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?
  o 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.
  o Eileen Loughran explained the grievance process, and reiterated that they want to ensure that the right person is in the position.
  o 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.
  o Jose Luis pointed out that it doesn’t specify voting government co-chair in CDC guidance.
  o CS Molnar pointed out that in some ways that’s a compromise between Care and Prevention.
  o CS Molnar gave a summary of the history behind non-voting government seats on the Care Council.
  o Jack Bowman expressed that he doesn’t think it takes away from the partnership between government and community members.
  o 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
    o 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)
    o Jack Bowman asked how we got the number 40.
      ▪ CS Molnar did analysis, 37 seats filled taking into account 33%.
    o T.J. Lee suggested we split the difference at 31.
    o 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.
    o David Gonzalez moved that 40 is the maximum number upon attrition. Charles Siron seconded.

  • Meeting Frequency & Duration
    o 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.
    o CS Cone suggested Doodle to accommodate the greatest number of people from both Councils.
    o T.J. Lee expressed that he doesn’t think we could shorten the meeting and complete our work.
    o 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.

Michael Discepolo 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 Discepolo 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.
    - #2 – Application, Selection, and Appointment of Members
      - Jack Bowman moved to approve. Eric Sutter seconded.
    - #3 – Termination and Resignation
      - Eric Sutter moved to approve. Jack Bowman seconded.
11. Appreciations and Evaluation
   • The group did an appreciations exercise.

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