HIV Prevention Planning Council and HIV Health Service Planning Council
POLICY & PROCEDURE WORK GROUP
Thursday, February 4th, 2016
Human Rights Commission
25 Van Ness Avenue
8th Floor, Suite 800
3:00-5:00 pm

Work Group Members Present: Richard Bargetto**,** Cesar Cadabes, David Gonzalez (Co-Chair), Bill Ledford (Co-Chair), Eileen Loughran, Jessie Murphy
Committee Members Absent: Elaine Flores [A], Wade Flores [A], Charles Siron [E], Linda Walubengo [E]
Others Present: Chuck Adams, Dean Goodwin, Kevin Hutchcroft, Matthew Miller
Support Staff Present: Ali Cone, Jose Luis Guzman, Mark Molnar, Liz Stumm

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Minutes

1. Introductions
The meeting was called to order at 3:10 pm by CS Molnar. Everyone introduced themselves.

2. Review/Approve February 4th 2016 DRAFT Agenda – VOTE
The February 4th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Announcements
- None

4. Public Comment
- None

6. Scope of Work
- The group discussed the scope of work of the Policy & Procedure Work Group.
    - CS Cone announced that she and CS Guzman will be the leads on this project. The scope of work for this group is to create new policies and procedures for the merged council.
    - The vision and mission of the merged council was provided. The shared vision is to create an ideal health care system for people living with or at risk for HIV/AIDS.

7. Work Group Membership and Voting Structure- VOTE
- The group discussed the membership and voting structure of this work group.
- CS Molnar discussed that there are two different models of membership and voting. The CARE Council model and The Prevention Council model. In past work groups, the group has decided to make it a fixed membership with fixed voting. All policies will be voted upon by the entire membership.
    - **MOTION: The Policy and Procedure work group will restrict voting to membership.**
        - **CM Ledford moves.**
        - **CM Murphy seconds.**

- o CM Murphy noted that in the Prevention structure, membership can include those who had the intent to be there on the first meeting.
- o CS Molnar noted that CS Cone will connect with those who initiated interest in attending the first meeting to see if they would like to be members.
- o Chuck Adams noted that the CARE model might be beneficial later on because there may be more and more interest in this group moving forward.
  - **VOTE: Motion Passes. See column [1] for vote breakdown.**

8. **Election of Co-Chairs- VOTE**
   - CS Molnar discussed that on previous CARE Council needs assessment work groups, council staff could be nominated as co-chairs due to their level of involvement in the agenda planning. This could be a possibility for this group.
     - o **Chuck Adams nominates CM Ledford for Co-Chair.**
     - o **CM Ledford seconds the motion.**
   - CM Bargetto suggested further discussing the responsibilities of the co-chairs, there might be uncertainty about what is required.
     - o CS Molnar noted that participation would be fairly deep compared to other groups. All policies from both councils will be reviewed and considered. There will be discussion on how policies can be merged and updated. The level of involvement would be extensive.
     - o CM Loughran inquired if council staff was nominated would they have a vote.
       - CS Molnar noted that council staff would not have a vote.
   - **MOTION: Bill Ledford as Co-Chair of the P&P Work Group**
     - o **CM Murphy seconds**
     - o **VOTE: Motion Passes. See column [2] for vote breakdown.**
   - **CM Gonzales nominated himself for Co-Chair.**
     - o **CM Murphy seconds.**
   - **MOTION: David Gonzales as Co-Chair of the P&P Work Group.**
     - o **VOTE: Motion Passes. See column [3] for vote breakdown.**

9. **Policy & Procedure Review- VOTE**
   - The group reviewed the table of contents and policies from each council.
     - o Council staff merged the table of contents of both Councils and paired like items. This will give the group a framework to create the new policies and procedures.
     - o CS Cone noted that the table of contents includes every policy from both councils. The MOU was removed because it no longer applies.
     - o CS Cone noted that the Joint Leadership work group is working concurrently with this group and the scope of work should not overlap.
     - o Co- Chair Gonzales gave an update on the Joint Leadership work group. He noted that a lot of this group will be the nuts and bolts that Joint Leadership feels are too detailed to work out in larger group. Looking at the scope of work, we may need meetings that are 3 hours long.
   - The group discussed the potential quorum policy of the merged council.
     - o CS Cone noted that the CARE Council achieves quorum by having 25% of the present members be PLWH.
     - o Matthew Miller noted that in the Prevention Council you can lose quorum if someone leaves early.
     - o **CM Ledford moved to have the CARE Council language be adapted in regards to quorum.**
     - o CS Molnar notes that the group needs to discuss the topics of having PLWH as establishing quorum, and loss of quorum as a member leaves.

- o The group discussed concerns with meeting quorum due to the 25% PLWH criteria.
    - CARE Council members expressed that meeting quorum due the 25% PLWH policy has not been a problem.
  - o The group discussed concerns with losing quorum due to council members leaving during a meeting.
    - CM Loughran suggested adjusting the agenda to have voting happen at the beginning of a meeting if you know people have to leave to ensure that quorum is met.
  - o The group discussed having 25% PLWH for full-council meetings only
  - o The group adjusted the language and merged the quorum policies of the HHSPC and HPPC.

- **MOTION: A quorum of the Council must be present at any regular or specially scheduled meeting in order for the Council to engage in formal decision-making. A quorum is defined as more than one-half of the membership, excluding these members on an authorized leave of absence or excused absence. In addition, at least 25% of the membership present must be PLWH in order to constitute a quorum for full council meetings. Absentee votes shall not be permitted. A quorum of Council members must be present at any regular meeting of the Council, the Leadership Committee, or a working group in order for voting to take place. A quorum is defined as more than (1/2) of the current eligible voting membership of the group that is meeting. This may be different when dividing even and odd numbers. It is the policy of the Council to round up to odd numbers. For example, in a working group with thirteen (13) members, six-and a half (6.5) would be rounded up to (7), which means that at least (7) members must be present at the working-group meeting to form a quorum. For another example, assume you have twelve (12) members in a working group; six (6) would be half (1/2) of the working group's membership, and so you would need one (1) additional member present for a total of seven (7) members present to form a quorum.**
  - o **Co-Chair Ledford calls the question.**
  - o **CM Cadabes seconds the question.**
  - o **VOTE: Motion Passes. See column [4] for vote breakdown**

- The group discussed the Table of Content topics that they would like to go over at the next meeting.
  - o The group will go over 4a; 6d,h,i; 7a-d

10. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, March 3rd 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.
- The group discussed potentially having a 3 hour meeting in April that will be decided on at the March meeting.

13. Adjournment
- The meeting was adjourned at 5:00 pm by Co-Chair Gonzales.

Date: February 4, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	P	-	-	-	-				
Bill Ledford	P	Y	Y	Y	Y				

Elaine Flores	A	-	-	-	-				
Wade Flores	A	-	-	-	-				
Matthew Miller	P	-	-	-	-				
Charles Siron	E	-	-	-	-				
Eileen Loughran	P	Y	Y	Y	Y				
Jessie Murphy	P	Y	Y	Y	Y				
Richard Bargetto	P	Y	Y	Y	Y				
David Gonzalez	P	Y	Y	Y	Y				
Cesar Cadabes	P	Y	Y	Y	Y				
Ayes		6	6	6	6				
Nayes									
Abstain									
Recusal									
Total		6	6	6	6				