



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, November 19th, 2015

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

Committee Members Present: Jack Bowman, David Gonzalez, T.J Lee, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Committee Members Absent: Cicily Emerson [A], Wade Flores [A], Paul Harkin, Bill Ledford [A], Rachel Lozada [A], Aja Monet, Laura Thomas

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

HHSPC Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar, Emily Raganold

HPPC Support Staff Present: Jose Luis Guzman [CHE&P]

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 November 19th 2015 DRAFT Agenda – VOTE

The Nov 19th, 2015 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve October 22th 2015 Draft Minutes- VOTE

The Oct 22nd, 2015 DRAFT Minutes was reviewed, amended and approved by consensus.

4. Public Comment

- None.

5. Announcement

- None.

6. Roadmap Schedule- VOTE

- Yvette Leung presented the Division of Merger Responsibilities which included group responsibilities and action steps. She also presented a Merged Council Roadmap with a timeline.
 - Mark Molnar noted that the Care Council's Summit is around the same time as Prevention's Letter of Concurrence, which means they might be able to be worked on together. The May date was proposed in order to prepare the work for the Summit and Letter of Concurrence.
 - Ali Cone- For a merge date of May, the bylaws would need to be ready in April, as there needs to be a month lead-time.
 - Jose Luis-Guzman noted that The Council Members will need to be approved by the Mayor before May.

- Mark Molnar suggested speaking to the Mayor about approving all Council Members at once.
- **Charles Siron moved to approve the Merged Council Roadmap. David Gonzalez seconds.**
 - **VOTE: Motion Passes. See attached: column [1] for vote breakdown.**
 - Co-Chair Lopez inquired if that motion speaks to meeting frequency?
 - Mark Molnar- that has yet to be finalized.
 - Co-Chair Supanach inquired as to when that will need to be determined.
 - Mark Molnar- by August.
 - Jack Bowman and David Gonzalez spoke about the Prevention Council meeting to discuss meeting frequency.

7. Crosswalk of Council Bylaws Part 2- VOTE

- Ali Cone presented the policies that may be able to move to a policies and procedures workgroup
 - Jose Luis-Guzman noted that this is a way to make the two Council's documents align.
 - Ali Cone-this document will help the workgroup to understand which issues need to be tackled sooner rather than later and which issues can be moved to a workgroup.
- **Eric Sutter moved to transfer the list of policies organized by Council Staff to a separate policies and procedures workgroup. Charles Siron seconded.**
 - **VOTE: Motion Passes. See attached: column [2] for vote breakdown.**
- Ali Cone presented issues that still need to be tackled by the Joint Leadership Workgroup.
 - Mark Molnar summarized the three ways that the policies will be worked on: language changes that staff will work on and present to the workgroup, the list to go to a P&P workgroup and a list to be worked on by the Joint Leadership Workgroup.
 - Co-Chair Lopez inquired if there needs to be a bylaw change in order to add another committee?
 - Jose-Luis Guzman- no, because it's a workgroup.
 - Co-Chair Supanich inquired about policies and procedures that need to be done sooner.
 - Ali Cone suggested coming up with a list of highest priorities policies that need to be tackled first.
- Ken Pearce inquired about membership terms.
 - Jose-Luis Guzman- Prevention only has terms for Co-Chairs.
- Ken Pearce suggested possibly speaking with John Andrews to help with Policies and Procedures.
- Yvette Leung presented, "Joint Leadership Discussion Issues," which includes:
 - Name & Purpose of merged Council
 - Leadership Makeup/ Co-Chair Composition
 - Membership & Seats
 - Committee Structure
 - Meeting Procedure
 - Voting
 - Meeting Frequency
 - Yvette Leung noted that everything would have to be prepared by April, since the merge needs to be presented at the May meeting.

8. Definitions

- Mark Molnar presented, “Clarification of Terms,” which included terms and examples.
 - Consumer of Services
 - Ken Pearce inquired about conflict of interest when referring to an agency who could receive Ryan White funds in the future.
 - Mark Molnar noted that it could refer to an agency that may be bidding for an RFP.
 - Ken Pearce spoke about a person bouncing from unaffiliated vs. affiliated.
 - Ali Cone noted The Council keeps track of that.
 - HIV+ Unaffiliated Consumer of Services
 - Service Provider
 - Mark Molnar gave examples of persons with conflict of interest.
 - Jack Bowman inquired about a person providing a service but not receiving RW or CDC funding.
 - Mark Molnar noted that it’s up to the individual to determine if what services they provide would be a conflict of interest.
 - Government Representative
 - Mark Molnar spoke about the gray area with conflict of interests and noted that the language is vague.
 - Dean Goodwin noted that there is some language in conflict of interest within the Roberts Rules training.
 - Ken Pearce suggested that there should be conflict of interest language for consumers as well as providers.
 - Jack Bowman expressed concern with the vagueness of language as the Prevention Council has never operated with conflict of interest before.
 - Mark Molnar- hopefully this will be tackled in trainings.
 - Mark Molnar- noted that this is particularly for motions that effect money.
 - Jose-Luis Guzman and Eileen Loughran spoke about circumstances when prevention would vote on something that might affect funding which would require a conflict of interest.

