

HIV Community Planning Council

STEERING COMMITTEE

Thursday, February 19th, 2026

Zoom

3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Ron Hernandez, Thomas Knoble, Irma Parada

Committee Members Absent: Anna Branzuela [A], Zachary Davenport [LOA], Elaine Flores [A], Lee Jewell [E], Derrick Mapp [A]

Others Present: None

Support Staff Present: Kira Perez, Kat Téllez

Minutes

1. Introductions

The meeting was called to order at 3:04 pm by CM Parada. Everyone introduced themselves and quorum was established.

2. Review/Approve February 19th, 2026 & January 22nd, 2026 DRAFT Agendas – VOTE

The February 19th, 2026 & January 22nd, 2026 DRAFT Agendas were reviewed and approved by consensus.

3. Review/Approve November 20th, 2025 & January 22nd, 2026 DRAFT Minutes – VOTE

The November 20th, 2025 & January 22nd, 2026 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Téllez reminds folks that the Full Council meeting will be held at its normal time of 4:00-6:30pm.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CS Perez updates the group that the Committee reviewed the HCAP update from Stephen Spano. The Committee also received a COLA and Needs Assessment update, and they will likely be reviewing a COLA presentation next month.
- Council Affairs Committee Update –
 - CM Adams updates the group that the Committee reviewed two presentations, one on Overdose Prevention and the other on San Francisco's Ending the Epidemics Integrated Plan update.
- Membership Committee Update –
 - CM Hernandez updates the group that the Committee had their standard meeting, and the group reviewed and approved a few Leave of Absence requests. The group also reviewed the Mentor Program Policy & Procedures and decided not to make any changes to the P&P but will be reinstating the Mentor Program.

7. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 9.6.

8. Full Council Agenda

- CS Perez shares and reviews the Full Council agenda for February 23rd, 2026.

9. By-laws and P&P Review – VOTE

- The Committee resumes review of P&P and by-laws. CS Perez shares “Yahoo! Group Policy” and the group discusses any changes.
 - CS Perez notes that it is no longer the Yahoo! Group and is now Groups.io.
 - ◆ CM Hernandez suggests changing the name of the P&P to reflect the new Groups.io name.
 - a. CM Knoble suggests updating the P&P name to “Community Distribution List Policy” to not be beholden to a particular brand of group.
 - CM Blum suggests updating verbiage around how many times someone can send a message to the group contrary to the rules before they are removed from the distribution list.
- CS Perez shares “Council Staff Roles and Responsibilities” and the group discusses any changes.
 - CM Blum inquires about the “5 core objectives” listed in the roles and responsibilities. He suggests either listing out the core objectives or replacing that verbiage to “all required CDC and HRSA legislative mandates for HIV community planning councils.”
- CS Perez shares “Public Communications Policy” and the group discusses any changes.
 - CM Blum suggests removing the verbiage “professional media contacts, coordinated and reviewed information, and consistent public relations strategies” and provides alternative wording.
 - CM Blum notes the policy cites the Sunshine Ordinance and suggests checking with CS Molnar to see if the Brown Act should also be referenced.
 - CM Knoble suggests changing the wording of “shall maintain positive media relations” to remove “positive.”
 - CM Blum asks if press releases get shared with the listserv discussed earlier?
 - ◆ CS Perez says the listserv is mostly for folks who are not on the Council who would like to distribute information to the rest of the listserv.
 - a. CM Blum suggests checking in with CS Molnar about sharing press releases with the listserv.

10. Next Meeting Dates & Agenda Items – VOTE

The date of the next Steering Committee meeting is scheduled for March 19th, 2026 from 3:00 – 4:30 pm via Zoom.

11. Adjournment

- The meeting was adjourned at 4:20 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: February 19, 2026	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	Y	Y						

1. Bill Blum	P								
2. Anna Branzuela (CA Co-Chair)	A	-	-						
3. Zachary Davenport (Council Co-Chair)	LOA	-	-						
4. Elaine Flores (Mem Co-Chair)	A	-	-						
5. Ron Hernandez (Mem Co-Chair)	P	Y	Y						
6. Lee Jewell (CE Co-Chair)	E	-	-						
7. Thomas Knoble (Council Co-Chair)	P	Y	Y						
8. Derrick Mapp (CE Co-Chair)	A	-	-						
9. Irma Parada (Council Co-Chair)	P	Y	Y						
Ayes		4	4						
Nays		-	-						
Abstentions		-	-						
Recusals		-	-						
Total	5	4	4						