

HIV Community Planning Council

STEERING COMMITTEE

Thursday, April 18th, 2024

Zoom

3:00-4:30 pm

Committee Members Present: Bill Blum, Zachary Davenport, Elaine Flores, Elyse Griffin, Thomas Knoble, Richard Sullivan, Manuel Vasquez

Committee Members Absent: Ron Hernandez [E], Irma Parada [LOA]

Others Present: Maria Lacayo, Robert Whirry

Support Staff Present: Mark Molnar, Kira Perez, Kat Tajgeer

Minutes

- **Introductions**

The meeting was called to order at 3:09 pm by CM Davenport. Everyone introduced themselves and quorum was established.

- **Review/Approve April 18th 2024 DRAFT Agenda – VOTE**

The April 18th 2024 DRAFT Agenda was reviewed and approved by consensus.

- **Review/Approve March 21st 2024 DRAFT Minutes – VOTE**

The March 21st 2024 DRAFT Minutes were reviewed and approved by consensus.

- **Announcements**

- CS Molnar announced that, due to Memorial Day, the May Full Council meeting has been rescheduled to Monday, May 20th.
- CM Blum he will not be attending the Full Council meeting on Monday, April 22nd and Maria Lacayo would be joining in his place to share the HHS updates.

- **Public Comment**

- None.

- **Committee and Work Group Reports – VOTE**

- Community Engagement Committee Update –
 - CM Sullivan updates the group that the Community Engagement meeting was held on April 3rd. He notes that two new Council Members, Reina Hernandez and Elyse Griffin, and one new Council Staff, Kat Tajgeer, were present at the meeting.
 - CM Sullivan provides brief overview of the HCAP presentation by Stephen Spano. The presentation highlighted some dental provider issues, which will require further advocacy. CM Sullivan also notes that Spano is working to create a system to track Emergency Financial Assistance cases. Currently, the report does not reflect the Emergency Financial Assistance referrals, which makes it appear there is not a need for this service, even though it is needed.
 - CS Molnar notes that Spano used to provide a more detailed report and has since switched to a more streamlined report. He asks the group how they feel about that and if it's working. CM Sullivan confirms the new reports are relevant and working.
 - CM Vasquez asks CS Molnar what he thought was missing from the HCAP presentation. CS Molnar clarifies that he was not speaking about Spano's annual

update, which he finds to be comprehensive. He discusses the way Spano has been reporting data via a shift from a more comprehensive report to a more representative one.

- CM Griffin asks if there's a desire or need for a more comprehensive report if there is a way to obtain that quarterly or bi-annually.
- CM Blum notes that HCAP has transitioned database systems and Spano hopes to provide more information in the next annual update in regards to the nature of complaints, as well as info on race, ethnicity, gender, and possibly sexual orientation.
- CM Knoble notes they prefer the more streamlined report due to PHI concerns with the more detailed ones.
- CM Blum clarifies for the group that if there are any concerns that arise around racism, sexism, or homophobia, or concerns around folks being 86'd without undue process, that, as the grantee, HHS will intervene. He confirms the agency sees the report and it is a shared responsibility between HHS and HCPC to keep clients safe.
- CM Sullivan clarifies that he likes the monthly presentations that Spano provides at the Community Engagement meetings and notes that there is a time and place for the more detailed reports. He notes that if there are any concerns that are coming up that they could ask Spano to focus his monthly HCAP presentation on that.
- CM Blum notes that, as far as he is aware, SF HCPC is the only council with these types of mediation services.
- The Community Engagement meeting also had an update on the Needs Assessment and COLA. The Needs Assessment will focus on the Black/African American community and the COLA will focus on youth. The service questions have been drafted and outreach began in March.
- Council Affairs Committee Update –
 - CM Vasquez notes that the Council Affairs meeting focused on the Blueprint presentation from Facente Consulting.
- Membership Committee Update –
 - CM Flores updates the group that they met with two new applicants: Franco Chevalier and Robert Arnold. She notes the applicants were recommended to be approved by the Full Council.
 - CM Flores notes the Council has a need for non-aligned consumers to join.
 - CS Molnar specifies the Council is in need of unaffiliated consumers and Black/African Americans. He hopes the Needs Assessment will garner some interest from these communities.
 - She notes that Gwen Smith will return from her LOA in mid-August/late September. She also notes Paul Harkin's resignation from the Council.
 - Marin County will be holding their Community Forum meeting on April 24th.
- Work Groups Update (PLWH) –
 - The group did not meet this month.
- **Eligibility Criteria – VOTE**
 - CS Molnar reviews the annually updated Eligibility Criteria. He notes the only annual update to eligibility is adjusting for the new Federal Poverty Level.

