



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, December 17th 2015
San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-6:00 pm

Committee Members Present: Jack Bowman, Michael Discepola, Wade Flores, David Gonzalez, Bill Ledford, Andrew Lopez, Eileen Loughran, Aja Monet, Michael Smithwick, Chip Supanich, Eric Sutter, Linda Walubengo

Committee Members Absent: Paul Harkin, Ron Hernandez [E], Rachel Lozada [A], Laura Thomas

Others Present: Elaine Flores, Dean Goodwin, Kevin Hutchcroft, Yvette Leung

HHSPC Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Minutes

1. Introductions

The meeting was called to order at 4:11 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve December 17th 2015 DRAFT Agenda – VOTE

The December 17th 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve November 19th 2015 Draft Minutes- VOTE

The November 19th 2015 DRAFT Minutes was reviewed, minorly amended and approved by consensus.

4. Public Comment

- None.

5. Announcements

- None.

6. Roadmap & Issues Schedule- UPDATE

- Yvette Leung went over the roadmap and updates to the list of issues.
- Yvette confirmed that the next meeting will be January 28th 4-6 pm.

7. Government Co-Chair Position- VOTE

- Dean Goodwin and Eileen Loughran provided a job description for the Governmental Co-Chair seat, which was reviewed by the work group.
- The policy stipulates that each CHEP and HHS will appoint 1 staff to serve jointly as Co-Chair, sharing 1 vote.
- Jack Bowman asked about how the 2 SFDPH staff would serve on committee: will the 2 dph staff be on the same committee? Do they get a full vote in committee?
- Chip Supanich- Would there be a replacement if they couldn't come?

- Bill Ledford- will the council have a say in who is appointed?
 - Dean Goodwin- we could have the council vote to confirm.
- T.J. Lee expressed that he believes there should be one person appointed, not 2 sharing a vote.
- CS Cone clarified that the 2 co-chairs would have to be approved by mayor's office before voting, per HRSA guidance.
- Aja Monet asked about the process of the co-chair being replaced.
 - Eileen Loughran explained the grievance process, and reiterated that they want to ensure that the right person is in the position.
 - Co-Chair Supanich suggested we move that to the P&P as a prioritized policy before the merge occurs.
- Charles Siron spoke in favor of the policy.
- Ken Pearce clarified that we do have precedent about appointed seats (e.g. Part B representative from Sacramento)
- Jack Bowman brought up the possibility of the government co-chair not having a vote. Then we don't have to have them approved by mayor, and we don't have to come up with committee voting policy.
 - Jose Luis pointed out that it doesn't specify *voting* government co-chair in CDC guidance.
 - CS Molnar pointed out that in some ways that's a compromise between Care and Prevention.
 - CS Molnar gave a summary of the history behind non-voting government seats on the Care Council.
 - Jack Bowman expressed that he doesn't think it takes away from the partnership between government and community members.
 - CS Molnar suggested we keep it equitable. If the group decides to have one government rep vote, all should vote, and vice versa.
- Co-Chair Supanich suggested staff from CHEP, HHS, and Councils work on this.
- The work group agreed to table this discussion.

8. Discussion of issues- VOTE

- **Size**
 - Yvette gave the results of the last straw poll and asked group to discuss their reservations.
 - Size: Less than 40 upon attrition (got a majority approval in straw poll)
 - Jack Bowman asked how we got the number 40.
 - CS Molnar did analysis, 37 seats filled taking into account 33%.
 - T.J. Lee suggested we split the difference at 31.
 - The work group discussed the pros and cons of a 40-person council.
 - Eric Sutter noted that he's never been to a council meeting with full attendance.
 - **David Gonzalez moved that 40 is the maximum number upon attrition. Charles Siron seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [1] for vote breakdown.**
- **Meeting Frequency & Duration**
 - Jack Bowman noted that Prevention did a straw poll about this last meeting. People are on board with monthly meetings. Biggest questions were around time of day.
 - CS Cone suggested Doodle to accommodate the greatest number of people from both Councils.
 - T.J. Lee expressed that he doesn't think we could shorten the meeting and complete our work.
 - Jack Bowman pointed out that Prevention meetings are currently 3 hours so it's not a change.

