



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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Marin HIV/AIDS Care Council Meeting MINUTES

Approved 2/13/2008

January 9, 2008

4:30p.m. - 6:30p.m.

**899 Northgate Drive - 4th Floor Conference Room
San Rafael, CA 94903**

Council Members Present: Roy Bateman, Will Boemer, Jeff Byers, Wade Flores, James Frazier, Peter Hansen, Jennifer Malone, David Witt.

Council Members Absent: Diva Berry (Leave of Absence), Walter Kelley (AE), Pam Lynott (AE).

Staff Present: Cicily Emerson, Deborah Gallagher, Chris Santini, Michael Schieble, Sparkie Spaeth.

Public : None

I. Call to Order

Meeting called to order at 4:35p.m. by Co-Chair Flores

II. Roll Call

Roll was called at 4:35p.m. and quorum was established with 6 of 10 Members present. CM Malone arrived at 4:40p.m and CM Witt arrived at 4:45p.m. bringing the total attendance to 8 of 10 Council Members. CM Berry is on a Leave of Absence. CM Kelley (AE) and CM Lynott were absent and excused.

III. Review and Approval of Agenda – VOTE

The agenda was reviewed. CM Byers motioned to approve the agenda as published.

A voice **vote** was conducted. All were in Favor. None were Opposed. The agenda was approved unanimously.

IV. Review and Approval of December 12, 2007 Minutes – VOTE

CM Bateman made motion to approve the December 12, 2007 minutes. CM Frazier seconded.

A voice **vote** was conducted. All were in Favor. None were Opposed. The December 12, 2007, minutes were approved.

V. General Announcements

CM Flores wished all present a happy New Year and thanked the Council Members for the card he received while in the hospital.

CM Boemer 1.) Announced the Marin Poz Retreat, scheduled for January 25, 26, 27, 2008, at the Marconni Conference Center. Andy Fyne at MAP is the contact for registration. 2.) Announced that he recently had surgery of lipodystrophy in San Rafael. "The post op looks good". Wearing the compression garment following the surgery was uncomfortable.

CM Malone announced that MAP will be moving. The new address is 910 Irwin St. San Rafael between 3rd and 4th Street. There will be used office furniture available as a result of the move

CM Bateman stated that he intends to file a request with the County of Marin to unblock and make accessible a list of gay and lesbian websites. These sites are currently blocked because of an “off the shelf” software implementation that screens based on keywords. CM Bateman asked if the request should come on behalf of the Care Council. It was concluded that he would make the request as a County Employee and member of the Care Council, however the request was not being made by the Care Council.

CM Byers announced that the Governors’ budget will be released on January 10, 2008. It will be official once the budget has been released. “It appears as though, the budget will require a 10% reduction across the board in all programs”. “That’s not official, ... however it has been reported in the press”. CM Byers encouraged everyone to look at the budget and assess the impact on programs related to the Care Council.

4:45p.m brief recess during arrival of CM Witt and call to order.

Public Comment: None

VI. Public Comment – None

VII. Co-Chair Report

Co-Chair Boemer welcomed Co-Chair Flores’ return from his hospital stay. 2.) CM Boemer reported that he contacted Steve Manley, the San Francisco Council Co-Chair and Enrique Asis, the San Francisco Training Manager. On January 28, 2008, the San Francisco Council agenda will include a presentation on Robert’s Rules of Order. He encouraged any Marin Council Members needing this training to attend. 3.) Randy Allgaier of The CAEAR Coalition will conduct a pilot meeting on February 29, 2008, in Chicago. A “tool kit” is being developed for a community meeting to increase and promote participation by the LGT Community. That is not “a problem in San Francisco” [community involvement], but the “tool kit” may be helpful to the Care Council.

Public Comment: None

VIII. Membership Committee Report

Committee Co-Chair Hansen gave the Membership Committee report.

At the January 3, 2008 meeting, Membership: 1.) Reviewed quarterly attendance. 2.) Developed a recruitment plan for Council Member applications. 3.) Developed a list of training topics for the Care Council. 4.) Planned the 2008 Calendar, including specific months of the Council training.

CM Malone asked if a Council Member is going to resign, who do they contact? CM Boemer stated that they should contact the Membership Committee.

