

HIV Community Planning Council

STEERING COMMITTEE

Thursday, October 16th, 2025

Zoom

3:00-4:30 pm

Committee Members Present: Bill Blum, Zachary Davenport, Elaine Flores, Ron Hernandez, Thomas Knoble, T. J. Lee-Miyaki, Irma Parada

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

Others Present: Natalie Basha

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

Minutes

1. Introductions

The meeting was called to order at 3:05 pm by CM Knoble. Everyone introduced themselves and quorum was not established.

2. Review/Approve October 16th, 2025 DRAFT Agenda – VOTE

Due to lack of quorum, the October 16th, 2025 DRAFT Agenda will be reviewed and approved at the next meeting.

3. Review/Approve September 18th, 2025 DRAFT Agenda & Minutes, August 21st, 2025 DRAFT Minutes – VOTE

Due to lack of quorum, the September 18th, 2025 DRAFT Agenda & Minutes and August 21st, 2025 DRAFT minutes will be reviewed and approved at the next meeting.

4. Announcements

- None.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CS Perez updated the group that the Committee reviewed the HCAP update from Stephen Spano. The Committee voted on two COLA targets: cisgender women at risk for HIV and people who inject drugs (PWID) both at risk for and living with HIV. She adds that the Committee also voted on a new Needs Assessment target for next year, which will be those who are HIV+ with immigrant experience.
 - ◆ CM Knoble adds that there was thoughtful conversation around the COLA and Needs Assessment targets.
- Council Affairs Committee Update –
 - CS Tajgeer updated the group that the Committee reviewed three different presentations. The first they reviewed was the Cluster Detection and Response report by Sharon Pipkin and Thomas Knoble, next they reviewed the Marin County report from Nga Le, and finally the Committee reviewed the San Mateo report by Anna Branzuela.
- Membership Committee Update –

- CM Flores updated the group that the Committee reviewed and approved a string of Notices of Attendance to be sent out, reviewed two resignations from council members, and approved a Leave of Absence request.

7. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 9.4.

8. Full Council Agenda

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

9. By-laws and P&P Review – VOTE

- CS Molnar resumes reviewing the HCPC By-laws and P&P, starting with “Getting to Zero San Francisco Representative Job Description.” The group discusses any changes.
- CS Molnar shares “Agenda Setting” and the group discusses any changes.
 - CM Blum suggests specific language be added about agendas being at all meetings of the full council, committees and ad hoc work groups.
 - ◆ CS Molnar makes the requested changes.
- CS Molnar shares “Public Comment” and the group discusses any changes.
- CS Molnar shares “COLA Mission Statement & Description” and the group discusses any changes.
- CS Molnar shares "Consumer and Community Member’s Rights and Responsibilities” and the group discusses any changes.

10. Next Meeting Dates & Agenda Items – VOTE

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

11. Adjournment

- The meeting was adjourned at 4:11pm pm by CM Knoble.

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: October 16, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	A								
2. Bill Blum	P								
3. Franco Chevalier (CE Co-Chair)	A								
4. Zachary Davenport (Council Co-Chair)	P								
5. Elaine Flores (Mem Co-Chair)	P								
6. Ron Hernandez (Mem Co-Chair)	P								

7. Thomas Knoble (Council Co-Chair)	P								
8. Helen Lin (CA Co-Chair)	A								
9. Irma Parada (Council Co-Chair)	P								
10. Richard Sullivan (CE Co-Chair)	E								
11. T. J. Lee-Miyaki	P	-	-						
Ayes									
Nays									
Abstentions									
Recusals									
Total	6								