



**HIV Health Services Planning Council
Steering Committee
Monday, January 14, 2008
SFDPH 25 Van Ness Avenue, Room 330B
5:00 - 7:00pm**

Minutes

Committee Members Present: Manley, Thomas, Philip, Simmons, Stevens, Soto

Committee Members Absent: Molnar, Allgaier, Flores, Newell, Hicks

Other Council Members Present: Siron, Banks

Others Present: Bill Blum ((SF DPH HHS)

Council Support Staff Present: Jack Newby, Ray West, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at 5:00 PM by Co-Chair Thomas, and everyone introduced themselves. Quorum was not established. Susan Philip arrived at 5:12 establishing quorum.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve November 19th, 2007 Minutes

The November 19th, 2007 Minutes were reviewed and with the addition of Don Soto being present and AIDS being changed to be typed in all caps the November 19th minutes were approved by consensus.

4. Announcements

- Housing Ad Hoc Work Group to meet on January 24th, 2008 from 4 until 5:30 p.m. at 25 Van Ness Room 330B, San Francisco. The main agenda item will be funding.

5. Public Comment

There was no public comment.

6. Committee and Work Group Check-in

The Committee discussed any issues that came up at the different Committees and Work Groups, communication between Committee Co-chairs, and ensured linkage of Committee activities to the Full Council.

- *Policy and Evaluation Committee Update*
- *COA (Community Outreach and Advocacy) Committee*
 - Update of PLWHA Caucus
 - With the assistance of Christopher Gortner of HHS we will begin working on an EMA resource guide and will be seeking volunteers to help verify the information in the directory.
- *Planning Committee Update*

- *Membership Committee Update: Committee Re-assignments, Applicant Interviews, Demographic Report and Membership Policies/Bylaws Update (Attendance Requirements & Leave(s) of Absence)*
- *PoI (Points of Integration) Update*
 - *The Committee elected as Co-Chairs:
Susan Philip and Ed Byrum*
 - *HHSPPC AND HHSPC using the same epidemiology numbers as the Planning Council to do priority setting.*

7. Review/Discussion of Policy and Evaluation Reporting on CARE Council Restructure

There was not quorum of the P/E meeting. Discussion included:

- The Women's and Minority committee
- The Policy and Evaluation Committee council restructure work group will be noticed so that any one who chooses will have advanced notice to attend. The proposals will be approved by Policy and Evaluation, Steering then the Full Council. The meeting is tentatively planned to be held in late January or early February.
- Veronica Neal (consultant) will do a presentation to the full council.
- Veronica Neal did not foresee a problem with a Women's and Minority Affairs committee.
- One of the counties that approved the African-American Initiative was San Francisco. The purpose of the Initiative was to improve the health outcomes of African-Americans living with HIV and AIDS. This would be one of the items that the newly formed Women and Minority Affairs committee would work on.

8. Review/Discussion/Approval Draft Presentation Calendar - VOTE

There was a discussion and question period about the calendar. Discussion included:

- The presence of a housing presentation since the council no longer has jurisdiction over housing.
- Co-Chair Thomas replied that the housing dollars were monies that fell under other funding streams such as HOPWA.

Action: The Presentation calendar was approved as written by consensus.

9. Update on COE Process

Russ Zellers (former deputy director of HHS) and Eric Whitney have been retained to do a study to help us with formulating our upcoming needs assessment.

Questions included:

About getting a break down of cost per unit of service?

An external consultant was being hired to report on the Centers of Excellence when it was understood that in the three year plan it was listed as our responsibility to perform this function.

Responses included:

That it was not our process of hiring the external consultant instead the health department's process. The committee was assured by HHS that everyone would be included in the process and all results would be shared.

Will we be provided with a total cost of service per unit versus one cost per one COE unit. It was understood that the committee was requesting a breakdown of the cost of service per service category rather than a base COE cost of service. HHS said that they would research that possibility and get back to the committee with an answer.

10. Review/Discussion of Development of Needs Assessment and Scope of Needs Assessment - VOTE

- Discussion of Budget
 - Discussion included the fact that we had decided to use the \$75,000 from this fiscal year and \$75,000 from next fiscal year to focus on populations over 50 and the formerly incarcerated. It was established that these were the groups that we needed to focus on.
 - Council Member Banks requested that we look at funding the heterosexual African-American support group.
 - It was stated by CM Stevens that there was no where to direct recently released from incarceration heterosexual men for supportive services.

Action: Motion to combine 2 years of funding to focus on a larger more comprehensive needs assessment focusing on the formerly incarcerated and the over 50 population.

Motion passes by consensus.

11. Update on Joint Meeting between HHSPC and HHSPPC

- The Committee received an update on the proposed joint meeting tentatively being planned for May 19, 2008 rather than May 26, Memorial Day.
- It was stated by Mr. Blum that Mary Kay Parisi was ok with the back to back presentations proposed for the joint meeting.

12. Development of January 28, 2007 Council Agenda

Monday, January 28th, SF LGBT Community Center, 1800 Market Street, 3rd Floor Ceremonial Room, San Francisco from 4:30 until 7:30 p.m.

Agenda items that need to be added to the agenda are:

- Scott Boule from Nancy Pelosi's office.
- More time for Michelle Roland (the new director of the State Office of AIDS)

13. Reschedule February Steering Committee Meeting

- This meeting conflicts with Presidents Day holiday

14. Next Meeting Date and Agenda Items

- ***The next Steering Committee Meeting date is scheduled for Monday, February 18th, 2008, 5:00 until 7:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco. Please note that this is President's Day.***

- **Action:** Motion to move Steering Committee from Monday, February 18th to Tuesday February 19th
- Motion passes unanimously.

15. Adjournment

The meeting was adjourned at 5:55 PM by Co-Chair Thomas.