

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



### JOINT LEADERSHIP WORK GROUP

Thursday, January 28<sup>th</sup> 2016

San Francisco AIDS Foundation  
1035 Market Street, Swing Space  
4:00-6:00 pm

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**Work Group Members Present:** Richard Bargetto, Jack Bowman, Michael Discepola, David Gonzalez, Paul Harkin, Andrew Lopez (Co-Chair), Eileen Loughran, Aja Monet, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

**Work Group Members Absent:** Cicily Emerson [A], Bill Ledford [A], T.J Lee [E], Rachel Lozada [A], Wade Flores [E], Ron Hernandez [E], Laura Thomas [A]

**Others Present:** Chuck Adams, Dean Goodwin, Kevin Hutchcroft, Yvette Leung, Matthew Miller, Michael Scarce

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

**HPPC Support Staff Present:** Jose Luis Guzman

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### **Minutes**

#### **1. Introductions**

The meeting was called to order at 4:12 pm by Co-Chair Lopez. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve January 28<sup>th</sup> 2016 DRAFT Agenda – VOTE**

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

#### **3. Review/Approve December 17<sup>th</sup> 2015 Draft Minutes- VOTE**

The December 17<sup>th</sup> 2015 DRAFT Minutes was reviewed, and approved by consensus.

#### **4. Public Comment**

- Michael Scarce introduced himself and congratulated the group on its progress. He also expressed concern that information is being withheld from the group or misrepresented (e.g. conflict of interest code, which he said was updated and not shared with the Council). He will contact members of this group individually and encourages council members to contact him at [scarce@mac.com](mailto:scarce@mac.com).

#### **5. Announcements**

- None.

#### **6. 2016 Schedule of Meetings**

- Yvette Leung reported on meeting times:
  - The Joint Leadership Meetings are on the 4<sup>th</sup> Thursday of the month from 4-6 pm.
  - We are scheduled for a Joint Full Council on May 23<sup>rd</sup>. We will assess if an additional meeting in March is necessary in February.

- Starting in June we will determine merged meeting dates. Days and times will be determined in a Doodle Poll.

## **7. Review of December Evaluation Results**

- Recommendations for future meeting processes were discussed.
- Yvette Leung reported that Y Change compiled evaluation results from the last Joint Leadership meeting. There were a couple of words that stood out in the past meetings evaluations that she invited council members to comment on.
  - CM Bowman noted that he was surprised by some of the comments. It would be great to move forward and know that everyone feels our meetings are respectful and productive.
  - CM Supanich noted that if you are having an issue with Co-Chair Lopez or himself, to please direct comments to us directly. He requested that CS Cone send out a roster and to add Yvette Leung so people can contact us directly if they have concerns.
  - Co-Chair Lopez noted that feedback on how to better facilitate and structure the meeting is welcome. Encourages for people to reach out to staff or Yvette if that feels more comfortable for people.

## **8. Naming Process Continued- VOTE**

- A list of merged council names were developed at the last meeting and were discussed.
  - CS Guzman noted that we need to get buy in from the new merged council in regards to the council name in order to foster community.
  - Co-Chair Lopez noted that we should have the larger council work on the name together.
  - The group created a list of potential names.
  - Co-Chair Lopez noted that the naming process will get tabled to the next joint meeting in March or May.

## **9. Merged Council Staffing Announcement**

- The DPH decision on how the merged council will be staffed was discussed.
- Dean Goodwin reported that they are in the process, once details are finalized it will be brought back to the group. The contract will continue with Shanti who is providing services for the HIV Planning Council.
- CM Loughran noted that the Prevention Council does not have the capacity to support staff for a council that meets on a monthly basis. We are all in agreement of things moving forward with the contract.
  - CM Pearce inquired about the funds that are spent to support the council. He assumes that funds will be shared between Care Council and Prevention Council.
    - Dean Goodwin noted that it has been put out to bid to have a council support staff. Overview and costs has not been determined or decided at this time but we will get back to you when Part A funds can break down admin costs in June.
- CM Monet inquired that when the merge occurs if there will still be two different pots of money.
  - Dean Goodwin responded that it is possible because there will still be two separate sections of DPH that get two separate funding sources. In the past we have joined resources and helped to support each other.