Motion: CM Vasquez motions to approve the updated Eligibility Criteria.

Second: CM Flores seconds this motion.

Motion passes through a roll call vote, refer to column (3).

● **Meeting Evaluation**

- CS Perez reviews the surveys from the last Full Council meeting and the overall rating was 9.7.
 - CS Molnar asks if CS Perez can share with Stephen Spano the feedback he received on his HCAP presentation.

- **Full Council Agenda – VOTE**

- CS Molnar shares and reviews the Full Council Agenda for April 22nd 2024.

- **Standards of Care – VOTE**

- CM Blum provides a brief overview of the purpose of the SF EMA Ryan White Standards of Care (SoC). He highlights that the SoC exists to define the nature of the services, the expectations, and the processes of how the services will be delivered. The HCPC’s participation in the process is at minimum to approve what’s being done and at maximum to weigh in and serve on the development of the SoC.
- Robert Whirry notes that there are overarching Common Standards for the SoC, as they each have similar requirements across the board such as staffing requirements, cultural competency, and incorporation of harm reduction. These common standards will be reviewed in a few months. Today’s presentation will focus on the SoC for a specific set of service categories.
- Whirry reviews the Standards of Care for Money Management, Benefits Counseling, Home & Community Health Based Services, and Centers of Excellence (CoE).
 - Whirry notes that the Centers of Excellence SoC has a section for discharge requirements and poses the question of if it is necessary to include that.
 - CS Molnar wonders if it should be removed from the CoE SoC and included as a Common Standard for all SoC.
 - CM Blum states that if it’s included in the CoE SoC it should be included in all of them, but suggests for consistency’s sake that it be removed from the CoE SoC and included as an overarching Common Standard for all SoC.
 - Whirry recommends removing the discharge requirements from the SoC that have them and instead including it in the overarching Common Standards. He will revise the SoC to remove the discharge requirements prior to the Full Council meeting.
- CM Vasquez thanks Whirry for his work on updating the SoC as it was much needed.
- CS Molnar lets CM Davenport know that the Standards of Care can be voted on either individually or as a slate vote at the end of the review. CM Davenport chooses to approve the SoC via a slate vote at the end.

Motion: CM Vasquez motions to approve the Standards of Care.

Second: CM Sullivan seconds this motion.

Motion passes through consensus, refer to column (4).

- **Next Meeting Dates & Agenda Items**

The date of the next Steering Committee meeting is scheduled for Thursday, May 16th 2024 via Zoom.

- **Adjournment**

- The meeting was adjourned by CM Davenport at 4:12 pm.

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: April 18, 2024	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Bill Blum	P								
2. Zachary Davenport(Council Co-chair)	P	Y	Y	Y	Y				
3. Elaine Flores (Mem Co-chair)	P	Y	Y	Y	Y				

4. Ron Hernandez (Mem Co-chair)	E	-	-	-	-				
5. Thomas Knoble (Council Co-Chair)	P	Y	Y	A	Y				
6. Irma Parada (Council Co-Chair)	LOA	-	-	-	-				
7. Richard Sullivan (CE)	P	Y	Y	Y	Y				
8. Manuel Vasquez (CA)	P	Y	Y	Y	Y				
9. Elyse Griffin	P	Y	Y	Y	Y				
Ayes		6	6	5	6				
Nays		0	0	0	0				
Abstentions		0	0	1	0				
Total		6	6	6	6				