HIV Community Planning Council
STEERING COMMITTEE
Thursday, October 19th, 2023
Zoom
3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Thomas Knoble, Irma Parada, Ricahrd Sullivan, Manual Vasquez, Zachary Davenport.
Committee Members Absent: Cesar Cadabes[E], Ed Chitty[E], Paul Harkin[A], Derrick Mapp[E].
Others Present: Maria Lacayo.
Support Staff Present: David Crown, Mark Molnar, Kira Perez

Minutes

1. **Introductions**
   The meeting was called to order at 3:02 pm by CM Davenport. Everyone introduced themselves and quorum was established.

2. **Review/Approve October 19th, 2023, 2023 DRAFT Agenda – VOTE**
   The October 19th, 2023 DRAFT Agenda was reviewed and approved by consensus.

3. **Review/Approve September 21st 2023 DRAFT Minutes – VOTE**
   The September 21st 2023 DRAFT Minutes were reviewed and approved by consensus.

4. **Announcements**
   - CS Molnar reminds the group to prioritize their committee preference ahead of the reassignment of committees.
   - CM Vasquez invites the group to the town hall for a HIV and Housing panel where CM Vasquez, Bill Hirsh, and Vincent Crisotomo will be speaking.

5. **Public Comment**
   - None.

6. **Committee and Work Group Reports – VOTE**
   - Community Engagement Committee Update
     - CM Sullivan updates the group on the HCAP report that provided by Stephen Spano from ALRP. The Needs Assessment group: PLWH Latina/o/x was recently facilitated with a few more to come as the NA continues until the end of the year.
   - Council Affairs Committee Update –
     - CM Adams updates the group on the presentations that were reviewed; Cluster Detection and the San Mateo update. The Blueprint Implementation from SOA was reviewed and planning began within this committee.
   - Membership Committee Update –
     - CS Perez updates the group that the boilerplate items were discussed, including a letter of probation and an LOA request. Council recruitment was discussed which is aligned with the Needs Assessments and COLA targets.
   - Work Groups Update (PLWH) –
     - None.

7. **Co-Chair Job Description-- VOTE**
   - CS Molnar reviews the Co-Chair job description, reminding the group that our government co-chair shares a vote. The HRSA guidance allows for government co-chairs, with no leadership or voting powers.
   - CS Molnar asks for discussion and edits around the policy with the group.
   - CM Parada notes that the government co-chair does not need to vote, and often abstains when voting.
   - CM Knoble notes that they only abstain when it involves fund and only votes when the vote is based on consensus.
   - The group discusses whether appointed DPH staff should have the right to vote, or have a vote for non-funding scenarios. The group comes to an agreement that voting power should be allowed by DPH Government Co-Chair, so long as there is a recusal themselves for voting in regards to allocation of funds.

8. **Meeting evaluation**
   - CS Perez reviews the surveys from the last Full Council meeting and the overall rating is 9.8.
9. **Full Council Agenda – VOTE**
   - CS Molnar shares the Full Council Agenda for October 23rd, 2023.
10. **Next Meeting Dates & Agenda Items**
    The date of the next Steering Committee meeting is scheduled for Thursday November 16th, 2023 via zoom.
11. **Adjournment**

    - The meeting was adjourned by Davenport CM at 3:42 PM.

Steering Committee
HIV Community Planning Council
Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence
Votes: Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

Date: October 19, 2023	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA)	P								
2. Bill Blum	P								
3. Cesar Cadabes (Membership)	E								
4. Ed Chitty (Membership)	E								
5. Thomas Knoble (Council Co-Chair)	P								
6. Paul Harkin (At-Large)	A								
7. Derrick Mapp (CE)	E								
8. Irma Parada (Council Co-Chair)	P								
9. Richard Sullivan (CE)	P								

10. Manuel Vasquez (CA)	P								
11. Zachary Davenport(Council Co-chair)	P								
Ayes									
Nayes									
Abstentions									
Total									