



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

Thursday, December 13, 2007

San Francisco Department of Public Health

25 Van Ness Avenue, Room 330B

Committee Members Present: Allgaier (Co-Chair), Pillatzke, Ramos, Spaeth (Co-Chair), Hoffman

Committee Members Absent: Antonetty, Brown, Evans, Harrison

Other Council Members Present: Andrews, Banks, Manley (Co-Chair), Siron,

Others Present: Francine Austin (SF DPH HHS), Veronica Neal, Consultant (VAKN Diversity Consulting)

Council Support Staff: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at 4:35 pm by Co-Chair Allgaier and everyone introduced themselves. Quorum was established at 4:45 when CM Hoffman arrived.

2. Review/Approve Agenda

The agenda was reviewed and approved unanimously.

3. Review/Approve November 1st, 2007 Minutes and December 6th, 2007 Notes

The November 1st Minutes were reviewed and approved unanimously.

The December 6th "Minutes" were reviewed approved unanimously with amendment to reflect "Notes".

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update

7. Council Structure Discussion and Proposals

The committee discussed recommendations regarding CARE Council structure.

Discussion included:

- The consultant said that this information report on Phase 1, interventions was based on written and observational data.
- The information was based on the data from the full day cultural competency training.

- The next steps are to decide what we want to come up with and how we want to reach this goal. It is a process that will take time.
- Questions were raised about how much time the council is willing to put into training as CM Banks stated that the mission of the council was to provide ideal health care for people living with HIV and AIDS and that as he reviewed the report he did not see the trends of some members feeling that the council's power lies in the hands of a select few.
- Ms. Neal stated that the focus group data was not listed in this report but she was holding off so that the full data can be implemented in the report. She is committed to providing the data as soon as possible.
- CM Allgaier stated that he did not feel comfortable making recommendations while not possessing the full data.
- Mr. Newby said that it has been very difficult setting up the focus groups as it is hard to get people together. Part of the focus groups are to empower people on the council to feel that they have a voice
- Some members felt that we should take our time and not rush the process as it is an important issue that needs to be talked through. We are getting closer to the solution
- It was suggested that the committee delay the January 3rd meeting so that the consultant can get the data ready for the committee to review before making recommendations to the full council.
- The consultant stated that due to her limited contact with the council and that she primarily was in contact with Mr. Newby, she was not aware that she was under a deadline for this community.
- She was assured that no one was faulting her. However, she requested that any calendar deadlines be given to her as far in advance as possible so that she can prepare quality products.
- It was suggested that the deadline for information be moved to the February 7th meeting so that the committee can make their recommendations for the full council meeting on February 20th. Also recommended was that the January meeting be moved until either the 10th or the 17th.
- Decided by consensus was that the January meeting would be moved from January 3rd to January 10th and that the time would be 5:30-7:30 so that Ms. Neal could make it and she could not make it until 6:30. She will present her compiled data to the committee on January 10th. The committee will then make its recommendations at the February committee meeting to present to the Steering Committee.
- The consultant was asked what the strategic planning session would be for her to make recommendations that she has made based on the data and the committee would decide whether that is deemed to be the best direction to take.
- CM Banks asked if he understood correctly that part of the training would be for council support, part of it was for retention. Also questions were raised as to

who, based on the needs assessment, would be making the recommendations, the Council or the Consultant.

- It was decided that during the strategic planning piece would decide if the committee even wanted to continue to work with the consultant or not.

The committee had asked for council support to provide mission statements of the committees. There are four key issues that are essential for the structure of the Council. Discussion continued regarding the structure of the council and included:

- CM Banks asked again about his idea for a minority and women's caucus and stated that of the 4 committees; only 1 is actually engaged in dealing with people living with HIV/AIDS (COA).
- It was clearly defined that POI is a committee that cannot be changed. Co-Chair Allgaier suggested that the 4 committees be reduced to 3 as follows:
 - A Membership Development and Support Committee.
 - Consumer Affairs Committee-to report to the Council as to the needs of the consumers
 - Government/Providers Committee-to insure that the data from DPH be disseminated and explained to the council members.
 - A Steering Committee would be made up of the council co-chairs, the co-chairs of the committees and 2 at large members as a governing board to handle issues of policy and procedures.
 - Suggested by Co-Chair Spaeth was to open the at large seats to 4.
 - Ms. Austin stated that no matter how much effort goes into making a workable structure, there will still be both real and perceived disempowerment.
 - Mr. Newby stated that these steps would be the beginning of the process and not the end. That this would be an ongoing process. The structural changes decided in this committee would be moved to the full council to oversee it.
 - Ms. Neal concurred with Ms. Austin that there will always be members of the council with power and privilege. She also stated that there needs to be a look at how do we empower the voiceless and marginalized.
 - Mr. Banks wanted to know what cultural change is and how does the council show cultural sensitivity. He felt that Ms. Neal's proposal to take away Robert's Rules was more or less saying that consumers could not understand them.
 - Ms. Neal wanted to define cultural sensitivity. Her desire is to be equitable. How does what we do empower people. She defended her idea of removing Robert's Rules because it is Western based ideology. It comes from a background of the white heterosexual man.
 - Co-Chair Allgaier replied that as far as Robert's Rules are concerned the council is under the guidelines of city and county of San Francisco and

as far as he knew it was required to use Robert's Rules because the Council is Mayoral appointed seats.

- CM Andrews asked why we have not seen information that defines the culture that we want to have. We have gotten information saying what is wrong with the culture but nowhere is it defined what we do want.
- Ms. Neal said that what she has been told was to get to a place where people feel a part of and not tokenized. Also is to not only talk about inclusion but to practice it.
- Co-Chair Manley stated that he felt that the proposed Membership Development and Support Committee was a lot of work for one committee to handle. Also he asked that if we do not use Robert's Rules, then what do we use.
- Mr. Newby stated that we must remember that everyone on the council must be committed to change and that it is not only the Membership Committee that is responsible but the whole council.
- CM Banks stated that the council needs to recognize that different members have different talents and that we should develop those talents and help people to self actualize and best provide the services to the people that we are charged to help.
- Co-Chair Allgaier explained that his proposal was not intended to overburden one committee. As a committee we have been charged with the structure part but we that the implementation would be the responsibility of the entire Planning Council.
- Ms. Austin stated that if people don't always get the rapid training and that they should be aware that the training process will continue to occur at least for a year.
- Mr. Newby stated that Robert's Rules and the Sunshine Ordinance shut some people down. It was to be researched as to whether Robert's Rules were mandated in the by-laws.

8. Next Meeting Date & Agenda Items

- The next meeting will be 5:30 – 7:30, Thursday, January 10th, 2008, location to be announced.
- Agenda Items to be included are as follows:
 - Discussion will include Co-Chair Allgaier's proposal.
 - Ms. Neal will present her findings to the committee for the committee's review.

9. Adjournment

The meeting was adjourned by Co-Chair Allgaier at 6:30 PM.