HIV Community Planning Council
STEERING COMMITTEE
Thursday, February 15th, 2024
Zoom
3:00-4:30 pm

Committee Members Present: Bill Blum, Zachary Davenport, Manuel Vasquez, Richard Sullivan

Committee Members Absent: Elaine Flores [A], Ron Hernandez [A], Thomas Knoble [A], Paul Harkin [A], Irma Parada [E]

Others Present: Maria Lacayo

Support Staff Present: Mark Molnar, Kira Perez

Minutes

1. **Introductions**
   The meeting was called to order at 3:05 pm by CM Sulivan. Everyone introduced themselves and quorum was established.

2. **Review/Approve February 15th, 2024 DRAFT Agenda – VOTE**
   The February 15th, 2024 DRAFT Agenda was reviewed and approved by consensus.

3. **Review/Approve January 18th 2024 DRAFT Minutes – VOTE**
   The January 18th 2024 DRAFT Minutes were reviewed and approved by consensus.

4. **Announcements**
   - CM Blum updated the group on the Ryan White conference registration. At this point, they don't have anything specific to HIV councils, though they make work on that in the near future.
     - CS Molnar adds that CM Blum is asking about the grant number, so as soon as he knows, Mark will be able to distribute that.
     - CM Blum clarifies that, that grant number is specific to the grantees and is vague about whether council members need to do that. They haven't really figured it out.

5. **Public Comment**
   - None.

6. **Committee and Work Group Reports – VOTE**
   - Community Engagement Committee Update
     - CM Sullivan updated that the group reviewed a couple of cases from the HCAP report. He highlights one dental case in which a client was wrongly referred to a collection agency by the service agency.
       - CS Molnar added that one of the biggest issues was that the service agency was unresponsive to the client's and HCAP's requests when contacting them in regards to billing.
     - There was a committee mission review that the group received from council staff.
     - CS Molnar adds that the group decided on a Needs Assessment target and COLA target. They received an update from council staff regarding the presentation that will be presented during March's Full Council.
   - Council Affairs Committee Update –

- o CM Vasquez updates that the her was unable to attend the full meeting. CM Le stepped in for CM Vasquez. He notes that the group went over two different presentation that will be shown more in-depth at this month's Full Council meeting.
- Membership Committee Update –
  - o CM Davenport provides an update for this committee. The group held co-chair elections where CM Hernandez and CM Flores were elected as co-chairs for the committee. They reviewed a couple of new member applications and interviewed one of the prospective new members. They then had a discussion regarding this and ultimately, voted to approve this new member to be voted on during Full Council. They also reviewed LOA requests and a member resignation, which took them to the end of the meeting.
- Work Groups Update (PLWH) –
  - o The group did not meet this month.

7. Standards of Care/Best Practices Review – VOTE
- CS Molnar discusses having Standards of Care be held by this committee. This is typically a shared responsibility with HHS and the council. Usually, Council Affairs holds this but because they are busy with presentations, that is why he suggests this change. CS Molnar adds that if other folks are interested, they are welcomed to join Steering to be a part of the approval process and see what Robert has done.

8. Meeting evaluation
- CS Perez reviews the surveys from the last Full Council meeting and the overall rating was 9.7.
  - o CM Blum asks if council staff ever pass along the feedback to presenters? CM Blum suggests doing so moving forward as it could be valuable to presenters, especially if it constructive.
    - CS Molnar answers that they currently do not, but will begin to do so.

9. Full Council Agenda – VOTE
- CS Molnar shares and reviews the Full Council Agenda for February 26th, 2024.

10. Next Meeting Dates & Agenda Items
The date of the next Steering Committee meeting is scheduled for Thursday March 21st, 2024 via zoom.

11. Adjournment

- The meeting was adjourned by CM Sullivan at 3:39 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: **February 15, 2024**	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Bill Blum	P	Y	Y						
2. Zachary Davenport(Council Co-chair)	P	Y	Y						
3. Elaine Flores (Mem Co-chair)	A	-	-						
4. Ron Hernandez (Mem Co-chair)	A	-	-						
5. Thomas Knoble (Council Co-Chair)	A	-	-						

6. Paul Harkin (At-large)	A	-	-						
7. Irma Parada (Council Co-Chair)	E	-	-						
8. Manuel Vasquez (CA)	P	-	-						
████████████████████████									
9. Richard Sullivan	P	Y	Y						
Ayes		3	3						
Nayes		0	0						
Abstentions		0	0						
Total		3	3						