

HIV Community Planning Council

STEERING COMMITTEE

Thursday, January 23rd, 2025

Zoom

3:00-4:30 pm

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

Committee Members Absent: Elaine Flores

Others Present:

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

Minutes

1. Introductions

The meeting was called to order at 3:03 pm by CM Davenport. Everyone introduced themselves and quorum was established.

2. Review/Approve January 23rd, 2025 DRAFT Agenda – VOTE

The January 23rd, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve November 21st, 2024 DRAFT Minutes – VOTE

The November 21st, 2024 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 that the Committee held Co-Chair elections. CM Sullivan highlights that both he and CM Chevalier were elected, and that CM Mapp is no longer Co-Chair.
 - CM Sullivan provides an update on the HCAP report that Stephen Spano presented. He highlights a case in which a client's email to a provider was misconstrued as threat. HCAP came in to support the client and they were able to resolve the matter as a misunderstanding. He highlights another case in which a client was given 3-days' notice to vacate their hospice in violation of their residency agreement. At first, this was an unsafe option as the client's home was not a safe living environment. With HCAP's support and the client amending their behavior, they were able to relocate the client to their home with supports in place. He highlights another case in which a client was concerned about potential unauthorized access to their private health information (PHI) after a provider went out of business. HCAP advocated for the client and noted there was a potential breach of confidentiality, but there was no client PHI found on site after the city attorney's inspection.
 - CM Sullivan provides an update on the COLA, which is focused on HIV+ youth, noting that outreach is still underway but they are still waiting to hear back from folks. He

notes the Committee selected the 2025 Needs Assessment target population as those 65+ living with HIV.

- Council Affairs Committee Update –
 - CM Vasquez updates the group that this will be his last Steering committee meeting as he is stepping down from his Council Affairs Co-Chair role and moving to the Membership committee. He notes the Council Affairs committee postponed their Co-Chair elections to next month.
 - CM Vasquez updates the group on the presentations they reviewed. The Committee reviewed a Center of Excellence model presentation by CM Blum and an EHE Care Update from CM Blum that Andy Scheer will present at Full Council.
- Membership Committee Update –
 - CM Ron Hernandez updates the group that the Committee held Co-Chairs elections and both incumbent Co-Chairs, CM Ron Hernandez and CM Flores, were re-elected. The Committee also reviewed an application for a prospective candidate and they will be interviewing the candidate at next month's Membership meeting.
 - there were Co-Chairs elections, both incumbent Co-Chairs were re-elected. Reviewed application for prospective candidate Jon.

7. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 9.5.

8. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for January 27th, 2025.

9. By-laws and P&P Review – VOTE

- CS Molnar highlights that the Steering committee will be reviewing the HCPC policies & procedures (P&P) and By-Laws, noting that this was a response from the recent HRSA/HAB site visit.
- The Committee begins reviewing the by-laws and discusses any potential changes. They will resume reviewing the by-laws at the March Steering Committee meeting, as CS Molnar will not be present at February's meeting and would like to be present for the by-law review.
 - CM Ron Hernandez suggests that the Membership committee review "Article III – Membership" as it pertains to membership of the HCPC.

10. Next Meeting Dates & Agenda Items – VOTE

The date of the next Steering Committee meeting is scheduled for Thursday, February 20th, 2025 via Zoom.

11. Adjournment

- The meeting was adjourned at 4:32 pm by CM Davenport.

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: January 23, 2025 | [roll] | [1] | [2] | [3] | [4] | [5] | [6] | [7] | [8] |
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| 1. Bill Blum | P | | | | | | | | |

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|---|---|---|---|--|--|--|--|--|--|
| 2. Zachary Davenport (Council Co-Chair) | P | Y | Y | | | | | | |
| 3. Elaine Flores (Mem Co-Chair) | E | - | - | | | | | | |
| 4. Ron Hernandez (Mem Co-Chair) | P | Y | Y | | | | | | |
| 5. Thomas Noble (Council Co-Chair) | P | Y | Y | | | | | | |
| 6. Irma Parada (Council Co-Chair) | P | Y | Y | | | | | | |
| 7. Richard Sullivan (CE Co-Chair) | P | Y | Y | | | | | | |
| 8. Manuel Vasquez (CA Co-Chair) | P | Y | Y | | | | | | |

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| Ayes | | 6 | 6 | | | | | | |
| Nays | | 0 | 0 | | | | | | |
| Abstentions | | 0 | 0 | | | | | | |
| Recusals | | 0 | 0 | | | | | | |
| Total | | 6 | 6 | | | | | | |