

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE  
Wednesday, March 4<sup>th</sup>, 2020  
25 Van Ness, 8<sup>th</sup> floor conference room  
3:00-5:00 pm

**Committee Members Present:** Lee Jewell, Lily Krutel, Ney Nascimento, Richard Sullivan, Eric Sutter (Co-Chair),

**Council Member Present:** Kevin Hutchcroft (Co-Chair), Thomas Knoble (Co-Chair), Antwan Matthews

**Committee Members Absent:** Orin Allen [A], Ben Cabangun [E], Juba Kalamka [A], Helen Lin [E], T.J. Lee-Miyaki [E],  
Laura Thomas [A]

**Others Present:** Stephen Spano (HCAP)

**Support Staff Present:** Melina Clark, David Jordan

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## *Minutes*

### 1. Introductions

The meeting was called to order at 3:03 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

### 2. Review/Approve March 4<sup>th</sup> 2020 DRAFT Agenda – VOTE

The March 4<sup>th</sup> 2020 DRAFT Agenda was reviewed and approved by consensus.

### 3. Review/Approve February 5<sup>th</sup> 2020 DRAFT Minutes– VOTE

The February 5<sup>th</sup> 2020 DRAFT Minutes were reviewed and approved by consensus.

### 4. Announcements

- CS Clark announced that the due date for 700 forms is coming up. Council staff has hard copies if anyone needs them.

### 5. Public Comment

- None

### 6. HCAP Report

- The Committee received the monthly update from the HIV Consumer Advocacy Project. (Stephen Spano)
  - Stephen reported that the most notable trend this month was a slight uptick in dental services.
  - The group discussed the rest of the report including referrals, renewals, and building trustful relationships with clients while maintaining good boundaries.
    - CM Sutter clarified that one incident was a hate crime.
      - Stephen confirmed this and added that while the perpetrator wasn't a service provider, the victim could still access HCAP services.

### 7. COLA Update

- CS Clark updated the group on 2020 COLA planning:
  - Council Staff is working with CM Nascimento to schedule a COLA in partnership with a Portuguese speaking support group. They are hoping to do the COLA later this month.

- The group reviewed the draft COLA survey and made minor changes.
  - CM Matthews suggested asking the immigration question in the verbal part rather than on paper, in order to make it less potentially triggering.
    - CM Sullivan added that it should be asked at the end of the survey for the same reason.
  - Minor changes to the survey include a language question, sexual orientation and reflecting the SOJI guidelines around gender.
    - The conversational part can include a question around what brought folks to the U.S.

**8. Needs Assessment - VOTE**

- The Committee discussed the 2020 Needs Assessment and made updates to the survey, including:
  - SOJI guidelines
  - Immigration status
  - Language capacity
    - What is your primary language(s)? (check all that apply)
    - Is language a barrier?
    - How many service providers have language capacity in your language? Are there adequate resources in the language you speak?
  - The verbal section may include questions around language capacity in terms of reading, writing and speaking.
- The group decided to table this conversation until next month.

**9. Next Meeting Date & Agenda Items- VOTE**

*The next Community Engagement Committee meeting is tentatively scheduled for Wednesday, April 1 2020 at 25 Van Ness 8<sup>th</sup> floor Conference Room from 3-5 pm.*

**10. Adjournment**

The meeting was adjourned at 4:39 pm by Co-Chair Sutter.

**Community Engagement Committee**

**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)

**March 4, 2020**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]

1.	Orin Allen	A										
2.	Ben Cabangun	E										
3.	Lee Jewell	P										
4.	Juba Kalamka	A										
5.	Lily Krutel	P										

6.	Helen Lin	E										
7.	T.J. Lee-Miyaki	E										
8.	Ney Nascimento	P										
9.	Richard Sullivan	P										
10.	Eric Sutter (Co-Chair)	P										
11.	Laura Thomas	A										
	Kevin Hutchcroft	P										
	Thomas Knoble	P										
	Antwan Matthews	P										

<b>Ayes</b>											
<b>Nays</b>											
<b>Abstain</b>											
<b>Recusal</b>											
<b>Total</b>											