



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

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## Marin HIV/AIDS Care Council Meeting MINUTES

Wednesday, January 12, 2011

5:00p.m. – 7:00p.m.

3420 Kerner Blvd.

San Rafael, CA 94903

Connection Center – Room 109

[ Approved February 9, 2011 ]

**Council Members Present:** Roy Bateman, Kevin Cronin, Elaine J. Flores, Wade Flores, Walter Kelley, Jennifer Malone, David Witt.

**Council Members Absent:** James Frazier (LOA), Scott Marcum(AU).

**Staff Present:** Cicily Emerson, Fern Orenstein, Chris Santini, Michael Schieble.

**Public:** Cher Evans, Sarah Grossi, Susanna Ouch.

### I. Call to Order

The meeting was called to order at 5:11p.m. by Co-Chair Kelley.

### II. Roll Call

Roll was called and quorum was established with 7 of 8 Council Members present.

CM Frazier (LOA) is on a leave of absence effective January 2, 2011. CM Marcum(AU) was absent and unexcused.

### III. Review and Approval of Agenda

CM W. Flores requested discussion on the 5:00p.m. meeting start time, formation of a steering committee, and agenda setting. The topics were detailed and added to agenda item "XIII. Discussion of Combining Standing Committees". Agenda item, "VIII. Membership Committee Report", "IX. Community Outreach and Advocacy Report", and "XII. Discussion of Leave of Absence Policy" was deleted from the draft agenda.

After a detailed review, discussion, and additions to the Agenda, CM Malone made motion to approve the edited agenda. CM E.J. Flores seconded.

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

### IV. Review and Approval of Minutes – VOTE

#### July 14, 2010 Minutes

Council Support reported that due to laptop problems and unrecoverable files there had been delays in producing the July 14, 2010 minutes from the Allocation meeting. The meeting tape had been reviewed and the minutes were complete and available for approval.

CM Malone made motion to approve the July 14, 2010, minutes. CM E.J. Flores seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed.  
The minutes from the July 14, 2010, Marin Care Council meeting were unanimously approved.

#### October 13, 2010 Minutes

CM Malone requested a correction. The word "not" was added to agenda item, "IX. Membership Committee Report – VOTE, Leave of Absence Policy Discussion, "CM Malone suggested examining why people are **not** coming to meetings and review if absences were agenda related."

CM E.J. Flores made motion to approve the edited October 13, 2010, minutes. CM Malone seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed.  
The edited minutes from the October 13, 2010, Marin Care Council meeting were approved.

#### November 10, 2010 Minutes

CM E.J. Flores made motion to approve the November 10, 2010, minutes. CM Witt seconded.

Co-Chair Cronin stated a clarification to the minutes, "I do support fewer meetings and the Consolidation of the Committees".

A voice **vote** was conducted. Ayes were heard. None were Opposed.  
The minutes from the November 10, 2010, Marin Care Council meeting were approved with comment.

### **V. General Announcements**

CM W. Flores announced that the San Francisco Steering Committee Retreat is Friday, January 21, 2011, from 10:00a.m. to 5:00p.m. at the San Francisco Zen Center, 308 Page Street. Marin Council Members were encouraged to attend at 11:30a.m.

C. Emerson announced that the memorial service for Randy Allgaier will be Sunday, January 23, 2011. Details will be forwarded by e-mail. C. Emerson will attend and offered ride share to Council Members.

CM Malone announced "expanded offsite free HIV testing". In addition to the Tuesday evening free HIV testing at M.A.P., testing will be offered on Wednesdays at the St. Vincent de Paul dining room from 11:30a.m. to 1:00p.m. On February 6 & 7, 2011, HIV testing will be offered at a Marin City event.

CM W. Flores reported his concern related to a past issue. CM W. Flores stated, "This may be my last meeting. I'm contemplating resigning. I had received a letter that I had been censored. I think this was totally inappropriate and should have been brought before the Council so you guys could have voted on it and discussed it. I wish I had the letter in hand. It really appalls me that one of these backroom deals were done to silence me and not even let you guys [the Council] have a discussion on the topic."

CM Witt asked for clarification from County Support. C. Emerson stated, "There was a grievance filed and then there was an investigation". At the time, 2007, Elyse Graham was Council Co-Chair and the investigation was conducted in compliance with council policies by the Membership Committee with Lisa Becher as Committee Chair. C. Emerson stated, "It was a very hard thing to work through. It was a policy that had been written and had not been practiced and it was directly from San Francisco. We did the best at the time. There are some stipulations about maintaining confidentiality about the grievance. CM Witt requested that the policy be reviewed by the Council as a future agenda item.

CM W. Flores reported that he did not attend the Marin City Health Fair because of a personal threat, which at the time he did not report to the Council. CM W. Flores stated, "The reason why as Co-Chair I didn't go to the Marin City one [Health Fair] was because me and another Council Member got a threat that we would be harmed ...if we showed up to that area some harm would be done to us."

