



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



**Marin HIV/AIDS Care Council Meeting
MINUTES**

Wednesday, January 11, 2012

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

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

[Approved February 8, 2012]

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Council Members Present: Roy Bateman, Kevin Cronin, Trinity Dushon, Elaine J. Flores, Wade Flores, Walter Kelley, Scott Marcum.

Council Members Absent: James Frazier (AE), Jennifer Malone (AE).

Staff Present: Chris Santini, Michael Schieble, Sparkie Spaeth.

Public: Cher Evans

I. Call to Order.

The meeting was called to Order at 5:04p.m. by Co-Chair Cronin.

II. Roll Call.

CM Dushon and CM Kelley arrived at 5:02p.m.

Roll was called and quorum was established with 7 of 9 Members present.

CM Frazier (AE) was absent and excused. CM Malone (AE) was absent and excused.

III. Review and Approval of Agenda – VOTE

The agenda was reviewed. CM W. Flores motioned to approve the agenda. CM Bateman seconded.

A voice **vote** was conducted. Co-Chair Cronin asked for objections. No objections were heard.

The agenda was approved.

IV. Review and Approval of November 9, 2011 Minutes – VOTE

The minutes were reviewed.

CM W. Flores made a motion to approve the November 9, 2011 minutes. CM Kelley seconded.

A voice **vote** was conducted. Co-Chair Cronin asked for objections. No objections were heard.

The November 9, 2011 Marin Care Council minutes were approved.

V. General Announcements

CM Dushon reported that on December 8, 2011, he completed the Marin HIV/AIDS Care Council orientation. A "Marin HIV/AIDS Care Council Conflict of Interest Disclosure Form" was signed and dated during the orientation. CM Dushon is "Unaffiliated / Unaligned".

CM W. Flores reported that it was announced at a San Francisco Planning Council Committee meeting, that the Nancy Pelosi "stop-loss" funding had been cut. It is anticipated that \$4.3 million in funds will be cut from the 2012-'13 EMA Part A award. S. Spaeth commented that Marin County had not received any formal notice about a change in funding.

CM W. Flores reported that the San Francisco Healthcare Reform Workgroup met in December and Anne Donnelly presented. Anne Donnelly is available to present information on Federal health care reform to the Marin Care Council. CM W. Flores requested that a presentation be scheduled on the agenda for the February or March meeting.

CM W. Flores reported that Billie Jean Kanios is ill and resigned from the San Francisco HIV Health Services Planning Council.

CM W. Kelley reported that he attended the Transgender Workgroup for the Center of Excellence for Care.

CM W. Kelley reported that he won the Ujima Award, presented by the Black Brothers Esteem / BBE.

CM W. Kelley made available a DVD, "The Journey – Portraits of People Living with HIV". The DVD provides facilitator training to bring a new client into care.

VI. Public Comment

No Public Comment.

VII. Co-Chair Report

Co-Chair Cronin and Co-Chair Marcum presented water bottles to each Care Council Member as a sign of appreciation for their volunteer service.

The following inscription was printed on the bottle:

"A man on the beach where thousands of starfish lay dying in the sun saw a girl tossing them into the sea, one by one. "Why bother?" he asked. You won't make much of a difference." Tossing yet another starfish into the sea, the girl said, "I made a difference to that one."

The Co-Chairs thanked the Council Members and emphasized the importance of their contribution to each person in Marin County living with HIV/AIDS. Co-Chair Cronin said, "Thank you to everyone... we are grateful to all."

Public Comment: None

VIII. Membership

4th Quarter Meeting Attendance Report - VOTE

Copies of the "Meeting Attendance Report – 2011", which included the 4th Quarter 2011 [October-December 2011] attendance were distributed and reviewed. Based on Council Members' attendance, no action was required.

Co-Chair Cronin asked for an approval vote of the 4th Quarter Attendance Report.

Public Comment: None

A voice **vote** was conducted. The report was approved without objection.

The 4th Quarter Attendance Report was approved.

Review of David Witt's Exit Interview

Copies of Dr. Witt's exit interview were reviewed.

Council Support had prepared a Certificate of Appreciation for David Witt's service. It was approved by the Council, the Co-Chairs signed the certificate, and it will be mailed.

CM W. Flores emphasized the importance of new Council Member training, which appeared in the response to Exit Interview - Question #5. CM W. Flores added, "He [Dr. Witt] was very instrumental, diplomatic, respectful and responsive to everyone's opinion. He will be well missed." Co-Chair Cronin added, "We were lucky to have him for as long as we did."

