



## HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, February 25, 2016

San Francisco AIDS Foundation  
1035 Market Street, Swing Space

4:00-6:00 pm

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**Work Group Members Present:** Chuck Adams, Jack Bowman, Michael Discepola, Elaine Flores, Wade Flores, David Gonzalez, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Eileen Loughran, Ken Pearce, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

**Work Group Members Absent:** Cicily Emerson [A], Andrew Lopez (Co-Chair) [E], Rachel Lozada [A], Aja Monet [A], Charles Siron [E], Laura Thomas [A]

**Others Present:** Yvette Leung

**HHSPC Support Staff Present:** Dave Jordan, Mark Molnar, Liz Stumm

**HPPC Support Staff Present:** Jose Luis Guzman, Oscar Macias

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### *Minutes*

#### 1. Introductions

The meeting was called to order at 4:06 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve February 25<sup>th</sup> 2016 DRAFT Agenda – VOTE

The February 25<sup>th</sup> 2016 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 28<sup>th</sup> 2016 Draft Minutes- VOTE

The January 28<sup>th</sup> 2016 DRAFT Minutes was reviewed, and approved by consensus.

#### 4. Public Comment

- None.

#### 5. Announcements

- None.

#### 6. SFDPH Staff Update

- CM Loughran reported:
- DPH received notification from the CDC that our current funding cycle is being extended. A new Funding Opportunity Announcement will come out in 2017. A guidance will come out as well, that combines HIV prevention and surveillance. SF works closely with the surveillance department so it will not have much of an impact on our district.
- We are working on placing a syringe disposal box at Eureka Valley Library. We are planning on scheduling a community meeting and will keep the Council updated with the time and date.

## 7. Council Staff Update

- CS Molnar reported that the Care Council voted and approved to have a joint full council meeting on March 10th, 2016 from 3:00-6:00 pm.

## 8. Public Comment Process for Joint Leadership Work Group

- Co-Chair Supanich discussed the public comment process. Public comment will come after discussion and a motion has been made. The group will then vote after public comment.

## 9. March Joint Full Council Meeting and DRAFT Agenda Review- VOTE

- Yvette Leung reviewed the agendas for the March and May joint full council meetings.
- A government co-chair seat was addressed, the details will be discussed at the P&P work group (seat shared by CHEP and HHS staff).
- The membership application process in regards to mayoral approval was discussed.
- The group discussed moving the bylaw vote/discussion to the May joint full council meeting.
- An Integrated Plan Work Group update was suggested to be added to the agenda. The IPWG will have a retreat on April 29<sup>th</sup> and can give a report in June. Co-Chair Supanich can present on the update.
- CM Lee requested that the bylaws be sent out 2 weeks before the May meeting for the Councils to review.
- The group discussed moving the naming activity to the May meeting
  - CM Loughran suggested distributing a Survey Monkey to get an idea about the name from the larger group. We would be including everyone in the naming process and this will make it a smoother process and vote in May.
  - The group decided that council staff will send out a survey to the joint full council.
- **MOTION: CM Bowman moved to have the overview and voting of bylaws and policies, and the naming activity be put on the May joint full Council meeting agenda.**
- **CM Sutter seconded the motion.**
- The group decided to amend the motion to include that the naming activity be kept on the March and May joint full council agendas.
- **AMMENDED MOTION: To move the overview and voting of bylaws and policies to the May joint full Council meeting agenda. The naming activity will be on the March and May joint full Council agendas.**
- **VOTE: Motion Passes. See column [1] for vote breakdown.**

## 10. Merged Council Application, Timing and Process- VOTE

- CS Guzman reported on the Membership Application. CS Guzman combined the Prevention and Care Council's membership applications.
- The group suggested the following changes:
  - To have 3 references with the option of including a letter of support.
  - Having a separate gender and sex question.
  - Having a box stating N/A next to year of HIV diagnosis.
  - Change "Consumer Status" to "Unaffiliated Consumer"
    - Having one box stating: - "I am an HIV positive consumer of Ryan White funded services who is not a member or employee of an HIV service agency"
  - As a HIV community stakeholder: include intravenous drug use and drug use.
  - The job description will have both Prevention and Care's current descriptions.
- **MOTION: CM Ledford moved to approve the application as amended by the group.**

