

HIV Community Planning Council

STEERING COMMITTEE

Thursday, April 17th, 2025

Zoom

3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Zachary Davenport, Ron Hernandez, Thomas Knoble, Irma Parada, Richard Sullivan

Committee Members Absent: Franco Chevalier [A], Elaine Flores [A], Helen Lin [A]

Others Present: None

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

Minutes

1. Introductions

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

2. Review/Approve April 17th, 2025 DRAFT Agenda – VOTE

The April 17th, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve March 20th, 2025 DRAFT Minutes – VOTE

The March 20th, 2025 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CM Sullivan updates the group on the HCAP update. He reports that there was a case in which a client encountered a long wait time to connect to mental health services and requested HCAP's support. He highlights another case in which there was a miscommunication regarding housing where a service provider took a protracted time out of the office and caused delays for the client. HCAP was able to provide support and the issue has since been resolved. He notes that Spano also highlighted a housing eligibility issue in which a client was struggling to access housing because they were unable to obtain confirmation that they had been incarcerated for 72 hours within the last year, which was needed in order to obtain housing. He said HCAP was able to obtain a letter of confirmation and the client was able to get housed.
 - CM Sullivan updates on the Needs Assessment highlighting that a questionnaire and survey have been prepared, and that outreach is underway. He notes there is no COLA update.
- Council Affairs Committee Update –
 - CM Adams updates the group that they met with CM Jewell, who will be providing a Federal CAEAR Update at this month's Full Council meeting, and there was a robust conversation about the upcoming presentation.

- Membership Committee Update –
 - CM Ron Hernandez updates the group that the Committee sent out two letters of probation and approved two Leave of Absence requests. He notes they reviewed a prospective applicant's application and they will be moving forward with interviewing them next month.

7. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 8.8.

8. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for April 28th, 2025.

9. By-laws and P&P Review – VOTE

- CS Molnar resumes reviewing the HCPC By-laws and P&P, starting with the “Mission” and “Vision.” The group reviews and discusses any potential changes.
 - CM Ron Hernandez clarifies if the HCPC “creates” an ideal health care system?
 - ◆ CS Molnar suggests revising it to “supports” an ideal health care system.
 - a. CM Knoble suggests “enable” and the group agrees with the term.
 - CM Davenport asks if anything needs to be included for Marin and/or San Mateo since they are part of the EMA.
 - ◆ CS Molnar updates the Mission to reflect the San Francisco EMA.
- CS Molnar shares the “Council Member Job Description” and the group discusses any changes.
- CS Molnar shares the “Appointed Seats” and the group discusses any changes.
 - CM Knoble suggests that CM Chevalier is the Disease Prevention and Control appointed seat, and notes that the department name for the appointed seat has changed. They asked CS Molnar to email them and they can provide the updated titling.
- CS Molnar shares the “Conflict of Interest” and the group discusses any changes.
- CS Molnar shares the “Recruitment” and the group discusses any changes.
- CS Molnar shares the “Application, Selection, & Appointment” and the group discusses any changes.
 - CM Sullivan asks if the EMA needs to be added to the HIV epidemiologic profile?
 - ◆ CS Molnar says no, because the Epi reports look at just data for San Francisco, not the whole EMA.
 - CM Davenport notes that for the appointed seats, there should be a caveat added that if an appointed seat is speaking from a place of personal experience, they will disclose that in advance.
 - ◆ CS Molnar agrees and makes the necessary revisions.

10. Next Meeting Dates & Agenda Items – VOTE

The date of the next Steering Committee meeting is scheduled for Thursday, May 15th, 2025 via Zoom.

11. Adjournment

- The meeting was adjourned at 4:24 pm by CM Parada.

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 17, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	Y	Y						
2. Bill Blum	P								
3. Franco Chevalier (CE Co-Chair)	A	-	-						
4. Zachary Davenport (Council Co-Chair)	P	Y	Y						
5. Elaine Flores (Mem Co-Chair)	A	-	-						
6. Ron Hernandez (Mem Co-Chair)	P	Y	Y						
7. Thomas Knoble (Council Co-Chair)	P	Y	Y						
8. Helen Lin (CA Co-Chair)	A	-	-						
9. Irma Parada (Council Co-Chair)	P	Y	Y						
10. Richard Sullivan (CE Co-Chair)	P	Y	Y						
Ayes		6	6						
Nayes		0	0						
Abstentions		0	0						
Recusals		0	0						
Total	7	6	6						