

HIV Community Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, August 4<sup>th</sup>, 2016

Human Rights Commission

25 Van Ness Avenue

8<sup>th</sup> Floor, Suite 800

3:00-5:00 pm

---

**Work Group Members Present:** Chuck Adams, Cesar Cadabes, Ron Hernandez, Ken Pearce, Charles Siron

**Committee Members Absent:** Elaine Flores [E], Wade Flores [E], T.J. Lee [A], Jessie Murphy [E], Linda Walubengo [E]

**Others Present:** Kevin Hutchcroft

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

---

## *Minutes*

### 1. Introductions

The meeting was called to order at 3:10 pm by Co-Chair Guzman. Everyone introduced themselves and quorum was established.

### 2. Review/Approve August 4<sup>th</sup> 2016 DRAFT Agenda – VOTE

The August 4<sup>th</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

### 3. Review/Approve July 7<sup>th</sup> 2016 DRAFT Minutes – VOTE

The July 7<sup>th</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

### 4. Announcements

- None.

### 5. Public Comment

- None.

### 6. Policy & Procedure Review- VOTE

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

#### Priority Setting & Resource Allocation

- The group reviewed the priority setting & resource allocation policy of the HHSPC.
- CM Pearce suggested tabling this policy until after the Summit to see if this policy needs to be included in the onboarding/training for new Council members.

#### Unfunds

- The group reviewed the unfunds policy of the HHSPC
- The group adjusted the policy to include CDC language.
- **MOTION: CM Siron moves to approve the Unfunds policy with the amended language.**
- **CM Cadabes seconds the motion.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

#### CDC Letter of Concurrence Process

- The group reviewed the CDC letter of concurrence process policy of the HPPC.

- The policy was adjusted to include HCPC language.
- **MOTION: CM Pearce moves to approve the amended CDC Letter of Concurrence Process policy.**
- **CM Cadabes seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

Conflict of Interest

- The group reviewed the conflict of interest policies of the HPPC and HHSPC.
- The group adjusted the language of the HHSPC conflict of interest policy.
- **MOTION: CM Siron moves to approve the amended conflict of interest policy.**
- **CM Cadabes seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Application, Selection, & Appointment of Council Member

- The group reviewed the Application, Selection, & Appointment of Council Member policies of the HPPC and HHSPC.
- The group decided that this policy will be reviewed by the Membership Committee.

Council Member Expense Reimbursement

- The group reviewed the Council member reimbursement policy of the HHSPC and HPPC.
- The group adjusted the language of the HHSPC expense reimbursement policy.
- **MOTION: CM Siron moves to approve the amended Council Member Expense Reimbursement policy.**
- **CM Hernandez seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

Work Groups

- The group reviewed the work groups policies of the HPPC and HHSPC.
- The group combined the language from the HPPC and HHSPC policies.
- **MOTION: CM Pearce moves to approve the amended work groups policy.**
- **CM Cadabes seconds the motion.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**

**7. Next Meeting Date & Agenda Items**

*The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, October 6<sup>th</sup> 2016 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

**8. Adjournment**

- The meeting was adjourned at 5:08 pm by Co-Chair Guzman.

<b>Date: August 4, 2016</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
<b>Chuck Adams</b>	P	Y	Y	Y	Y	Y			
<b>Cesar Cadabes</b>	P	Y	Y	Y	Y	Y			
<b>Elaine Flores</b>	E	-	-	-	-	-			
<b>Wade Flores</b>	E	-	-	-	-	-			
<b>Ron Hernandez</b>	P	Y	Y	Y	Y	Y			

<b>T.J. Lee</b>	A	-	-	-	-	-			
Jessie Murphy	E	-	-	-	-	-			
<b>Ken Pearce</b>	P	Y	Y	Y	Y	Y			
<b>Charles Siron</b>	P	Y	Y	Y	Y	Y			
Linda Walubengo	E	-	-	-	-	-			
Kevin Hutchcroft	P								
	Ayes	5	5	5	5	5			
	Nayes								
	Abstain								
	Recusal								
	Total	5	5	5	5	5			