

HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

MINUTES

► Thursday, January 4th, 2007 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

Committee Members Present: CM Spaeth, CM Allgaier, CM Antonetty

Committee Members Absent: CM Oropeza (excused), CM Pillatzke, CM Brown

Other Council Members Present: Michelle Long (Director, San Francisco HIV Health Services)

Others Present: None

Council Support Staff: Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:55 p.m. by CM Allgaier, Co-Chair, and everyone introduced themselves.

There was no quorum. This is an informational and discussion meeting only.

2. Review/Approve Agenda

The agenda was reviewed and not approved.

3. Review/Approve *November 2nd, 2006 minutes*

The minutes were reviewed and nothing was noted at this time but not approved. Ms. Long requested the Co-Chairs be identified.

4. Announcements

The passing of CM Darnell Durio was announced.

The Council adhoc Housing Work Group meeting will be held at 2 p.m., 101 Grove, room 220.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Council Structure and Incorporation of PLWHA Caucus into Council Structure

CM Allgaier recalled the importance of resurrection of caucus immediately because of frequency that issue was raised. There was a sense that all HIV consumer CM migrated to caucus for home committee and not other committees. There was an unspoken

goal of HIV+ co-chair for each committee. Caucus was a place of support for HIV+ Council Member consumers.

It was suggested that this be made a caucus and not a committee of the council at least for this year. This would be a place that would not be overly formalized but would have structure. It would be a place to discuss potential agenda items and also a place of support for HIV+ consumer Council Members.

This initial meeting will be an informal information gathering session and the process can be determined at a later time.

ACTION ITEM – place on next meeting agenda with update of Caucus information.

8. Discussion and Action Regarding Bylaws Revision Concerning Voting – VOTE

ACTION ITEM – COUNCIL SUPPORT TO PROVIDE LANGUAGE FOR THIS ITEM.

9. Review of MOU and Develop Review Process – Vote

Council and AIDS Office both need to participate in the review process. CM Antonetty suggested a full assessment and not do separate assessments as a collaborative effort.

CM Allgaier recommends that since it is likely that there will be implications to the MOU resulting from Council restructuring that this item be shelved until the MOU has been in place for at least one year.

ACTION ITEM – council support to come up with strategies including an evaluation tool, specifically self-assessment items.

10. Develop Committee Mission Statement – VOTE

Discussion of service delivery is the responsibility of the Grantee and the council is charged with monitoring the structure of the council.

Proposed New Mission Statement -

To evaluate and monitor Council structure, activities, policies and procedures to support Council priorities and responsibilities and facilitate the relationship between the Council and the Grantee.

11. Policy: Form 700 and Public Disclosure of Council Member Information - VOTE

Delete paragraph 2.

Delete paragraph 4.

Paragraph 3 – delete strike out “only”

ACTION ITEM – Forward to Steering committee with recommendation for vote.

12. Next Meeting Date & Agenda Items

In addition to the standing committee agenda items the following is to be included on the next agenda:

COUNCIL SUPPORT ACTION ITEM –

1. Implementing Caucus into council structure - place on next meeting agenda with update of Caucus information.
2. MOU Tool
3. Report on Steering Committee Retreat
4. New Committee Mission Statement

The next meeting will be 4:30 – 6:30, Thursday, February 1st, 2007. Location to be determined.

13. Adjournment

The meeting was adjourned at 6:30 p.m.

ACTION ITEMS

Form 700 forward to Steering with recommendation

COUNCIL SUPPORT ACTION ITEMS

Council Support to provide language for voting.

Next agenda items

- MOU evaluation tools
- PLWHA Caucus update
- Steering Retreat Update
- New Committee Mission Statement