- **CM Bowman seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

### 11. Policies and Procedures Group

- CS Molnar reviewed the Policies and Procedures Work Group.
- The P&P Work Group voted:
  - To have 25% PLWH attendance to meet quorum only required at full council meetings.
  - Voting will be restricted to membership.
  - Quorum will not be broken if council members leave a meeting.
- Care Council members expressed concern about the 25% PLWH vote and lack of Care Council representation at the P&P Work Group.
- The membership of the P&P Work Group will be established at the next meeting on March 3<sup>rd</sup>. Council members are encouraged to attend the meeting. The PLWH policy can still be amended and voted on.

### 11. Discussion of Issues- VOTE

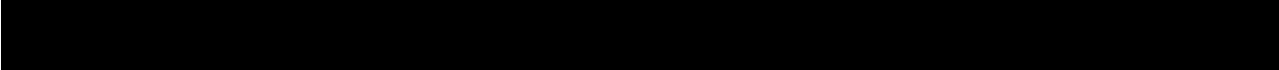
- The group created joint recommendations and motions on Committee and Workgroup structures.
- CS Molnar reported on the current structures of the HHSPC and HPPC committees. The goal is to develop a recommended list of standing committees and ad-hoc groups for 2016.
- Current Standing Committees in HHSPC and HPPC:
  - Consumer & Community Affairs, Membership, Government & Provider Affairs, Steering/Executive
  - Work Groups of HHSPC and HPPC:
    - Integrated Plan, Policy and Procedures
  - Work Groups of HHSPC:
    - PLWH Advocacy, Needs Assessments, Ad hoc
  - Work Groups of HPPC:
    - Community Engagement, Ad hoc
- The group discussed merging the Government and Provider Affairs Committee with the Steering/Executive Committee.
  - Members of GPA feel that the presentation review often takes up the 2 hour meeting time and is necessary for the Council to function.
- The group discussed having work groups be considered “home” committees instead of additional commitments.
- **MOTION: The committees for the merged Council will be as standing: Executive/Steering Committee, Consumer and Community Affairs, Membership Committee and Government and Provider Affairs. The 2016 Work Groups will be PLWH Advocacy Group, Policies and Procedures Work Group and the Integrated Plan Work Group. Committees and Work Groups will both be considered options as Council member’s “home” committee.**
- **CM Bowman seconds the motion.**
- The group discussed that the P&P Work Group can establish membership requirements and DPH representatives.
- The Committee’s and Work Groups can establish if they want to change their names at a later time.
- The group noted that standards of care and provider issues can be moved to GPA if needed.

- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

### 13. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Supanich.

<b>Date: February 25, 2016</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					
<b>Chip Supanich</b> (Council Co-Chair)	P	Y	Y	Y					
Eric Sutter (Council Co-Chair)	P	Y	Y	Y					
<b>Wade Flores/ Bill Ledford</b> (CCA)	P/P	Y	Y	Y					
<b>Ron Hernandez</b>	P	Y	Y	Y					
<b>Michael Smithwick</b>	P	Y	Y	Y					
<b>T.J Lee/ Charles Siron</b> (Membership)	P/E	Y	Y	-					
<b>Ken Pearce/ Cicily Emerson</b>	P/A	Y	Y	Y					
Andrew Lopez (Community Co-Chair)	E	-	-	-					
David Gonzalez (Community Co-Chair)	P	Y	Y	Y					
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y					
Jack Bowman (At-Large)	P	Y	Y	Y					
Paul Harkin (At-Large)	P	Y	Y	Y					
Aja Monet (At-Large)	A	-	-	-					
Laura Thomas (At-Large)	A	-	-	-					
Michael Discepola (At-Large)	P	Y	Y	Y					



Ayes		13	13	12					
Nayes									
Abstain									
Recusal									
Total		13	13	12					