



**HIV Health Services Planning Council  
Steering Committee  
Monday, September 17, 2007, 2007  
SFDPH 25 Van Ness Avenue, Room 330B  
5:00-7:00pm**

**Notes**

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**Committee Members present:** Herman, Philip, Molnar, and Soto

**Committee Members absent:** Allgaier, Flores, Hicks, Simmons, and Thomas

**Other Council Members present:** None

**Others Individuals Present:** Michelle Long, Director (SF DPH HHS), Bill Blum (SF DPH HHS)

**Council Support Staff:** Jack Newby, Ray West and Sally Frye

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**1. Introductions**

The meeting was called to order by CM Soto at 5:00 p.m. and everyone introduced themselves. Quorum was not established.

**2. Review/Approve Agenda**

The Agenda was reviewed but not approved.

**3. Review/Approve July 16, 2007 Minutes**

The minutes were reviewed but not approved.

**4. Announcements**

Staff Announcements:

- Jack Newby will be on vacation at the time of the Full Council meeting next week.
- Full Council Cultural Competency training is scheduled for Monday, October 22, 2007.

**5. Public Comment**

There was no public comment.

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

➤ ***Policy and Evaluation Committee Update***

Policy and Evaluation Committee has received the initial draft report from Susan Strong. This report is to be reviewed and recommendations are to be made at the November meeting.

➤ ***COA (Community Outreach and Advocacy) Committee***

The Committee is currently developing the next Community Meeting, tentatively set for October. This meeting will focus on the incarcerated and formerly incarcerated populations.

➤ ***Planning Committee Update***

Committee discussion included:

- 2007 Prioritization and Allocation Summit
  - What worked?

- What did not work?
  - Reduction scenarios <5%
- **Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)**
- Three individuals will be presented for vote at the September full CARE Council meeting.
  - Two individuals will be interviewed at the next Committee meeting.
  - Next meeting agenda item will include “Full Capacity Protocol” procedures if Council reaches full membership of 40.
- **Points of Integration Update**
- Seroadaptation issues were discussed. A comprehensive definition has been presented to the HIV Prevention Planning Council (HPPC). However, community guidelines may be needed. The Committee would like to also present the same information to the HIV Planning Council at a future meeting.

## **7. Recap of Priority Setting and Resource Allocation Summit**

### **What worked?**

- Discussion included a general feeling that:
- The Summit went well overall.
  - It was good that it was only one day.
  - It was an efficient Summit and goals were accomplished.

### **What did not work?**

- Discussion included a general feeling that:
- Some Council Members felt “rushed” and cut off from discussion.
  - The one-day constraint could be problematic and future Summits should consider communication regarding the opportunity to complete business at an additional meeting date.
  - CM Thomas had a dual role of Planning Committee Co-Chair and Council Co-Chair. This role created a situation of handling two roles simultaneously.
  - Facilitator was not as “strong” as she could be.
  - Clarification needed to be established with respect to the preferred role of the facilitator and co-chairs.

## **8. Reviewed and Discussed Planning Committee Recommendations for Priority and Allocations Reduction Scenario < 5% - VOTE**

Discussion included:

- Clarification of the two choices in the Planning Committee Reduction Scenario <5% Reductions.
- San Francisco County issues will be the focus of concentration. The presentation format will also be adjusted to provide a basic presentation of the effects of the reduction scenarios.

## **9. Discussed Cultural Competency – Next Steps**

Jack Newby reminded the Committee that the next Cultural Competency training will be a full day meeting on October 22nd, with focus groups of all levels of Council Members, including Council Support Staff. This meeting will include focus group activities. This meeting/training will be “noticed” in accordance with the Sunshine Ordinance.

## **10. Development of September 24, 2007 Council Agenda**

The next full CARE Council meeting is scheduled for Monday, September 24<sup>th</sup>, 2007 – State Building, 455 Golden Gate Avenue, San Francisco – San Diego Rooms A,B&C, 4:30 – 7:30 pm.

- The agenda was approved to include:
  - SF DPH HHS Quarterly report
  - Reduction Scenario Discussion/Vote
  - Council Co-Chair vote (Woman and Person of Color)

## **11. Council Schedule for the Remainder of 2007**

The Planning Committee reported that this was tabled at the last Committee meeting. The next Planning Committee is scheduled for November 6<sup>th</sup>, and the October Planning Committee meeting is cancelled.

The November full CARE Council meeting is scheduled for November 26<sup>th</sup>.

It was noted that Monday, November 12<sup>th</sup>, is Veteran’s Day.

There was discussion regarding the December meeting. This decision is postponed until there is a Quorum and there can be a vote on the matter.

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

The next Steering Committee meeting date is scheduled for Tuesday, October 15<sup>th</sup>, from 5:00 until 7:00 p.m. – 25 Van Ness Avenue, Room 330B, San Francisco.

## **14. Adjournment**

Meeting adjourned at 5:55 p.m.