- CM Pearce noted that he thought that the merge would subsidize one council. This would be beneficial to Prevention but not for Care. He would like to hear about transparency of how that is working.
    - CS Molnar noted that there has been discussion of using Prevention funding for council staff support.
- Co-Chair Lopez noted that we will add this to conversation to a later meeting date once more decisions have been made.

#### **10. Discussion of Issues- VOTE**

- CM Loughran noted that at the last meeting, feedback was given on the draft job description for the governmental co-chair. DPH has updated the description to incorporate the feedback. The positions are someone from HHS and someone from CHEP sharing one vote.
  - Dean Goodwin noted that this goes to the P&P work group after the meeting and they will bring it back as the next step.
- Dean Goodwin reviewed the Job Description Handout:
  - The group discussed item 6, which does not specify which Committee the joint seats would attend.
  - Dean Goodwin will bring this issue to the P&P work group.
  - CM Discepola feels that a DPH representative should be at every meeting but they don't have to be a co-chair.
  - Dean Goodwin agrees, we need to clarify whether government co-chairs would have the responsibility of attending Steering and an additional committee. We would provide DPH staff at committees where co-chairs are not attending.
  - The Committee/Workgroup Structure was discussed:
  - The group reviewed examples of other merged councils (L.A. County, Kansas Chicago, Shanti Survey).
    - Co-Chair Lopez inquired about a breakdown of current processes for both councils
    - The group discussed the Care Council's committee structure.
    - The group reviewed the difference between committees and work groups.
    - CM Pearce noted that if we are looking at 40 members, we might have issues with quorum if there are too many committees.
    - CM Bowman noted that he values both structures. He likes the idea of one set committee to govern the Council and creating workgroups around topics that are salient for a specific time period. Would like to create a list of the CARE Council's set committees.
      - CS Cone noted that this is the current structure of the CARE Council. We can make a list of what needs to be accomplished among each group and the functions each committee serves. We can combine a list of tasks with Prevention.
      - CS Molnar noted that standing committees in the CARE council are (presentation review, community engagement and membership).
    - CM Pearce suggests trying the transition framework to start.
    - CS Guzman noted that the Exhibit B framework is in line with the merged council and the joint plan.

- CM Bowman noted that Prevention and Care do very similar work. Having them be separated supports a feeling that we are not merged. Exhibit A does not support the merged council.
  - CS Cone offered that staff from both sides could come up with functions of each committee and workgroup and come back with the list next month.
  - Co-Chair Lopez noted that Prevention only has Executive as a standing committees and then ad-hoc groups when needed. We can finish this discussion at the next meeting.
- Public Comment:
- Michael Scarce commented that he felt he was denied Public Comment. He also offered to provide the committee with resources, specifically from lessons learned from the L.A. merged council. He also requested a fact checker for this group, as well as a P&P manual at each meeting.

## **11. 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. Meetings- State & Local Ordinances: The Council shall abide by the state and local ordinances pertaining to meeting procedures, including the Sunshine Ordinance and the Brown Act, and where these bylaws conflict with such ordinances, the ordinances shall supersede these bylaws.
    - **Co-Chair Supanich moves to approve the suggested language changes to By-law #1**
    - **CM Gonzales seconds the motion.**
    - **VOTE: Motion passes. See attached: row [1] for vote breakdown.**
- Public Comment:
  - Michael Scarce commented that the Sunshine Ordinance incorporates the Brown Act and the CA Public Records Act, and encouraged the Council to look at all relevant codes/ordinances/policies.
  - 2. Meetings- Meeting Announcements: Written notice of the time and place of every regularly and special meeting of the Council shall be disseminated to council members and made publicly available at least seventy-two (72) hours in advance of the meeting. Any changes in the location or schedule of meetings shall be publicly announced at least twenty-four (24) hours before the scheduled time of the meeting.
    - **CM Siron moves to approve the suggested language changes to By-law #2**
    - **CM Smithwick seconds the motion**
    - **VOTE: Motion passes. See attached: row [2] for vote breakdown.**
- Public Comment:
  - Michael Scarce commented that the CARE Council has the full-text of the Sunshine Ordinance in its policy procedure manual as appendices.
  - 3. Meetings- Open Meetings: All Council meetings shall be open to the public. Meetings will be tape recorded, with recordings available to Council members and

