



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, August 27th, 2015

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

Committee Members Present: Jack Bowman, Michael Discepola, Wade Flores, Paul Harkin, Ron Hernandez, Bill Ledford, T.J. Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Laura Thomas, Linda Walubengo

Committee Members Absent: David Gonzalez, Mary Lawrence Hicks [A], Rachel Lozada [A], Aja Monet, Michael Smithwick [A], Channing-Celeste Wayne [E]

Others Present: Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Kim Fowler [Y's Change]

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

HPPC Support Staff Present: Jose Luis Guzman, Oscar Macias

Minutes

1. Introductions

The meeting was called to order at 4:00 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve August 27th 2015 DRAFT Agenda – VOTE

The Aug 27th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve July 23rd 2015 Draft Minutes- VOTE

The July 23rd, 2015 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Debrief Retreat

- Yvette Leung and Kim Fowler presented an overview of the SFHIV Retreat which included:
 - Agenda
 - Agenda Item
 - Desired Outcomes
 - Polarity Map
 - Issue Prioritized
 - Culture You Aspire to Create
 - How to Be When You Disagree
 - 3 Levels of Listening and Focus
 - Metaskills: Icebreakers
 - Polarity Management Mapping Exercise
- The workgroup shared some successes and challenges with the Co-Council Retreat.

6. Mandates/ P&Ps

- Co-Chair Lopez noted that HPPC cannot create another subcommittee this year, but they can have a subcommittee of the Joint Leadership Workgroup to work on policy and procedures.
- The workgroup discussed possible solutions for working on policy and procedures.
- **Bill Ledford made a recommendation to create a policy and procedure subgroup. Charles Siron seconded.**
 - T.J. Lee suggested the policies and procedures all be figured out before the actual merge.
 - Ken Pearce inquired if the staff of both Councils could draft up some of the policy and procedure work before the Council Members come together.
 - Mark Molnar agreed that the staff could work on pulling out the bylaws that have to be changed in order to merge. Anything the staff does will have to come to the Council. He also noted that in January, HPPC can add another subcommittee to work on policy and procedures. This work may need to continue once the Council merges.
 - Laura Thomas- is the desired outcome of the P&P workgroup an analysis of the policies and procedures from both Councils, or a draft of the bylaws and policies and procedures for a merged council?
 - Bill Ledford and Charles Siron noted that the analysis needs to come first.
 - The workgroup discussed working on bylaws vs. policies and procedures first.
 - Ron Hernandez suggested the subgroup decide if the bylaws or policies and procedures need to be worked on first.
 - Mark Molnar noted that the staff agreed to put together an analysis of what is needed to merge, it will definitely include the bylaws and may or may not include the policies and procedures.
 - Ken Pearce spoke against the motion, as there is more work to be done before a subgroup is formed.
- **Charles Siron removed his second.**
 - **Recommendation dies.**
- The staff of both Council's agreed to have an overview of bylaws and possible changes by October.
- Mark Molnar suggested that motions could come after some of the bylaws are looked at, and then the possibility of a policies and procedures workgroup for the future.

7. Decision-Making

- Co-Chair Lopez spoke to the agenda item and a need to discuss motion process.
- Jose Luis-Guzman presented and explained the, "Flow Chart Using Democratic Rules of Order"
- Mark Molnar presented and explained the, "HHSPC Process: Motions"
- The workgroup discussed the two processes and noted that the cultures are different with regard to modifying motions, but the same basic structure.
- Jackson Bowman inquired if it were possible to not modify the motions coming from the Joint Leadership Workgroup as a way to stay consistent.
- Ken Pearce asked the members of Steering to honor the decisions made at the Joint Leadership Workgroup and support the original motions during the committee meeting or vote against it, but not modify it to make it confusing for the HPPC.
 - Bill Ledford noted that sometimes issues with motions don't come up until later when members have time to think.
 - Mark Molnar inquired if members would feel comfortable bringing the motion back to the Joint Leadership Workgroup instead of modifying in the HHSPC subcommittee.
 - The workgroup agreed to try this method.

8. Create Shared Vision and Mission Statement- PART 1

- Mark Molnar presented the, “HPPC and HHSPC Collaborative Planning Workgroup Overview” which outlines activities and responsibilities of both Councils.
- Kim Fowler and Yvette Leung gave a definition for a mission statement and vision statement and gave some definitions.
- **Jack Bowman recommended to adopt the HIV Health Services Planning Council current mission statement as the Merged Council’s Vision Statement and the HIV Prevention Planning Council’s current mission statement as the Merged Council’s Mission Statement. CM Siron seconded.**

- **Paul Harkin amended the vision statement within the recommendation to say: To create the ideal health care system for people living with or at risk for HIV/ AIDS. CM Siron seconded.**

- **Recommendation:**
 - **To adopt the following as the Joint Council’s Vision Statement:**
 - **To create an ideal health care system for people living with or at risk for HIV/AIDS**

 - **To adopt the following as the Joint Council’s Mission Statement:**
 - **Ensure that there is meaningful collaboration that supports the continuum of HIV prevention, care and treatment services;**
 - **Ensure that san Francisco has functional networks that provide seamless service delivery; and**
 - **Support models that increase health equity among populations heavily impacted by HIV.**

- **VOTE: Recommendation Passes.**

9. Explore Issue: Membership- PART II

- Co-Chair Lopez introduced the continued discussion around membership that was started at the Joint Council Retreat.
- Yvette Leung presented the straw-poll results from the question of grandfathering existing members into the joint council, vs. reapplying.
- Co-Chair Lopez noted that the Council will need to know mandated seats and demographics, to see if the existing membership would satisfy the requirements.
 - CS Molnar noted that the HPPC side of the Council will have to be appointed by the Mayor.
 - The workgroup spoke to the length of time it often takes for the Mayor to approve members.
- Jack Bowman suggested using Ken Pearce’s idea to filling out a new application, as a way to collect the information and reconfirming commitment to the new Council.
 - Ron Hernandez inquired if the members would have to re-interview with their new application.
 - The workgroup agreed that it would just be a paper application or some way to affirm the desire to be on the new council.
- Laura Thomas suggested the in the future the Council think about how to satisfy the new desired representation, either mandated or just to satisfy demographics, work-load, etc.
- The workgroup discussed the demographics and noted that a combined report already exists.

- **Charles Siron recommended to offer membership to all current members in good standing at the time of the merge. Wade Flores seconded.**
- The workgroup discussed the fact that the agenda didn't mark this item for a vote, so the recommendation will be voted on at the next Joint Leadership Workgroup.

10. Next Steps, Closing and Evaluation

- Yvette Leung and Kim Fowler passed out an evaluation form.
- Co-Chair Lopez noted that the next meeting will include an agenda item to vote on both recommendations.
- Ken Pearce suggested that next meeting the workgroup look at co-chairs to see if people feel comfortable having one of the co-chairs be a government head. He suggested a Co-Chair arrangement with three co-chairs that represent the HIV+ positive community, inclusive to both gender and race and a chair for a governmental head.

11. Adjournment

- The meeting was adjourned at 6:00 by Co-Chair Lopez.