- **Charles moved that the combined council will have regular monthly meeting every for 3 hours then doodle for time and date. Jack seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [2] for vote breakdown.**
- Michael Discepola requested we stick to the general time of day and no Fridays. Doodle will be for Monday- Thursday between 3 and 7:30.
- **Voting in Committees & Work Groups**
 - Yvette framed the conversation by giving an overview of the voting structures of each Council.
 - Care Council- any council member can vote in any committee, regardless of home committee. Caveats: 1) motions must be moved or seconded by a home committee member, 2) work groups determined their own voting structure.
 - Prevention Council- only members of that work group can vote at that meeting.
 - Charles Siron spoke in favor of more permissive voting structure.
 - Eric Sutter spoke in favor of the Care Council's policy, saying that it invites greater participation from more council members.
 - Jack Bowman & Michael Discepola expressed concerns around voting members not keeping up with context of work of group then coming in uninformed and voting en masse.
 - CS Molnar spoke to the controls in place for voting en masse, and pointed out that if council members are coming to a meeting and having a problem, they're just going to vote it down at Full Council. The more permissive policy enfranchises council members.
 - CS Molnar also spoke to the frustration he had heard from some members of Prevention with going to Exec and not being able to vote and having something put forward.
 - Co-Chair Supanich requested we put this topic in together with Committee Structure for discussion.
 - Yvette conducted a straw poll around the topic "everyone can vote in any committee". 5 strongly support, zero do not support. Some have reservations.

9. Merged Council Name- Discussion

- Yvette led a brainstorming session involving key words for the merged council.
- Will be brought back for further discussion next meeting.

10. Change in Language Recommendations to Council Bylaws- VOTE

- CS Cone walked through recommendations from Council Staff regarding non-substantive language changes to the bylaws.
- #1 – Council purpose
 - **Bill Ledford moved to approve section 1. David Gonzalez seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [3] for vote breakdown.**
- #2 – Application, Selection, and Appointment of Members
 - **Jack Bowman moved to approve. Eric Sutter seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [4] for vote breakdown.**
- #3 – Termination and Resignation
 - **Eric Sutter moved to approve. Jack Bowman seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [5] for vote breakdown.**

- #4 – Conflict of Interest
 - **Bill Ledford moved to approve, David Gonzalez seconded.**
 - **VOTE – none opposed, motion passes. See attached: column [6] for vote breakdown.**

- #5 – Representation and Composition of Council
 - CS Cone will add language “With or at risk for HIV”.
 - **Jack Bowman moved to approve, Charles Siron seconded.**
 - **VOTE – none opposed motion passes. See attached: column [7] for vote breakdown.**

11. Appreciations and Evaluation

- The group did an appreciations exercise.

12. Adjournment

- The meeting was adjourned at 5:57 by Co-Chair Supanich.

Date: December 17, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Wade Flores/ Bill Ledford (CCA)	P/P	Y	Y	Y	Y	Y	Y	Y	
Ron Hernandez Michael Smithwick Rachel Lozada	E/P/A	-	-	-	---	---	---	---	---
T.J Lee/ Charles Siron (Membership)	P/P	Y	Y	Y	Y	Y	Y	Y	
Ken Pearce/ Cicily Emerson	P/A	Y	-	Y	Y	Y	Y	Y	
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	
Jack Bowman (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	
Paul Harkin (At-Large)	A	-	-	-	-	-	-	-	
Aja Monet (At-Large)	P	-	-	-	-	-	-	-	
Laura Thomas (At-Large)	A	-	-	-	-	-	-	-	
Michael Discepola (At-Large)	P	Y	Y	-	-	-	-	-	
Ayes		11	11	10	10	10	10	10	
Nayes									
Abstain									
Recusal									
Total		11	11	10	10	10	10	10	