



HIV Health Services Planning Council
Policies and Procedures Work Group

Thursday, April 8, 2010
Department of Public Health

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

2:30-4:30 pm

Draft Agenda

1. **Introductions** **Group 2:30**
2. **Review/Approve Agenda - VOTE** **Group 2:33**
3. **Review/Approve March 25th, 2010 Minutes** **Group 2:35**
4. **Announcements** **Group 2:37**
5. **Public Comment** **Group 2:40**
6. **Reporting Phase I Decisions to the Council** **Group 2:45**
The Group will discuss how to present cosmetic changes that were made to the Council.
7. **Developing Phase II Strategy** **Group 3:15**
The Group will develop and discuss how to implement a Phase II strategy regarding policy changes.
8. **Discussion of Manual Updates – VOTE** **Group 3:50**
Work Group members will begin by reviewing Section 7 and then moving forward.
Public Comment
9. **Next Meeting Date & Agenda Items – VOTE** **Group 4:20**
The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, May 13th, 2010, 25 Van Ness Room 330B from TBD to TBD.
PARKING LOT:
-Reorganization of the Policy and Procedure Manual
-Policy Additions
10. **Adjournment** **Group 4:30**

Mission Statement:

To review and update the Policy and Procedure Manual of the San Francisco HIV Health Services Planning Council.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. The following services are available when requested by Noon of the Friday before the Council meeting: For American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, contact our office at (415) 674-4768. For a large print copy of agenda or minutes in alternative formats, contact our office at (415) 674-4768. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby ; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at Frank.Darby@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>

The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room.

Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.