

HIV Community Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, October 6th, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

3:00-5:00 pm

Work Group Members Present: Chuck Adams, Cesar Cadabes, Ron Hernandez, Jessie Murphy, Charles Siron, Linda Walubengo

Committee Members Absent: Elaine Flores [A], T.J. Lee [A], Ken Pearce [E]

Others Present: Kevin Hutchcroft, Nyisha Underwood

Support Staff Present: Ali Cone (Co-Chair), Jose Luis Guzman (Co-Chair), Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:13 pm by Co-Chair Guzman. Everyone introduced themselves and quorum was established.

2. Review/Approve October 6th 2016 DRAFT Agenda – VOTE

The October 6th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve August 4th 2016 DRAFT Minutes – VOTE

The August 4th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Policy & Procedure Review- VOTE

- The group reviewed policies from the Prevention and Care Councils.

Priority Setting & Resource Allocation

- The group reviewed the priority setting & resource allocation policy of the HHSPC.
- The committee discussed removing the timeline and updating the policy to include Prevention and HCPC language.
- **MOTION: CM Murphy moves to approve the amended Priority Setting & Resource Allocation policy.**
- **Co-Chair Siron seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

Relationship between Council & Counties

- The group reviewed the Relationship between Council & Counties policy of the HHSPC.
- The committee discussed changing the name of the policy to “Relationship between Council & Counties’ Care Councils” to better describe the function of the policy.

- The group removed unnecessary language included in the policy.
- **MOTION: Co-Chair Siron moves to approve the updated Relationship between Council & Counties' Care Councils policy.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**

Conflict Resolution

- The group reviewed the Conflict Resolution policy of the HHSPC.
- The committee updated the language of the policy to include the Corrective Action policy in Step 3.
- **MOTION: Co-Chair Walubengo moves to approve the amended Conflict Resolution policy.**
- **CM Cadabes seconds the motion.**
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

Grievance Procedure/Grievances and Appeals

- The group reviewed the Grievance Procedure policy of the HPPC and the Grievances and Appeals policy of the HHSPC.
- The committee decided to work with the HHSPC grievances and appeals policy.
- Council staff will look up Attachment "B" in section C and bring in back as an addendum to be approved by the group.
- **MOTION: Co-Chair Siron moves to approve the amended Grievances and Appeals policy.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

Health Department Staff Roles and Responsibilities

- The group reviewed the Health Department Staff Roles and Responsibilities of the HPPC.
- The committee discussed that this policy describes the roles and responsibilities of Council staff instead of the Health Department staff. The name of the policy was changed to "Council Staff Roles and Responsibilities".
- Language that is no longer relevant to Council staff roles and responsibilities was removed.
- **MOTION: Co-Chair Walubengo moves to approve the amended Council Staff Roles and Responsibilities policy.**
- **Co-Chair Siron seconds the motion.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**

Council Structure

- The group reviewed the Council Structure policy of the HHSPC.
- The committee discussed that the diagram does not make sense in this format. The group requested that the diagram be re-structured to better represent the Council.

Committee Descriptions & Mission Statements

- The group reviewed the Committee Descriptions & Mission Statements policy of the HHSPC.
- CM Hernandez requested that the committee's names be alphabetized.
- **MOTION: Co-Chair Walubengo moved to approve the updated Committee Description & Mission Statement policy.**
- **Co-Chair Siron seconds the motion.**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**

7. Next Meeting Date & Agenda Items

- The group discussed postponing the work group until the New Year in order for the Full Council to catch up with passing policies.
- **MOTION: Co-Chair Siron moves to approve postponing the Policy & Procedure Work Group until January 2017.**
- **Co-Chair Walubengo seconds the motion.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, January 5th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

8. Adjournment

- The meeting was adjourned at 5:04 pm by Co-Chair Guzman.

Policy & Procedure Work Group
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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: October 6, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	P	Y	Y	Y	Y	Y	Y	Y	
Cesar Cadabes	P	Y	Y	Y	Y	Y	Y	Y	
Elaine Flores	A	-	-	-	-	-	-	-	
Ron Hernandez	P	Y	Y	Y	Y	Y	Y	Y	
T.J. Lee	A	-	-	-	-	-	-	-	
Jessie Murphy	P	Y	Y	Y	Y	Y	Y	Y	
Ken Pearce	E	-	-	-	-	-	-	-	
Charles Siron	P	Y	Y	Y	Y	Y	Y	Y	
Linda Walubengo	P	Y	Y	Y	Y	Y	Y	Y	
Kevin Hutchcroft	P								
Beth Neary	P								
Nyisha Underwood	P								
Ayes		6	6	6	6	6	6	6	
Nays									
Abstain									

Recusal								
Total		6	6	6	6	6	6	
