



HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, March 3rd, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

3:00-5:00 pm

Work Group Members Present: Chuck Adams, Richard Bargetto, Cesar Cadabes, Wade Flores, Elaine Flores, David Gonzalez, Ron Hernandez, Bill Ledford, T.J. Lee, Eileen Loughran, Matthew Miller, Jessie Murphy, Ken Pearce, Charles Siron, Linda Walubengo

Committee Members Absent:

Others Present: Kevin Hutchcroft, Beth Neary

Support Staff Present: Ali Cone, Jose Luis Guzman, Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:04 pm by Co-Chair Ledford. Everyone introduced themselves and quorum was established.

2. Review/Approve March 3rd 2016 DRAFT Agenda – VOTE

The March 3rd, 2016 DRAFT Agenda was reviewed and approved by consensus.

- CM Lee noted that he would like to amend the draft agenda to include a discussion regarding the Co-Chair nominations that occurred at the last meeting.

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

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

4. Announcements

- CS Molnar noted that as discussed at the first meeting, membership will be established at this meeting.
- CS Molnar noted that there will be a joint merged Council meeting on March 10th from 3:00-6:00 at 25 Van Ness on the 6th floor.
 - CM Pearce encouraged council members to attend the whole meeting so we see how each other's councils work
- CM Flores noted that Walter Kelly passed away who was a Co-Chair on the Marin Care Council.
- CM Pearce noted that there is an SF Chronicle article on Long-term HIV survivors that he encourages council members to read.

5. Public Comment

- None

6. Co-Chair Nomination- VOTE

- The group discussed the Co-Chair nominations that occurred at the first meeting.
- CM Lee noted that because there was only one Care Council member who was capable of being Co-Chair present, he feels that the group should have waited until the next meeting to establish Co-Chairs.
- **MOTION: CM Pearce nominated CM Siron as Co-Chair of the Policy and Procedures Work Group.**
- **CM Hernandez seconds the motion.**
- **MOTION: CM Lee would like to nominate CS Cone as Co-Chair of the Policy and Procedures Work Group.**
- **CM Siron seconds the motion.**
- The group discussed the possibility of having someone from council staff be a co-chair. Prevention council members noted that this has never been done in their Council. Some members expressed concern over inequity.
- CM Siron noted that CS Cone would be a good fit because she has already been doing the work and she would be a good facilitator.
 - CS Cone noted that she and CS Guzman have been working collaboratively on putting together the policies and procedures from both councils.
- **MOTION: CM Pearce would like to nominate CS Guzman as Co-Chair of the Policy and Procedures Work Group.**
- **CM Lee seconds the motion.**
- CS Cone and CS Guzman accept the Co-Chair nominations.
- CM Siron declines the Co-Chair nomination.
- **MOTION: CM Ledford would like to nominate himself as Co-Chair.**
- **CM Cadabes seconds the motion.**
- **MOTION: CM Ledford nominates CM Gonzales as Co-Chair of the Policy and Procedures Work Group.**
- **CM Cadabes seconds the motion.**
- The group will bundle the vote, having one co-chair from Prevention and one co-chair from Care.
- **VOTE: Ali Cone or Bill Ledford as Co-Chair of the P&P Work Group.**
- **Ali Cone as Co-Chair Passes. See column [1] for a vote break down.**
- **VOTE: Jose Luis Guzman or David Gonzales as Co-Chair of the P&P Work Group.**
- **Jose-Luis Guzman as Co-Chair Passes. See column [2] for a vote break down.**
- This vote will be on the agenda and voted on at the Joint Leadership Work Group next month.
- The group thanked CM Ledford and CM Ledford for the work that they have done as Co-Chairs of this group.

7. Policy & Procedure Review- VOTE

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

Job Description:

- The Council Member Job Description was prioritized so it can be included on the membership application.
 - The group discussed adding EMA (Marin, San Francisco, San Mateo) into the language.
 - Expanding eligibility to “receive services in SF” was discussed, but it was decided that it could not be included due to a HRSA mandate.
- **MOTION: CM Bargetto moves to adjust the eligibility language to include reside in or work in the 3 county EMA (Marin, San Francisco, San Mateo) and to consolidate the responsibilities of both councils.**
- **CM Flores seconds the motion.**

- **MOTION passes. See column [3] for vote breakdown.**

Quorum:

- The group reviewed the Quorum policy that was voted on at the last meeting.
- The group voted to have 25% PLWH representation at Full Council meetings only.
- Members of the Care Council voiced concern about not having 25% PLWH representation at committee meetings as well as full council meetings. Having enough PLWH representation at Care Council Committee meetings to meet quorum has not been an issue in the past.
- **MOTION: CM Bargetto moves to replace the word “full council” with “all” meetings. “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 all meetings. Absentee votes shall not be permitted.”**
- **CM Pearce seconds the motion.**
- **VOTE: Motion Passes. See column [4] for vote breakdown.**

Proxy:

