Work Group Members Present: Chuck Adams, Cesar Cadabes, Ron Hernandez, Charles Siron, Linda Walubengo
Committee Members Absent: Elaine Flores [E], T.J. Lee [A], Jessie Murphy [E], Ken Pearce [E]
Others Present: Kevin Hutchcroft, Nyisha Underwood
Support Staff Present: Ali Cone (Co-Chair), Mark Molnar, Liz Stumm

Minutes

1. Introductions
   The meeting was called to order at 3:06 pm by Co-Chair Cone. Everyone introduced themselves and quorum was established.

2. Review/Approve January 5th 2017 DRAFT Agenda – VOTE
   The January 5th, 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve October 6th 2016 DRAFT Minutes – VOTE
   The October 6th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements
   • None.

5. Public Comment
   • None.

6. Co-Chair Election-VOTE
   • CS Cone announced that Jose Luis Guzman requested to bring this agenda item to the group to discuss his role as Co-Chair of this work group based on his new role as the Council’s Government Co-Chair.
   • MOTION: Co-Chair Siron moves to have Jose Luis Guzman and Ali Cone remain Co-Chairs of the Policy & Procedure Work Group.
   • CM Hernandez seconds the motion.
   • VOTE: Motion Passes. See column [1] for a vote breakdown.

7. Policy & Procedure Review- VOTE
   • The group reviewed policies from the Prevention and Care Councils.
   Development of Comprehensive Plan
   • The group reviewed the Development of Comprehensive Plan policy of the HHSPC.
   • The Committee adjusted the policy’s name to “Development of the Integrated Plan.”
   • The group adjusted the policy to include Prevention and Care language.
   • This policy will be brought to Steering for review with input on how the plan will be monitored.
• MOTION: To approve the amended Development of the Integrated Plan policy.
• VOTE: Motion passes. See column [2] for a vote breakdown.

Grantee Assessment
• The group reviewed the Grantee Assessment policy of the HHSPC.
• The Committee removed that the assessment will be reviewed at the annual Steering retreat from the policy.
• MOTION: To approve the amended Grantee Assessment policy.
• VOTE: Motion passes. See column [3] for a vote breakdown.

UCHAPS
• The group reviewed the UCHAPS policy of the HPPC.
• The Committee decided to create a job description for the UCHAPS representative.
• The group requested to have Co-Chair Guzman create a program description for the policy.
• MOTION: To approve the amended UCHAPS Representative policy.
• VOTE: Motion passes. See column [4] for a vote breakdown.

LTCCC Representative
• The group reviewed the LTCCC Representative policy of the HHSPC.
• MOTION: To approve the LTCCC Representative policy.
• VOTE: Motion passes. See column [5] for a vote breakdown.

Agency Requests for Letters of Support
• The group reviewed the Agency Requests for Letters of Support of the HPPC.
• After reviewing the policy, the group decided to not adopt the policy because it is no longer relevant to the Council.
• MOTION: To not adopt the Agency Requests for Letters of Support policy.
• VOTE: Motion passes. See column [6] for a vote breakdown.

Researchers’ Requests for Letters of Support
• The group reviewed the Researchers’ Requests for Letters of Support of the HPPC.
• MOTION: To approve the Researchers’ Requests for Letters of Support policy.
• VOTE: Motion passes. See column [7] for a vote breakdown.

Internal & External Communication
Media Contact & Public Information
• The group reviewed the Internal & External Communication policy of the HPPC and the Media Contact & Public Information policy of the HHSPC.
• The group decided to work off of the HHSPC policy.
• The title of the policy was changed to “Public Communications.” The group removed sections that are no longer relevant to the Council.
• MOTION: To approve the amended Public Communications policy.
• VOTE: Motion passes. See column [8] for a vote breakdown.

Council Cultural Humility Statement
• The group reviewed the Council Cultural Humility Statement policy of the HHSPC.
• The group requested that this statement be an appendix item.
• MOTION: To approve the Council Cultural Humility Statement.
• VOTE: Motion passes. See column [9] for a vote breakdown.

7. Next Meeting Date & Agenda Items
The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, February 2nd 2017 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

8. Adjournment
   • The meeting was adjourned at 5:00 pm by Co-Chair Cone.

Policy & Procedure Work Group
HIV Community 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)

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