C. Emerson gave a brief overview of the training, including epi-data by Deborah Gallagher and diversity by Cio Hernandez.

CM Boemer appealed to all Council Members to be involved in recruitment, “having lost some key Members”. He described the possible targets for recruitment identified by the Membership Committee. CM Boemer stated that Membership would be contacting Sonoma County to see what they do to recruit new members.

CM Witt will be speaking [presenting] to the Paramedics, which is a target group.

CM Frazier reported that he had left applications at the Tom Steel Clinic. CM Witt volunteered to contact and follow up with the clinic Doctors.

CM Malone suggested that the Poz Retreat would be an excellent opportunity to “pitch” Membership and one-on-one recruiting. CM Boemer, CM Frazier, and CM Hansen indicated they would be attending the retreat.

Public Comment: S. Spaeth commented that on a percentage basis, the Marin Care Council Membership had more PLWA [People Living With AIDS] than the San Francisco Council. As a result there was strong representation from the community.

IX. Community Outreach and Advocacy Report

No Report. *The next scheduled meeting is January 25, 2008.*

Public Comment: None

X. Role of Council Support

1. Marin County – Council Support:

C. Emerson reviewed the handout “*Administrative Support Duties for HIV / AIDS Care Council*” (Handout #1). The responsibilities and tasks of Planning Support, Senior Secretary, and Minute Taker/ Parliamentary Advisor were overviewed so Council Members had an understanding of the work performed by the County Staff to support the Council.

CM Boemer started the discussion with a general comparison of the 2007 budgeted amount, actual spent, and 2008 allocation. At the current level of support, the project amount is \$5,500 with \$3,000 allocated. S. Spaeth stated, “just to clarify, the four of us [S. Spaeth, C. Emerson, C. Santini, and K. Kindig] come from the County General Fund. We are totally committed to supporting the Council, but the Governor’s budget could impact that”. CM Boemer reiterated that the Care Council was being viewed as a model in the County.

Ideas for addressing the budget gap:

- 1.) CM Flores suggested taking a “straight % off the top for Council Support”.
- 2.) CM Byers suggested that if possible, less meetings are a way of saving. He noted, “It’s a budget” ... and [it] will need to be reviewed on an ongoing basis related to the calendar. The forecast may be high or low. C. Emerson commented that, “less meetings are a way of savings”. She encouraged Co-Chairs to participate in the Committee and Full Council agenda setting process, “so we are not meeting just for the sake of meeting”.
- 3.) CM Witt pointed out that the “crisis was not budgeted” [referring to the unexpected reduction of Ryan White Funds and additional reallocation meetings in June and July.] He noted that if we are going to cut budgets for services, we need to cut budgets for support.
- 4.) CM Witt suggested that we consolidate meetings [Committee(s) and Council], if it saves time. CM Boemer expressed concern that longer meetings do not serve the PLWA Council Members.
- 5.) C. Emerson stated that the current projection includes having the notes and minutes from the Community Forum(s) done by Council support. That is an area that could be considered.
- 6.) C. Emerson encouraged Co-Chairs to participate in the agenda setting or do the agenda(s). CM Batmen suggested that if this was “done early, so things can be done, this would be less burden on staff”.

2. Note Taker and meeting minutes:

A general discussion was had about the level of detail of the minutes.

M. Schieble reported that the production of the meeting minutes requires about the same amount of time, no matter what the level of detail. The tapes and notes need to be reviewed. The production time is effected if a Council Member or the Public wants their comment to be quoted. Anytime someone attending the meeting states, “for the record”, the minutes are a transcription of the statement.

The goal of the minutes from the Note Taker’s point of view is; 1. What action was taken and why. The discussion and comments are generally noted to give insight as to why the action was taken. If the Public is reading the minutes on the web or a Council Member misses the meeting and wants to prepare, the minutes include what happened (Votes) but also a recap of the pro and con comments about why that action was taken. 2. To serve as a record of Council Member’s ideas, suggestions, points of view, and votes.

CM Malone and CM Witt chronicled why the minutes were very detailed in the first year of the Council. CM Malone stated, "that tradition has served us well" adding that as time has passed we have different cycles and at different times of the year, the minutes could be more of a summary. CM Malone added, "We are only required to do minutes that report activity".