9. Discussion of Issues- VOTE

- Yvette Leung spoke about the issue of government Co-Chairs.
- Kim Fowler asked about the issue and the role of the Co-Chairs.
 - Jack Bowman noted that it was a mandate.
 - Mark Molnar noted that there is a little bit of ambiguity around being a Co-Chair of Full Council or Committee.
 - T.J. Lee spoke in favor of the HIV positive Co-Chair not being the same as the government Co-Chair.
 - Ali Cone noted that at the last meeting Council members spoke about having the government rep be someone who works for an HIV related department.
 - Ken Pearce suggested having four Co-Chairs: PLWH Consumer, person of color, woman and government rep.
 - Charles Siron agreed with Ken Pearce and suggested that the Co-Chair have prevention knowledge.
 - T.J. Lee noted that the workgroup needs to figure out if the government Co-Chair is voted on or appointed.

- Mark Molnar spoke about the make-up of The Council. There will be a CHEP and an HHS representative. The Council could ideally choose between each representative.
 - Dean Goodwin- noted that it's a complex issues, as some people have different tasks, or people might leave the job, etc. It needs to be explored further.
- T.J. Lee noted that The Council should have some say with The Co-Chair, in case there is a problem with the rep.
 - Eileen Loughran- there is a grievance procedure.
 - Jose-Luis Guzman suggested the possibility of government reps sharing a vote and a seat.
- David Gonzalez- suggested the possibility of four Co-Chairs in order to maintain checks and balances.
- Jack Bowman- most of our membership is prevention providers, and less unaffiliated consumers. I wonder if we can create an unaffiliated consumer of prevention services term and have that be a requirement for The Co-Chairs as well.
 - Dave Jordan inquired if this position would be someone who is high-risk.
- The workgroup spoke about the designation of unaffiliated consumer for prevention.
- Co-Chair Supanich spoke in favor of four Co-Chairs. He also suggested adding, "Unaffiliated, HIV negative consumer".
- The workgroup spoke about a consumer of prevention services possibly being positive.
- Mark Molnar- suggested taking a step back from unaffiliated, as it might penalize a positive person from working in services.

Ken Pearce moved to have four Council Co-Chairs: one government co-chair seat and three co-chairs seats that include the following communities or attributes: people of color, women, HIV positive consumers, a consumer of prevention services, and an individual who is unaffiliated.

- **Linda Walubengo seconded.**
 - **VOTE: Motion Passes. See attached: column [3] for vote breakdown.**
 - David Gonzalez spoke in favor of having, "unaffiliated" be included.
 - Co-Chair Supanich suggested including consumer of prevention services.
 - Mark Molnar
 - Dean Goodwin noted that unaffiliated would be someone who can't serve on a board, which would include a lot of consumers. He also noted that a single Co-Chair can represent multiple attributes.
 - Co-Chair Lopez inquired about meeting the requirements.
 - Mark Molnar noted that if it isn't being met, it's our own bylaws and wouldn't be enforced by HRSA and CDC.
 - Jack Bowman suggested creating the requirements for the governmental Co-Chair.

10. Discussion of Issues- VOTE

- Co-Chair Lopez suggested a straw poll vote to determine the ideal size of The Council.
- The workgroup took a straw poll to gauge if people supported a Council with 40 people.

11. Next Steps, Closing and Evaluation

12. Adjournment

- The meeting was adjourned at 6:02 by Co-Chair Lopez.

Date: November 19, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y					
Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
Eric Sutter (Council Co-Chair)	P	Y	Y	Y					
Wade Flores/ Bill Ledford (CCA)	A/A	-	-	-					
Ron Hernandez Michael Smithwick Rachel Lozada	A/A/A	-	-	-	---	---	---	---	---
T.J Lee/ Charles Siron (Membership)	P/P	Y/Y	Y/Y	Y/Y					
Ken Pearce/ Cicily Emerson	P/A	-	-	Y					
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y					
David Gonzalez (Community Co-Chair)	P	Y	Y	Y					
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y					
Jack Bowman (At-Large)	P	Y	Y	Y					
Paul Harkin (At-Large)	A	-	-	-					
Aja Monet (At-Large)	A	-	-	-					
Laura Thomas (At-Large)	A	-	-	-					
Michael Discepolo (At-Large)	A	-	-	-					
Ayes		9	9	10					
Nayes									
Abstain									
Recusal									
Total		9	9	10					