Review of Saulo Bonagrazia Care Council Application – VOTE

C. Santini provided copies of the Membership Application, which had been translated into English. The original Membership Application was completed in a combination of Spanish and Portuguese.

CM W. Flores inquired about "Consumer Status", noting that more than one box had been checked. Clarification was also needed for the section, "What communities or perspectives do you feel you represent?" Individual and Service Provider boxes had been checked. C. Santini commented that the application had been translated as submitted.

CM Bateman made a motion to accept the Membership Application and move forward to an interview.

Public Comment: None

A **vote** was conducted by a show of hands. All were in favor with no objections.

Saulo Bonagrazia was approved for a Care Council Membership interview.

Discussion followed about forming a Workgroup to conduct the interview or if the full Council would conduct the interview. Co-Chair Cronin commented that providing translation services would be helpful. CM Bateman commented that a full Council interview might be intimidating. CM E. J. Flores commented that until we have more Members, the full Council should conduct the interview. Council Support clarified that the Council had the option to form a Workgroup and since the Membership Committee had been eliminated, each interview was determined at the time the application was approved. There was a consensus that the Saulo Bonagrazia interview would be conducted by the full Council.

Attendance Policy Discussion – **VOTE**

The attendance policy was reviewed. The policy is based on two meetings per month, a Committee meeting and a full Council meeting. Since the Committee structure was eliminated, there was the potential for Council Members to miss two Council meetings in a quarter and meet the attendance requirement.

CM Bateman suggested that the attendance policy should be based on a six month period and two absences were acceptable. The same ratio and prior standard of missing one Council meeting per quarter would be maintained using the new six month period, however there would be increased flexibility. During the discussion, CM W. Flores commented that the Leave of Absence policy needed to be updated since it affects attendance and quorum.

CM W. Flores made motion to change the Bylaws attendance requirement to two excused absences per six month period. CM E.J. Flores seconded.

Public Comment: None

A randomized roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Cronin, CM Dushon, CM E.J. Flores, CM W. Flores, CM Kelley, CM Marcum.

Noes: None

Recuse: None

Abstain: None

The Bylaws and Handbook will be changed as follows:

Article V – Meeting Attendance/Termination, Section 2.

“Council members shall be entitled to two excused absences per six month period.”

CM W. Flores suggested Council members should consider a leave of absence when considering attendance issues. If a leave of absence is appropriate, the Council member can return when the issue is resolved and not utilize the full time granted for a leave.

CM E.J. Flores made motion to change the Bylaws to state that a Leave of Absence can be ended when the reason for which it was granted is resolved. CM Bateman seconded.

Public Comment: None

A randomized roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Cronin, CM Dushon, CM E.J. Flores, CM W. Flores, CM Kelley, CM Marcum.

Noes: None

Recuse: None

Abstain: None

The Bylaws and Handbook will be changed as follows:

Article IV – Leave of Absence, Section 1.

“Leaves of absence are granted only for reasons of work or personal or family health or maternity leave, and are ordinarily granted for three (3) months with a possibility of a three (3) month extension. [add] A granted Leave of Absence may be ended and the Council member may return to service at any time during the three month period, if the reason or issue for the leave is resolved.”

Notice of Bylaw Changes

M. Schieble reported that the updates to the New Member Orientation Handbook and Resource Guide and Bylaws were in the final stages. Thirty day notice was being given of a vote to change Bylaws and adopt all the updates to the Handbook. The Council was advised that they would be approving the final draft. The process of updating the Handbook was started last summer and Council members had already discussed and approved individual policy changes.

IX. Community Outreach and Advocacy

CM W. Flores reiterated the need for Anne Donnelly's presentation, so the Care Council was informed on pending healthcare changes. CM W. Flores reported changes, for example, dental care will not be funded and illegal immigrants are not eligible for services, adding that currently, Ryan White and ADAP have no citizen requirements and that undocumented individuals are eligible for services.

S. Spaeth reported that Marin County is working on an on-line screening tool to help individuals determine if they are eligible for services. CM W. Flores requested that Anne Donnelly address issues related to income and issues for individuals over 50 and 60 years old.

CM E.J. Flores commented that it was important to be prepared before presenting a community forum. CM W. Flores suggested that the Forum could be scheduled in April or May.

