



**HIV Health Services Planning Council  
Steering Committee  
Minutes  
Monday, June 18, 2007  
SFDPH 25 Van Ness Avenue, Room 330B  
5:00-7:00pm**

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**Committee Members present:** Stephen Herman, Randy Allgaier, Susan Philip, Wade Flores, Mary Lawrence Hicks

**Committee Members absent:** Donald Soto, Sparkie Spaeth, Laura Thomas, George Simmons, Catherine Newell, Mark Molnar

**Other Council Members present:**

**Others present:** Michelle Long (Director, SFDPH HHS), Bill Blum (SFDPH HHS)

**Council Support Staff:** Jack Newby, Ray West, Lili Belo, Joe Lynn

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### **1. Introductions**

Meeting was called to order by CM Allgaier at 5:09 pm, everyone introduced themselves. Quorum was not established.

### **2. Review/Approve Agenda**

The Agenda was not approved.

### **3. Review/Approve May 16, 2007 Minutes**

The Minutes were not approved

### **4. Announcements**

There were no announcements.

### **5. Public Comment**

There was no comment.

### **6. Committee and Work Group Check-in**

Issues that have come up at the different Committees and Work Groups were discussed to ensure communication between Committee Co-chairs and linkage of Committee activities to the Full Council.

➤ **Policy and Evaluation Committee Update**

- The Committee explored ways to evaluate and improve the current CARE Council structure. Issues around recruitment and retention were discussed, particularly in terms of the 3-year plan and the involvement of CARE Council members.
- Discussion on developing 3 committees:
  - One standing committee that combines Membership and Planning
  - Two 'flexible' committees that can focus on various areas such as women and social issues.
- Logistics for the focus groups were discussed. Policy and Evaluation Committee members were encouraged to research different models for the CARE Council structure.
- Review of the Memorandum of Understanding (MOU) was postponed for 60 days

- COA (Community Outreach and Advocacy) Committee
  - The Committee discussed the Town Hall meeting.
  - Possible days and times for a Youth Outreach meeting at Larkin Street Youth Center were discussed.
- Planning Committee Update
  - Changes were made to the Presentation schedule.
  - The next planning meeting will be on June 26<sup>th</sup> to prepare for the July 9<sup>th</sup> meeting and will involve developing recommendations for the Summit.
- Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)
  - CARE Council applicants have been increasing as has the number of newly approved CARE Council members.
  - The next membership meeting will interview 5 applicants, including three applicants who were scheduled to interview at the last meeting.
  - The next meeting will be extended by 30 minutes to accommodate the interviews.
  - Demographics for African American and Youth CARE Council members are low:
    - Confirmation dates and demographics were discussed. Membership identified several new African American applicants.
    - Compliance with HRSA should be achieved by Sept. 1<sup>st</sup>. Therefore, the start date for new members should fall before Sept. 1<sup>st</sup>.
- PoI (Points of Integration) Update
  - Serosorting/Seroadaptation were discussed to include:
    - Scope of practice in prevention with positives.
    - Review of existing documents to develop a general list of what should be followed.
    - A possible panel of experts to assist in the development of a Standard of Care document.
- Needs Assessment Work Group
  - Harder & Co. is developing a draft presentation that will be forwarded to the Needs Assessment workgroup and will be reviewed by the Planning Committee on July 10<sup>th</sup>.
- Funding Streams Work Group
  - Format of the DPH presentation was reviewed and the date was changed to July 23<sup>rd</sup>.
  - The Council Support section was reviewed and will take place on June 25<sup>th</sup>.

## **7. Review and Discussion of Presentation Schedule Change**

The Committee reviewed changes in the Presentation Schedule recommended by Planning. The contexts for these changes were explained.

## **8. Review and Discussion of Recommendations of Planning Committee regarding Summit, regular August Meeting and Selection of facilitator**

The Steering Committee reviewed recommendations from the Planning Committee for a One Day Summit followed by the regular August Planning Council Meeting – if needed.

- Susan Strong was recommended as a facilitator.
- The June 26<sup>th</sup> Planning Committee meeting will discuss Summit format recommendations.
- Location recommendations were discussed and will depend on funding and staffing.

## **9. Review and Discuss DPH/CARE Council MOU Assessment Tool**

This item was not discussed; it will be postponed till next month.

## **10. Review and Discussion and Update of Cultural Competency Training**

A consultant will train CARE Council members and Support staff. Training will be scheduled for September and October.

## **11. Notice of HOPWA Loan Committee Vacancy and need to fill seat**

The Committee was advised of the vacancy on the HOPWA Loan Committee. There were no volunteers for this position.

## **12. Development of June 25, 2007 Council Agenda**

The next CARE Council meeting was announced for Monday, June 25, 2007, in the State Building, 455 Golden Gate Avenue, San Francisco – San Diego Rooms.

## **13. Next Meeting Date and Agenda Items**

The next Steering Committee Meeting is scheduled for July 16<sup>th</sup>. Agenda items will include:

- HOPWA Loan Committee update
- Review and discuss DPH/CARE Council MOU Assessment tool
- Recommendations from Planning on the Summit

## **14. Adjournment**

Meeting adjourned at 5:51 pm.

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