

HIV Community Planning Council

STEERING COMMITTEE

Thursday, August 21st, 2025

Zoom

3:00-4:30 pm

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

Committee Members Absent: Franco Chevalier [A], Helen Lin [A], Richard Sullivan [A]

Others Present: None

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

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by CM Parada. Everyone introduced themselves and quorum was established.

2. Review/Approve August 21st, 2025 DRAFT Agenda – VOTE

The August 21st, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve July 17th, 2025 DRAFT Minutes – VOTE

The July 17th, 2025 DRAFT Minutes were reviewed and approved by consensus.

4. Review/Approve DRAFT Unapproved Agendas & Minutes from Prior Meetings – VOTE

The unapproved draft agendas & minutes from prior meetings were reviewed and approved by consensus.

5. Announcements

- CM Blum speaks about the project that was funded with the Ryan White Part A carry forward funds. He notes that there is interest from Disability & Aging Services (DAS) and, possibly from the Mayor's Office of Housing and Community Development (MOHCD), in co-sponsoring the event. He suggests having the HCPC weigh in on whether they want to partner with DAS or MOHCD.
- CM Davenport announces that a social worker position at City Clinic is open, which is a Ryan White funded position.

6. Public Comment

- None.

7. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CS Perez updates the group that the Committee had their usual HCAP update and Stephen Spano circled back on a few cases they had been working on. The Committee also received a brief Needs Assessment update and the group is also still discussing COLA target populations.
- Council Affairs Committee Update –
 - CM Parada updates the group that the Committee reviewed the HIV Care Connect/ARIES presentation by Vilma Molina. The Committee also reviewed the STI presentation, which was presented by CS Molnar on behalf of Stephanie Cohen.

- Membership Committee Update –
 - CM Ron Hernandez updates the group that the Committee had their standard meeting and reviewed the demographic reports.

8. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 8.5.

9. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for August 25th, 2025.

10. By-laws and P&P Review – VOTE

- CS Molnar resumes reviewing the HCPC By-laws and P&P, starting with “LTCCC Representative Job Description.” CS Molnar suggests removing this, as they no longer want an HCPC representative.
- CS Molnar shares “UCHAPS Representative” and suggests removing it, as it is no longer relevant.
 - CM Knoble concurs.
- CS Molnar shares the “California Planning Group (CPG) Representative Job Description” and the group discusses any changes.
- CS Molnar shares “CAEAR Coalition Representation” and the group discusses any changes. CS Molnar recommends removing the two alternate representatives and recommends changing the term length from two years to five years.
 - CM Blum seconds both ideas.
- CS Molnar shares the “Getting to Zero Representative Job Description” and the group discusses any changes. CS Molnar and CM Knoble decide to put this job description on hold until they can do more background work to update it.
- CS Molnar shares “At-Large Seats” and the group discusses any changes.
- CS Molnar shares “Committee Co-Chair Job Description” and the group discusses any changes.
 - CM Knoble inquires about the three consecutive term limit and asks if people have gone over their allowed term limit?
 - ◆ CS Molnar confirms yes.
 - a. CM Knoble suggests changing this due to the sometimes difficult nature of finding willing Co-chairs.
 - CM Blum asks if there’s anything that references time management and managing public comment? He says, if not, it would be helpful so that it is in the co-chair’s purview.
 - ◆ CS Molnar makes the suggested changes.
- CS Molnar shares the “Council Co-Chairs Job Description” and the group decides to review this at the next Steering Committee meeting.

11. Next Meeting Dates & Agenda Items – VOTE

The date of the next Steering Committee meeting is scheduled for September 18th, 2025 via Zoom.

12. Adjournment

- The meeting was adjourned at 4:22pm 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: August 21, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	A	A	A					
2. Bill Blum	P								
3. Franco Chevalier (CE Co-Chair)	A	-	-	-					
4. Zachary Davenport (Council Co-Chair)	P	Y	Y	Y					
5. Elaine Flores (Mem Co-Chair)	P	A	A	A					
6. Ron Hernandez (Mem Co-Chair)	P	Y	Y	Y					
7. Thomas Knoble (Council Co-Chair)	P	Y	Y	Y					
8. Helen Lin (CA Co-Chair)	A	-	-	-					
9. Irma Parada (Council Co-Chair)	P	Y	Y	Y					
10. Richard Sullivan (CE Co-Chair)	A	-	-	-					
Ayes		4	4	4					
Nayes		0	0	0					
Abstentions		0	0	0					
Recusals		0	0	0					
Total	7	4	4	4					