

HIV Community Planning Council

STEERING COMMITTEE

Thursday, February 20th, 2025

Zoom

3:00-4:30 pm

Committee Members Present: Chuck Adams, Elaine Flores, Thomas Noble, Irma Parada, Richard Sullivan

Committee Members Absent: Bill Blum [A], Franco Chevalier [A], Zachary Davenport [E], Ron Hernandez [A], Helen Lin [A]

Others Present: None

Support Staff Present: Kira Perez, Kat Tajgeer

Minutes

1. Introductions

The meeting was called to order at 3:10 pm by CM Sullivan. Everyone introduced themselves and quorum was established.

2. Review/Approve February 20th, 2025 DRAFT Agenda – VOTE

The February 20th, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve January 23rd, 2025 DRAFT Minutes – VOTE

The January 23rd, 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 provides an update on the HCAP report shared by Stephen Spano. He highlights a case in which a provider of a residential substance use facility raised an issue, which is possibly jeopardizing someone's housing stability. HCAP met with the client and is still awaiting a response from the service provider. He highlights another case in which a client needs urgent dental surgery and is experiencing pain and infections. HCAP has advocated for the client, but the soonest the service provider could schedule the client was in May.
 - ◆ CM Flores asks if the client who needed oral surgery is doing well.
 - a. CM Sullivan notes the client is still trying to get a sooner date.
 - i. CM Flores offers her support since she has experience with a similar situation.
 - CM Sullivan provides an update on the COLA, noting that outreach is still underway. He adds that they are taking a new approach to outreach with new flyers and sending the new flyers to organizations that were suggested by council members.

- CM Sullivan provides an update on the Needs Assessment, which will focus on folks 65+ who are living with HIV. He reviews the Needs Assessment research that Council Staff did and provides an overview of the data.
 - Council Affairs Committee Update –
 - CM Adams updates the group on the Co-Chair elections and notes both he and CM Lin were elected as co-chairs of the Committee. He notes the Committee reviewed the Ending the HIV Epidemic (EHE) update that was provided by CM Knoble.
 - Membership Committee Update –
 - CS Perez updates the group that the Committee interviewed a potential applicant who would fill the Ryan White Part D appointed seat. The Committee reviewed CM Geltmaker’s exit interview as this will be his last month with the HCPC. Additionally, the Committee reviewed the term limits portion of the Policies & Procedures (P&P) for the Council.
- 7. Meeting Evaluation**
- CS Perez shares the results from the last Full Council meeting and the average rating was 9.9.
- 8. Full Council Agenda**
- CS Perez shares and reviews the Full Council agenda for February 24th, 2025.
- 9. By-laws and P&P Review – VOTE**
- CS Perez shares the Policies & Procedures (P&P) that the Committee will be reviewing which are: Meeting Attendance Requirements, Leave of Absence, and Membership Renewal. The group reviews the P&P and discusses any potential changes.
 - CM Knoble asks for clarification between what an excused absence and what a Leave of Absence (LOA) is.
 - ◆ CS Perez states that an excused absence is an absence that is communicated in advance for things such as vacation or illness. An LOA is a two-month consecutive absence.
 - CM Parada notes that the “Membership Renewal” P&P has gendered “her/his” language and asks if it can be changed to be more gender neutral.
 - ◆ CS Perez says they can make the language gender neutral.
- 10. Next Meeting Dates & Agenda Items – VOTE**
- The date of the next Steering Committee meeting is scheduled for Thursday, March 20th, 2025 via Zoom.*
- 11. Adjournment**
- The meeting was adjourned at 4:01 pm by CM Sullivan.

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: February 20, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	Y	Y						

2. Bill Blum	A								
3. Franco Chevalier (CE Co-Chair)	A	-	-						
4. Zachary Davenport (Council Co-Chair)	E	-	-						
5. Elaine Flores (Mem Co-Chair)	P	Y	Y						
6. Ron Hernandez (Mem Co-Chair)	A	-	-						
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		5	5						
Nayes		0	0						
Abstentions		0	0						
Recusals		0	0						
Total		5	5						