

HIV Community Planning Council
COMMUNITY ENGAGEMENT COMMITTEE

Wednesday, May 6th, 2020

Zoom Meeting

3:00-5:00 pm

Committee Members Present: Ben Cabangun (Co-Chair), Kevin Hutchcroft (Gov't Co-Chair), Lee Jewell, Lily Krutel, T.J. Lee-Miyaki, Ney Nascimento, Richard Sullivan, Eric Sutter (Co-Chair), Laura Thomas

Council Member Present: Chuck Adams, Thomas Knoble (Gov't co-chair)

Committee Members Absent: Orin Allen [A], Juba Kalamka [E], Helen Lin [A]

Others Present: Stephen Spano (HCAP)

Support Staff Present: Melina Clark, David Jordan, Mark Molnar

Minutes

1. Introductions

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

2. Review/Approve May 6th 2020 DRAFT Agenda – VOTE

The May 6th 2020 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve March 4th 2020 DRAFT Minutes– VOTE

The March 4th 2020 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Clark announced that renewals are coming up. This year the mayor's office is asking for short bios and pictures as well.
- CS Molnar noted that Steering will be taking place after Steering this month. All Committees are meeting this month, all via Zoom. Full Council will likely only be two hours long.
- CM Lee-Miyaki noted that EFA is open at PRC. Open Monday's and Wednesdays to complete paperwork.

5. Public Comment

- None

6. HCAP Report

- The Committee received the monthly update from the HIV Consumer Advocacy Project. (Stephen Spano)
 - Stephen announced that he will be presenting a joint HCAP report in June. There is no report this month.
 - He noted that there were many HCAP issues that came up in March, but this is a technicality due to the end of the contract year.

7. COLA Update

- CS Jordan noted that before Shelter in place CM Nascimento was working on translating a survey for the Portuguese speaking COLA. This was scheduled for the end of March. All COLAs are temporarily on hold.

8. Needs Assessment

- CS Jordan discussed the challenges around this year’s Needs Assessment given the current public health situation. He brought up the idea of a survey-only Needs Assessment.
- CS Jordan spoke to putting together a provider list of who we could collaborate with. We need to also figure out how to incentivize participants, even if the Needs Assessment is entirely online. He asked for feedback from the group.
 - CM Jewell spoke to incentivizing participation.
 - CM Cabangun spoke to not relying on Zoom, because not all clients necessarily have access to Zoom.
 - CM Jordan spoke to making the data as consistent as possible.
- CM Nascimento added that for the Aguilas group he works with, they developed a survey with Google forms. Safeway gift cards could also be a good incentive right now.

9. Next Meeting Date & Agenda Items- VOTE

The next Community Engagement Committee meeting is tentatively scheduled for Wednesday, June 3rd 2020 at 25 Van Ness 8th floor Conference Room from 3-5 pm.

10. Adjournment

The meeting was adjourned at 3:32pm by Co-Chair Cabangun.

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)

May 6, 2020

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

1.	Orin Allen	A										
2.	Ben Cabangun	P										
3.	Lee Jewell	P										
4.	Juba Kalamka	E										
5.	Lily Krutel	P										
6.	Helen Lin	A										
7.	T.J. Lee-Miyaki	P										
8.	Ney Nascimento	P										

9.	Richard Sullivan	P										
10.	Eric Sutter (Co-Chair)	P										
11.	Laura Thomas	P										
	Kevin Hutchcroft	P										
	Thomas Knoble	P										

Ayes										
Nays										
Abstain										
Recusal										
Total										