

HIV Community Planning Council
STEERING COMMITTEE
Thursday, March 21, 2019
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Chuck Adams, Orin Allen, Elaine Flores, David Gonzalez, Thomas Knoble, Ken Pearce, Mike Shriver, Charles Siron, Linda Walubengo

Committee Members Absent: Cesar Cadabes [A], Ed Chitty [E], Dean Goodwin [E], Paul Harkin [E], Eric Sutter [E]

Council Members Present:

Others Present: Jason Chadwick (CHEP), Kevin Hutchcroft

Support Staff Present: Melina Clark, Ali Cone, David Jordan, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Shriver. Everyone introduced themselves and quorum was established.

2. Review/Approve March 21st 2019 DRAFT Agenda – VOTE

The March 21st DRAFT Agenda was reviewed, amended and approved by consensus.

- CS Molnar proposed adding an agenda item to include the presentation calendar between numbers 8 and 9. The group approved the amendment.

3. Review/Approve February 21st 2019 DRAFT Minutes – VOTE

The February 21st 2019 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. CHEP and HIV Health Services Update

- CM Knoble reported on CHEP:
 - They have hired Jason Chadwick to replace Jose Luis Guzman. Everyone welcomes him to the team.
 - CHEP will have more to report on at the upcoming Full Council meeting.
- Kevin Hutchcroft reported on HHS:
 - They had a Part B site visit on March 14th that went well.
 - The Part A fiscal year ended in February.
 - There is a motivational interview training scheduled for September 5th.

7. Committee and Work Group Reports- VOTE

- Community Engagement Committee Update:
 - CS Molnar reported:

- They reviewed the HCAP report. The rest of the meeting was focused on finalizing the 2019 survey tool for the Needs Assessment.
- Council Affairs Committee Update:
 - CM Adams reported:
 - They reviewed the molecular surveillance presentation and the HCAP report for Full Council.
 - They also reviewed the presentation calendar.
- Membership Committee Update:
 - CS Cone reported:
 - They reviewed a prospective applicant and approved him for an interview. They reviewed the CPG job description.
 - In addition, they reviewed the last 4 months of attendance from Full Council.
 - They also approved the renewal for CM Shriver to be sent to Full Council on Monday.
 - CS Cone noted that the CPG job description was approved by membership and it's already a motion on the floor. The description is very comparable to other job descriptions with the council. CM Hall from OA provided a couple minor adjustments as well.
 - **MOTION: To approve the CPG Job Description.**
 - **MOTION PASSES: See column (1) for vote breakdown.**
- Work Group Updates (PLWH, Homeless, Needs Assessment):
 - CS Molnar reported on the Homeless work group:
 - The meeting will occur on the first Tuesday of the month from 3-5pm for a total of 6 months, including the first month. They also came up with a list of potential goals and activities for the group to accomplish.
 - The group determined the general parameters for the group. They also talked about potential topic areas including storage, sweeps, mental health challenges.
 - Three co-chairs were elected: CM Sachdev, CM Discepola and CM Harkin.
 - CM Shriver reported on the PLWH group:
 - They achieved quorum and endorsed the EHCSF Letter of Support. They also discussed consumer challenges around ADAP and discussed how to address the issue of the SOA policy around who they contract with. They talked about potentially bringing in someone from ADAP to talk about the nuances of their policies.
 - CM Pearce added that this is on the AHF website.
 - CS Molnar noted that the PLWH group decided to give members an attendance credit when they attend the PLWH group. He added that this falls in alignment with council policies designed to support people living with HIV.
 - CS Cone noted that one sentence added to the attendance policy could address this new attendance credit: "Council members living with HIV will be able to count PLWH advocacy group towards their meeting attendance requirements."
 - **MOTION: CM Pearce moves to approve the following addition to the attendance policy:**
 - **Council members living with HIV will be able to count PLWH advocacy group towards their meeting attendance requirements.**
 - **CM Walubengo seconds the motion.**
 - **MOTION PASSES: See column (2) for vote breakdown.**
 - CM Shriver noted that the GTZ wants the council to sign on with an integration initiative around End the Epidemic (ETE). He provided some brief details about the initiative.
 - **CM Siron moves to approve the drafting of a letter of support for Getting to Zero.**
 - **CM Adams seconds the motion.**
 - **MOTION PASSES: See column (3) for vote breakdown.**