1.) CM Bateman suggested that the minutes be a summary not a transcript. Adding, "we are getting more from the minutes than we need."

2.) CM Malone reported that she is on a Board where the Board Secretary takes the notes and produces a "streamline report".

Public Comment: None

XI. Update on 2007-'08 Budget – VOTE

C. Santini reviewed a recap of the amount spent by Service Category for the period March through November 2007 detailing the percent of award spent.

(Handout #2). Data is from invoices received through November 30, 2007. Fiscal Year 2007, ends February 29, 2008. No **vote** was taken.

CM Witt asked, "when does the money need to be spent?" C. Emerson stated that the Ryan White and Marin County funds need to be spent by the end of February 2008 and the State funds by the end of June 2008. CM Bateman commented that we need to spend the money that is first to expire given the shifting of sources. Adding that, "We are all in this together. County Staff is having a tough time and the Non-profits are riding a roller coaster". S. Spaeth commented, "we know that 2008 will be \$300K less, backing out the County and State additional funding".

CM Byers suggested that the Providers that can, explain their gap. At the February Council meeting the information would be reviewed and action taken before the end of the year.

CM Malone was concerned that Providers "might have reason to think that they can carry over [the funds]".

Review by Service Category:

Mental Health- CM Malone reported that a shift in personnel will consume the funds by the end of the year.

Home & Community based Health Services- C. Santini noted that the balance will be spent by the end of the year.

Outpatient Substance Abuse- C. Santini noted that the balance of CARE money will be spent by the end of the year. There is an additional \$9K of State money that may not be spent.

Oral Health- CM Witt suggested that we look at this category, asking "have we saturated a category?" Adding, "that whenever possible we consider putting money into infrastructure".

Food- S. Spaeth suggested that this was an area that we could relax the criteria. Clarification was needed. If food cards were purchased with funds, would the cards need to be distributed by the end of the same funding period. There was a concern and consensus that if we provided additional food cards, we don't want to be perceived as "taking them away" in the future.

Transportation- CM Malone asked, "what level of support are we committed to providing?" The discussion considered Clients that need transportation from Novato to Marin City and from Marin to San Francisco. Questions about the use of bus, ferry, cabs, and Whistle Stop need to be considered.

It was suggested that at the February Council meeting, the Provider report on the need and use of services and the impact of the budget cut of the volunteer Transportation Coordinator. Based on the information, a level of support would be defined and the possible additional funding would be considered.

Public Comment: None

XII. 2008 Calendar

The “*Marin HIV/AIDS Care Council 2008 Annual Calendar*” (Handout #3) was reviewed. The addition of Service Category Definitions Training and a report on the Transportation category, was added to February 2008.

CM Witt suggested not meeting in April. C. Emerson commented that the HRSA information would be released in March.

CM Bateman suggested that the Council cancel 1 or 2 meetings at the discretion of the Co-Chairs. Meeting 10 times during the year.

Public Comment: None

XIII. Division of Public Health Report

S. Spaeth reported that she and C. Santini had completed the informal site monitoring visits. During the process they had created a tool and their report will be released this week.

Deborah Gallagher reported on the December 11, 2007, California Conference of Local AIDS Directors / CCLAD meeting in Ontario, CA. She reviewed the following legislative updates: AB110, AB629, AB682, AB1334. She reported on programs from the State office on AIDS. *The CCLAD 12/11&12/07 meeting report are available through Council Support.*

Future training on “Informed Consent” legislation was of interest to most of the Council Members.

Public Comment: None

XIV. Next Step – New Business

- CM Frazier as Co-Chair of the Membership Committee presented CM Witt with a certificate acknowledging CM Witt's service and completion of a full term on the Care Council.
- Review actual invoiced amount to 2007 budget. Redistribute funds that may need to be spent before the 2007 fiscal year end.
- Review Food category in the 2007 and 2008 allocation. State funds available to be spend through June 2008.
- Training on the service category of Transportation. Status report.
- Finalize Council Planning Calendar.
- Update on Medicare Part D. Changes to the list of drugs that are covered. ADAP changes. List of prescriptions covered.
- Next Meeting February 13, 2008, 4:30p.m.-6:30p.m.

XV. Meeting Adjourned at 6:30p.m.