants who took part in the Needs Assessment. He asked the committee if there was information that they'd like to know.
        - CM Cabangun wanted to know what the panel felt about the conclusions.
        - Co-Chair Shriver thought it would be helpful to ask more about the disparity of aging care within HIV care and how to address it.
        - Co-Chair Shriver also wanted to know more details about care navigation vs. peer navigation.
        - Co-Chair Knoble is curious about sexuality and aging.
          - CM Gonzalez gave some suggestions on how to phrase the question.
          - CS Jordan spoke about maybe including the sexuality question within a psychosocial context.
          - The committee discussed the appropriateness of asking about sexuality in the context of a Full Council meeting.
          - CM Shriver noted that "To what end" needs to be added to the question of "Is sexuality asked by your doctor"
          - Co-Chair Knoble spoke about including the topic of "U=U"
          - CS Molnar noted that he likes CM Shriver's comments and that it could be included in a way that would be appropriate.
- Council Affairs Update:

- CM Adams updated:
  - The needs assessment was discussed and recommendations were edited.
  - The committee approved the addition of a presentation for October.
    - CM Knoble spoke about wanting data from San Mateo and Marin.
    - Co-Chair Goodwin suggested giving some suggestions or feedback to San Mateo and Marin.
    - CS Molnar noted that the Aries report is supposed to be for San Francisco. There is room to compare and contrast but the Aries report is a mandated presentation.
- Membership Committee Update:
  - Co-Chair Chitty updated:
    - There are three recommendations for membership, a thank you for service to Zachary and approval of two applications.
    - CS Molnar noted that there needs to be a call-out to recruit unaffiliated consumers.
- Work Group Update (PLWH Advocacy Group, Homeless Work Group):
  - Co-Chair Goodwin reported on the Homeless Work Group:
    - The group went over the draft of the recommendations and updated the language as a group.
    - The group decided to come back to one more meeting to drill down the language and then bring the recommendations to Steering.
      - Co-Chair Knoble inquired about who can be included in the workgroup. He suggested putting the policy on a future agenda.
      - CS Molnar noted that working groups are different than committees. They're considered adhoc, they have a specific timeline and they can include non-HCPC members.
  - CM Shriver spoke about the GTZ committee focusing on the Latinx populations disparities.

## 8. Steering Retreat- VOTE

- CS Molnar spoke to innovation within the Council and how things can be changed. Since there is usually not a meeting in December, there might be a chance for leadership to come together and discuss some innovation topics. He asked committee if they'd like to meet in December.
  - Co-Chair Knoble suggested that the meeting could happen before the social.
  - Co-Chair Cabangun spoke about the need for a longer meeting for such big topic.
  - The committee decided to create a doodle poll to find out if there is interest.
  - Co-Chair Shriver spoke about the need for this retreat.

## 9. Meeting Evaluation

- CS Molnar reported on the June Full Council meeting evaluations.

## 10. Summit Discussion

- CS Molnar noted that the Needs Assessment has been moved prior to the Summit. CM Knoble suggested using the extra time to speak about other things that are not prioritization and allocation.
- Co-Chair Knoble suggested that CM Cabangun create some sort of facilitation for council culture/relationship building etc. He also suggested using some sort of Meyer's Briggs test.
- CM Cabangun inquired about the amount of extra time possible.
  - CS Molnar responded: 45 minutes to an hour.
- CM Cabangun suggested something specific that needs to be explored.

- CS Molnar inquired about implicit bias.
- Co-Chair Walubengo noted that since there is only 45 minutes, the topic shouldn't be too deep.
- Co-Chair Goodwin agreed that the topic should be more about getting to know one another and relationship building.
- CM Gonzalez noted that the Summit is very goal oriented and it might be off-putting to add an exercise. There is already so much work to be done and the group will be spending the whole day together.
- CM Cabangun recommended an exercise called "your life map" which could require the members to bring three images that represent three significant life moments. Then the group breaks into smaller groups to find commonalities where a common theme could be created.
  - CS Molnar inquired if CM Cabangun would feel comfortable facilitating this.
  - CM Cabangun agreed but he asked for some help.

**11. HCPC Meeting Agenda- VOTE**

- The Committee reviewed the agenda for the August 26<sup>th</sup> Full Council meeting.
- CS Molnar noted that the SOA report had to be removed as well as the Council Member Panel due to lack of time.
- The committee decided to ask the Alexandria from SOA to come to the meeting in order to be voted on. If she can't come, the vote will happen when she can attend.

**12. Next Meeting Dates & Agenda Items- VOTE**

- The next Steering Committee meeting is tentatively scheduled for Thursday September 19<sup>th</sup> 2019 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

**13. Adjournment**

The meeting was adjourned at 4:50 pm by Co-Chair Shriver.

**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)

<b>Date: August 15, 2019</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. <b>Chuck Adams (CA)</b>	P								
2. <b>Ben Cabangun (CE)</b>	P								
3. <b>Cesar Cadabes (Membership)</b>	A								
4. <b>Ed Chitty (Membership)</b>	P								
5. <b>Elaine Flores (At-Large)</b>	P								
6. <b>David Gonzalez (Community Co-Chair)</b>	P								

7. Dean Goodwin (Gov't Co-Chair)/ Thomas Knoble (Gov't Co-Chair)	P/P								
8. Paul Harkin (At-Large)	E								
9. Ken Pearce (At-Large)	LoA								
10. Mike Shriver (Community Co-Chair)	P								
11. Charles Siron (At-Large)	E								
12. Eric Sutter (CE)	E								
13. Linda Walubengo (Council Co-Chair)	A								
Ney Nascimento	P								
	Ayes								
	Nayes								
	Abstentions			1					
	Total	6	6	6	6	6			