Public Comment: None

X. Division of Public Health Report

C. Santini distributes copies of the “2010-2011 Annual Client Satisfaction Survey” for review. The survey will be mailed to Clients in February. A \$20 Safeway gift card will be mailed as an incentive to Clients that complete and return the survey. It was noted that only Clients who receive Home-based Care Services – Nurse Case Management and Home-based Care Services – Personal Care Attendants are to comment on those services. All other Clients are to skip this part of the survey.

S. Spaeth reported that the EMA and Marin have received HIV prevention funding. Starting in January 2012, the five year allocation will fund outreach and testing. Services will include; on demand testing, a part time testing coordinator, and a part time bilingual testing worker. The first year award amount is \$217,000.

CM W. Flores asked if the funding was separate from the Minority AIDS Initiative /MAI? S. Spaeth replied that it was a separate funding program and was “for the highest risk people”.

Public Comment: None

XI. Reallocation of Unspent Funds FY 2011-'12 – VOTE

A worksheet titled, “2011/12 Ryan White Spending” which recapped the year-to-date (March 2011-November 2011) was distributed by C. Santini and reviewed. The “% of Award Spent” column was corrected to read “s/b 75%”. Funds were available for reallocation in three Service Categories and an estimate of the unspent funds were noted.

Service Categories with funds available for reallocation:

Oral Health

~\$20,000 available / 23% of award spent YTD / reason- cost savings from new service provider.

Residential Substance Abuse Treatment

~\$4,000 available / 21% of award spent YTD / reason- low demand.

Planning Council Support

~\$9,500 available / 25% of award spent YTD / reason- less than projected hours worked.

C. Santini read a letter from Jennifer Malone, Marin AIDS Project – Executive Director, requesting addition funding of \$4,284 for Direct Emergency Financial Assistance and \$5,000 to cover staff costs for the food pantry program.

A lengthy discussion followed about the food pantry program. Co-Chair Cronin reported that there were huge savings on food in the food pantry since it was from the Food Bank. CM W. Flores voiced concern that the Peer Advocates were being paid and the market had limited access, requiring Clients to come to M.A.P. on specific days.

Based on the history of the Council's Food allocations, there was a consensus that Ryan White - Food Service Category funds were approved for the purchase and distribution of food cards. There was concern that Part A fund were being used to administer staff costs for the food pantry.

6:36p.m. Point of Order – Meeting over time.

CM E. J. Flores motioned to extend meeting time to 7:00p.m. CM Bateman seconded

VOTE - All in favor. Meeting time extended to 7:00p.m.

Emergency Financial Assistance

CM Dushon made motion to reallocate \$4,500 to Emergency Financial Assistance (general).

CM Bateman seconded.

Public Comment: None

A randomized roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Dushon, CM E.J. Flores, CM W. Flores, CM Kelley, CM Marcum.

Noes: None

Recuse: CM Cronin

Abstain: None

\$4,500 will be reallocated to Emergency Financial Assistance (general).

Food

CM Bateman made motion to reallocate the remaining funds, estimated to be \$29,000 for the purchase of food cards / Food Service Category. CM E.J. Flores seconded.

Public Comment: None

A randomized roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Dushon, CM E.J. Flores, CM W. Flores, CM Kelley, CM Marcum.

Noes: None

Recuse: CM Cronin

Abstain: None

The balance of available funds, estimated to be \$29,000 will be reallocated to the Food Service Category for the purchase of food cards.

XII. Care Council Planning Calendar Discussion
2011 and 2010 Meeting Feedback and Rating Recaps
Agenda item tabled due to meeting time.

Review of 2012 Care Council Planning Calendar

The Calendar was corrected. The November meeting date was changed to November 14, 2012.

Public Comment: None

XIII. New Business

Next Meeting: **February 8, 2012 – Note Time and Location Change**

Next Step / To Do's

- Agenda Item – Discuss healthcare reform proposed changes.
- KC contact Anne Donnelly to present.
- Agenda Item – Saulo Bonagrazia Membership Interview.
- CS – Translate membership interview question into Spanish.
- CS – Confirm Saulo Bonagrazia membership interview.
- MJS – Update 2012 Calendar. Change 11/8/12 to 11/14/12.
- Agenda Item – [CS] CMSP presentation to Care Council – Overview and impact on RW funds.

XIV. Meeting Adjourned at 7:01p.m.