the public for their review. Meeting recordings will be held for a minimum of three months. Written minutes will be made available prior to the following meeting and will be a public document.

- **Co-Chair Supanich moves to approve the suggested language changes to By-law #3**
- **CM Sutter seconds the motion.**
- **VOTE: Motion passes. See attached: row [3] for vote breakdown.**
- Public Comment:
  - Michael Scarce commented that recordings not allowed to be destroyed, and are supposed to be on the city's website as well.
  - 4. Grievance Procedures: In the event of a grievance, the Council shall refer the involved parties to the grievance procedure set forward in the Council's Policy & Procedure manual. It shall be the policy of the Council to attempt to resolve grievances through informal dispute mechanisms.
    - **Co-Chair Supanich moves to approve the suggested language changes to By-law #4.**
    - **CM Siron seconds the motion.**
    - **VOTE: Motion passes. See attached: row [4] for vote breakdown.**
  - Public Comment:
    - Michael Scare inquired if details of policy will be discussed further later.
      - Co-Chair Supanich responded that the final details will be discussed in the P&P Work Group.
  - 5. Amendments: These Bylaws may be amended by the Council at any regular meeting by a majority (two-thirds) vote, following thirty (30) days public notice of any proposed changes. Amendments adopted by the Council shall be implemented by or at the next regularly scheduled meeting of the full Council.
    - Co-Chair Supanich inquired if once the bylaws are voted on if the changes are immediate.
      - CS Cone clarified that it has to be by or at the next meeting.
    - **CM Bowman moves to approve the suggested language changes to By-law #5.**
    - **CM Siron seconds the motion.**
    - **VOTE: Motion passes. See attached: row [5] for vote breakdown.**
  - 6. Personal Liability: Council members shall not be personally liable for any debt, liability, or obligation of the Council. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Council may look only to the funds and property of the Council for payments of any such contract or claim, or for payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Council.
    - Co-Chair Lopez inquired if Council Staff can explain in further detail.
      - CS Cone explained that not one council member will be held liable for a decision made by the Council.
    - CM Smithwick inquired if the council has something similar to directors and officers insurance.

- Dean Goodwin noted that council members are not a board of directors, this is a decision making body. Individuals won't be personally responsible for a decision made.
  - CM Smithwick inquired if the City attorney can look at the situation to make sure members are protected under the bylaws.
    - Dean Goodwin noted that he will look into that.
  - **Co-Chair Supanich moves to table the motion.**
  - **CM Siron seconded motion to table.**
  - **VOTE: Motion passes. See column [6] for vote breakdown.**
  - Public Comment:
    - Michael Scarce encouraged council members to know their rights as mayoral appointees.

## **12. Closing & Evaluation**

## **13. Adjournment**

- The meeting was adjourned at 6:06 by Co-Chair Lopez.

David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y		
Jack Bowman (At-Large)	P	Y	Y	Y	Y	Y	Y		
Paul Harkin (At-Large)	P	Y	Y	Y	Y	Y	Y		
Aja Monet (At-Large)	P	-	-	-	-	-	-		
Laura Thomas (At-Large)	A	-	-	-	-	-	-		
Michael Discepola (At-Large)	P	Y	Y	Y	Y	Y	Y		
Total Votes Cast									
	Ayes		12	12	12	12	12		
	Nayes								
	Abstain								
	Recusal								
	Total		11	11	10	10	10	10	