- The group discussed the proxy policy of the Care Council (The Prevention Council does not have a proxy policy).
- CS Molnar noted that this policy has worked fine for the Care Council.
- CS Molnar suggested adding an explanation of proxy votes to the language. A proxy vote does not affect quorum and if you are excused it does not count against quorum.
- **MOTION: CM Flores moved to adopt the Care Council’s proxy policy amended to include an explanation that a proxy vote does not affect quorum and if you are excused it does not count against quorum. “Any PLWH member who is absent due to illness may appoint a proxy according to the By-laws.**
 - **The use and designation of a proxy must be communicated to Council Staff prior to use, including when a Council member becomes ill during a meeting and would like to designate a proxy. Designation of a proxy must be noted in writing within the Council Support files.**
 - **A designated proxy must be a voting member of the Council.**
 - **A proxy may serve for two meetings for the purpose of maintaining representation of PLWH when a member is unable to attend due to illness.**
 - **An individual Council member may serve as proxy for not more than one member.**
 - **A standing proxy may be established by a PLWH Council member by communicating the names of those designated as proxies in advance to council staff. Standing proxies must be noted as ongoing or temporary.**
 - **Proxies do not affect quorum.”**
- **CM Lee seconds the motion.**
- **Motion Passes. See column [5] for a vote break down.**

Abstentions:

- The group compared the Care and Prevention Council’s abstention policy.
- **MOTION: CM Pearce moved to adopt the Prevention Council’s policy on abstention: “An abstention is not considered a vote, and thus does not count towards the total votes cast.”**
- **CM Bargetto seconds the motion.**

- **VOTE: Motion Passes.** See column [6] for a vote break down.

Majority/ Super Majority Vote:

- The group reviewed the majority and super majority vote policy of the Care and Prevention Councils.
- **MOTION: CM Pearce moves to adapt the Prevention Council’s language for Voting and Voting Majority.**
- **CM Bargetto seconds the motion.**
- The group discussed adding recusal language and including fiscal actions to roll call votes due to the Sunshine Ordinance.
- **AMMENDED MOTION: Change the language in HPPC Voting by Roll Call to “All major or fiscal actions taken by the merged council (other than routine business and elections) must be taken through roll-call votes.” Add Care Council recusal language “Council members who recuse themselves due to a conflict of interest will be deducted from Members present and voting for determining a majority vote.”**

“Voting and Majority

Every official action taken by the Council shall be adopted by a majority vote, except where a two-thirds (2/3) vote is required by these bylaws. If two-thirds (2/3) vote is required, it shall be at least two-thirds (2/3) of all votes cast, provided a quorum is present. A majority vote shall be more than half (1/2) of all votes cast provided a quorum is present. Council members who recuse themselves due to a conflict of interest will be deducted from Members present and voting for determining a majority vote. An abstention is not considered a vote, and thus does not count towards the total of votes cast. Unanimous consent can be used for routine business, such as the approval of minutes and agendas, written ballots can be used for elections, and roll call votes should be used for everything else. Unanimous consent permits action without a motion or a vote when there is no opposition anticipated. All votes taken by the full Council will be made public in the minutes.

1. Voting through Unanimous Consent:

Unanimous consent can only be used for routine business, such as the approval of minutes and agendas.

2. Voting with Ballots:

Voting with ballots can only be used for elections. The results of a vote taken with ballots will be recorded in the meeting’s minutes.

3. Voting by Roll Call:

All major or fiscal actions taken by the Council (other than routine business and elections) must be taken through roll-call votes.”

- **VOTE: Motion passes.** See column [7] for vote breakdown.
- The group discussed using the original list to prioritize the polies on the Table of Contents (4a; 6 d,i; 7 a,b,d)

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, April 7th 2016 at 25 Van Ness 8th Floor Conference Room from 2-5 pm.

- The group decided to have a 3 hour meeting in April.

8. Adjournment

- The meeting was adjourned at 4:57 pm by Co-Chair Gonzales.

| Date: March 3, 2016 | [roll] | [1] | [2] | [3] | [4] | [5] | [6] | [7] | [8] |
|----------------------------|--------|------------|-------------|-----|-----|-----|-----|-----|-----|
| Chuck Adams | (P) | - | - | - | - | - | - | - | |
| Elaine Flores | (P) | - | - | - | - | - | - | - | |
| Wade Flores | P | A | JL | Y | Y | Y | Y | Y | |
| Ron Hernandez | P | A | JL | Y | Y | Y | Y | Y | |
| Bill Ledford | P | B | D | Y | - | - | - | - | |
| T.J. Lee | P | A | JL | Y | Y | Y | Y | Y | |
| Ken Pearce | P | A | JL | Y | Y | Y | Y | Y | |
| Matthew Miller | (P) | - | - | - | - | - | - | - | |
| Charles Siron | P | A | JL | Y | Y | Y | Y | Y | |
| Linda Walubengo | P | A | JL | Y | Y | Y | Y | Y | |
| | | | | | | | | | |
| Eileen Loughran | P | A | JL | Y | Y | Y | Y | Y | |
| Jessie Murphy | P | B | D | Y | Y | Y | Y | Y | |
| Richard Bargetto | P | A | JL | Y | Y | Y | Y | Y | |
| David Gonzalez | P | B | D | Y | Y | Y | Y | Y | |
| Cesar Cadabes | P | B | D | Y | Y | Y | Y | Y | |
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| | | | | | | | | | |
| Ayes | | A=8 B=4 | JL=8 D=4 | 12 | 11 | 11 | 11 | 11 | |
| Nayes | | | | | | | | | |
| Abstain | | | | | | | | | |
| Recusal | | | | | | | | | |
| Total | | 12 | 12 | 12 | 11 | 11 | 11 | 11 | |