

HIV Community Planning Council  
POLICY & PROCEDURE WORK GROUP  
Thursday, January 5<sup>th</sup> 2017  
Human Rights Commission  
25 Van Ness 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

---

***Draft Agenda***

1. **Introductions** Group 3:00
  2. **Review/Approve January 5<sup>th</sup> 2017 DRAFT Agenda – VOTE** Group 3:05
  3. **Review/Approve October 6<sup>th</sup> 2016 DRAFT Minutes – VOTE** Group 3:07
  4. **Announcements** Group 3:10
  5. **Public Comment** Group 3:15
  6. **Co-Chair Election – VOTE** Group 3:20
  7. **Policy & Procedure Review – VOTE** Group 3:30  
  
*The Committee will review policies from each council.*
  8. **Table of Contents Review – VOTE** Group 4:10  
  
*The Committee will review passed policies, identify policy gaps, and discuss how to organize the table of contents.*
  9. **Next Meeting Date & Agenda Items** Group 4:55  
  
*The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, February 2<sup>nd</sup> 2017 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*
  10. **Adjournment** Group 5:00
- 

**Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.**

*HIV Community Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

\*\*\*\*\*

San Francisco Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3<sup>rd</sup> floor, San Francisco, CA 94102

The meeting facility is handicap accessible. For information about MUNI accessible services, call 923-6142.

The following services are available when requested by Noon of the Friday before the Council meeting:  
For American Sign Language interpreters, use of a reader during a meeting, contact (415) 674-4768.  
For a large print copy of agenda or minutes in alternative formats, contact (415) 674-4768.

In order to accommodate persons with allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

#### *Know Your Rights Under the Sunshine Ordinance*

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [Frank.Darby@sfgov.org](mailto:Frank.Darby@sfgov.org) Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>

The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Community Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.sfhivplanningcouncil.org>