8. Meeting Evaluation

- CS Clark presented the results of the most recent meeting evaluations.
 - There were more evaluations turned in last month, with overall positive feedback. The meeting rating was 9.4. This rating has remained consistent for the last few meetings.
 - Folks expressed positive things about both the EHCSF and the GTZ presentations.
 - People seemed to enjoy the council member panel.
 - There was continued feedback about the technological connection for the SOA report back. It seems to be improving slightly, but still is difficult to communicate. Council staff and co-chairs are working on a system where one person can translate questions/answers directly into the Zoom device.
 - Another person mentioned they would like clarification on the SOA policy that has come up in the past few meetings.

9. Presentation Calendar

- CS Molnar noted that there was a request to put together the questions that came up at the Summit around the Epi presentation. He presented the list of topics to present to Susan Scheer. There is also a perspective from ARCHES about challenges with this information. He asked the group about where this presentation should go, if it should be a presentation at all.
 - CM Knoble added that Susan Scheer could present information about morbidity, but might not have other new information to present.
- CM Shriver suggested incorporating these questions into the Summit presentation, rather than have an additional presentation between now and then.
- CM Gonzalez added that we might not even have the bandwidth do anything with this information if it was presented.
- CM Pearce noted that the reasoning behind getting this data is about trying to understand trends within the epidemic and help us do our job. He suggested telling Epi that these are areas of interest.
- CS Molnar noted that he will also be asking Susan for some of this data for the homeless work group.
 - CM Shriver noted that the PLWH group could do a separate ask if they are interested.
- CS Molnar noted that he will take this off the calendar, and CQI/Quality Assurance will stay in May.
- The group discussed potentially moving the April meeting back one week, in case folks are out of town for the Easter holiday.
 - CS Molnar noted that the 6th floor room may or may not be available.
 - The group decided to keep the meeting for the regularly scheduled date.

10. HCPC Meeting Agenda

- The Committee reviewed the agenda for the January Full Council meeting.
 - CS Molnar noted that the Council Staff update will now include a vote.
 - There will be an agenda item #7 as the membership vote for the renewal.
 - CM Knoble noted they he will need to leave the meeting early. CM Gonzalez offered to do the Touchpoint presentation instead.

11. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, April 18th 2019 at 25 Van Ness 8th floor Conference Room from 3:00-5:00 pm.

12. Adjournment

- The meeting was adjourned at 4:00pm by Co-Chair Shriver.

Parking Lot:

- Discuss the December council meetings.
- MOUs and other agencies.

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: March 21, 2019	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P	Y	Y	Y					
2. Orin Allen (CE)	P	Y	Y	Y					
3. Cesar Cadabes (Membership)	A	-	-	-					
4. Ed Chitty (Membership)	E	-	-	-					
5. Elaine Flores (At-Large)	P	Y	Y	Y					
6. David Gonzalez (At-Large)	P	Y	Y	Y					
7. Dean Goodwin (Council Co-Chair)/Thomas Knoble (Council Co-Chair)	E/P	Y	Y	Y					
8. Paul Harkin (At-Large)	E	-	-	-					
9. Ken Pearce (At-Large)	P	Y	Y	Y					
10. Mike Shriver (Council Co-Chair)	P	Y	Y	Y					
11. Charles Siron (At-Large)	P	Y	Y	Y					
12. Eric Sutter (CE)	E	-	-	-					
13. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					
Ayes									
Nayes									

Abstentions									
Total									