



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, May 28th, 2015

San Francisco AIDS Foundation
1035 Market Street, Swing Space
4:00-5:00 pm

Committee Members Present: Jack Bowman, Michael Discepola, Wade Flores, David Gonzalez, Paul Harkin, Ron Hernandez, T.J. Lee, Andrew Lopez, Eileen Loughran, Aja Monet, Charles Siron, Michael Smithwick, Chip Supanich, Eric Sutter, Laura Thomas

Committee Members Absent: Mary Lawrence Hicks [A], Kenneth Hornby [A], Bill Ledford [E], Ken Pearce [A], Channing-Celeste Wayne [A]

Others Present: Richard Bargetto [HPPC], Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Yvette Leung [Y's Change], Jesse Murphy [HPPC], Beth Neary [HHS] 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 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve May 28th 2015 DRAFT Agenda – VOTE

The May 28th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Public Comment

- None.

4. Co-Chair Election - VOTE

- Charles Siron nominated Andrew Lopez and Chip Supanich for Co-Chairs. CM Hernandez seconds.
 - VOTE: Motion passes. Andrew Lopez and Chip Supanich are Co-Chairs of the Joint Leadership Workgroup. See attached: row [1] for vote breakdown.
- The workgroup spoke about voting and how some of the members on the HHSPC Steering committee share votes during the Joint Leadership Workgroup in order to create parity amongst the two Councils.

5. Overview of Y's Change Scope of Work

- Yvette Leung presented the scope of work for the Joint Leadership Workgroup which included;
 - Objectives
 - Enhance understanding of the process
 - Create group norms.
 - Identify members of an internal working group.
 - Co-Chair Lopez inquired about the membership of the internal working group.

- Yvette Leung noted that she wanted to be transparent about the internal group. The membership would be the Co-Chairs and one member from staff for each Council.
 - Scope of Work
 - Phases & Desired Outcomes
 - Assessment & Roadmap
 - Gain Information on Your System
 - Use Findings to Create Coaching Retreat Content
 - Change Management Coaching & Trust-Building
 - Find Common Ground
 - Vision Statement
 - Operating Agreements
 - Synthesis & Integration
 - Policies & Procedures, Legislatives Mandates, By-Laws
 - Shared Goals & Responsibilities
 - Structure
 - Timeline
 - Assessment
 - Online Survey Monkey
 - CS Molnar noted that there are some HHSPC Council Members who do not use e-mail or the computer and would have to come into the office to take the survey.
 - Kim Fowler noted that the analysis of the interviews and survey monkey results will be done in July.
 - Yvette Leung noted that the analysis could be provided during the retreat.
 - Phone Interviews
 - Wade Flores inquired about who would be doing the phone interviews.
 - Yvette Leung noted that the Council Staff from each Council would choose 5 members.
 - Co-Chair Lopez encouraged the group to be honest during the interview to give a full picture to Y's change.
- CS Molnar reminded the workgroup to fill out the doodle for the next meeting time. He suggested that HPPC and HHSPC have their meetings for the first and second hour, and Y's Change go be the final hour.

6. Review Proposed Timeline of Events

- Yvette Leung presented an overview of the timeline which included:
 - Time: 1 Month- Assessment and Roadmap Design
 - Online Assessment
 - Phone Interviews
 - Summary of Findings
 - Design of Next Phase
 - Time: 2 Months and Ongoing- Change Management, Coaching & Trust Building.
 - Coaching Retreats to:
 - Find Common Ground
 - Develop Decision-making Process

- Coaching Retreats to:
 - Strengthen New Leadership Team
- Time: 6-8 Months- Synthesis & Integration
 - Facilitate Joint Leadership Workgroups to Create:
 - Policies & Procedures, By-laws, Legislative Mandates
 - Structures & Assignment of Responsibility of Tasks
 - Goals

7. Create Group Norms

- The workgroup participated in an exercise to share desired group norms.
 - Aja Monet asked for a list of acronyms that both Councils could refer to.

8. Adjournment

- The meeting was adjourned at 4:58 by Co-Chair Supanich.

Joint Leadership Workgroup

HIV Prevention Planning Council and HIV Health Services Planning Council

Roll Call: **P**=Present; **A**=absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

Date: May 28, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Mary Lawrence Hicks (HHSPC Co-Chair)	A	-							
Chip Supanich (HHSPC Co-Chair)	P	Y							
Channing-Celeste Wayne (HHSPC Co-Chair)	A	-							
Wade Flores/ Kenneth Hornby (CCA)	P/ A	Y -							
Ron Hernandez- Bill Ledford Michael Smithwick Rachel Lozada (At-Large)	P E P LoA	Y Y	---	---	---	---	---	---	---
T.J Lee/ Charles Siron (Membership)	P/P	Y Y							
Ken Pearce/ Eric Sutter (GPA)	A/P	- Y							
Andrew Lopez (HPPC Community Co-Chair)	P	Y							
David Gonzalez (HPPC Community Co-Chair)	P	Y							
Eileen Loughran (HPPC Governmental Co-Chair)	P	Y							
Jack Bowman (At-Large)	P	-							

Paul Harkin (At-Large)	P	Y							
Aja Monet (At-Large)	P	Y							
Laura Thomas (At-Large)	P	Y							
Michael Discepola (At-Large)	P	Y							
Ayes		10							
Nayes		0							
Abstain									
Recusal									
Total									