### **VI. Public Comment**

Cher Evans, HIV Case Manager with the Marin Treatment Center announced that the Marin Treatment Center had installed a new phone system. Cher Evan's direct dial phone number is 415-526-8016. The Marin Treatment Center is offering individual counseling and group support for substance abuse treatment to Marin County residents living with HIV. Business cards and a flyer were distributed.

### **VII. Co-Chair Report**

Co-Chair Cronin reviewed the "Rules of Respectful Engagement" and read the "Meeting Ground Rules" found on page 17 in the *Marin HIV/AIDS Care Council New Member Orientation Handbook and Resource Guide*. Co-Chair Cronin commented that he wanted the meeting tone to be "open and inviting" so Clients would feel comfortable coming to meeting and make public comment.

Public Comment: None

**VIII. Division of Public Health Report**

C. Santini reported that the Client Satisfaction Survey will be mailed to Clients in early February. CM Bateman and CM Malone had forwarded to C. Santini suggested changes to the Survey. A copy of the "Marin HIV/AIDS Services – Marin County Ryan White Programs – 2010-2011 Annual Client Satisfaction Survey" was distributed.

C. Emerson reported: 1.) The proposed Governor's budget includes an ADAP share of cost based on income. 2.) San Francisco will not conduct a comprehensive needs assessment for the fiscal year 2011-'12. There is the possibility that funds may be available for Marin County to conduct a needs assessment from Part B funds in the future. 3.) The Marin County Allocation presentation in San Francisco will be at the 2<sup>nd</sup> meeting of the San Francisco HIV Health Service Planning Council in July 2011. 4.) Mark Molnar and Enrique Asis are available to do training in March or April. CM W. Flores commented that this was the result of a request made by Marin. 5.) A request was made of Council Members to return phone calls and reply to e-mails from Council Support.

Public Comment: None

**IX. Unspent Residential Treatment Funds Discussion – VOTE**

C. Santini reported that in the current fiscal year [FY2010-'11], \$2,500 is unspent in the Residential Substance Abuse Treatment service category. In the past fiscal year [FY2009-'10], the Care Council reallocated unspent Residential Treatment funds to Transportation and Food. There is no directive in the current allocation for reallocation of unspent funds. Oral Health Care currently has a need for funding and it is realistic that the reallocated funds will be spent before the end of February 2011. Questions followed.

CM Witt made motion to reallocate \$2,500 from Residential Substance Abuse Treatment to Oral Health Care. CM Bateman seconded.

Public Comment: None

A roll call **vote** was conducted.

**AYES:** CM Bateman, CM E. J. Flores, CM W. Flores, CM Kelley, CM Witt.

**Noes:** None

**Abstain:** None

**Recuse:** CM Cronin, CM Malone.

**5-0-0-2**

\$2,500 will be reallocated from Residential Treatment to Oral Health Care in the current FY2010-'11 budget.

**X. Combining Standing Committee Discussion – VOTE**

Consolidating the work conducted by the Membership and Community Outreach and Advocacy Committees into the agenda of the full Council was considered and discussed. The discussion included Council Members views on the mission and purpose of the Care Council and the type of agenda items to consider. The current policy and use of Public Comment was considered. The need for Community input via an annual forum, focus group, or broader needs assessment was discussed.

CM Bateman made motion to:

Eliminate all standing Committees and proceed with steps to revise the Bylaws, Policies, and Handbook accordingly. Leaving open the option to create ad hoc Groups.

CM Witt seconded.

Public Comment: Susanna Ouch made a 05:10 minute general comment encouraging the Council to be more proactive. *Complete comment available starting at 6:49p.m. on the Care Council meeting tape, "I have so much good ideas that I will comment..."*

A roll call **vote** was conducted.

**AYES:** CM Bateman, CM Cronin, CM E. J. Flores, CM W. Flores, CM Kelley, CM Malone, CM Witt.

**Noes:** None

**Abstain:** None

**Recuse:** None

**7-0-0-0**

A Bylaw Change Vote will be noticed on the February Agenda. The vote will be conducted at the March Care Council meeting to satisfy the 30 day notice requirement for a Bylaw change.

**XI. New Business**

February Meeting Time

CM W. Flores made motion to meet from 5:00p.m. to 7:00p.m. on Wednesday, February 9, 2011.

CM Witt seconded.

A voice **vote** was conducted. All were in Favor. None were Opposed.

The February 9, 2011, Care Council meeting will be from 5:00p.m. to 7:00p.m.

Data Discussion

CM Witt requested an Epi-data presentation and discussion on “other groups not in care”, “...an epi-data discussion of people out of care”. CM Bateman requested a review of data, “People out of care or getting care outside of the Ryan White system.”

Transportation Discussion

C. Emerson suggested a presentation by Whistlestop, to increase awareness of Transportation services available in addition to Ryan White Transportation Services.

**Next Step – To Do’s**

- Next Meeting: February 9, 2011 - **5:00p.m.-7:00p.m.**

Agenda Item – Vote change of meeting start time to 5:00p.m.

Agenda Item – Develop & approve 2011 Calendar with agenda topics.

Agenda Item – Epi-data presentation and discussion.

Agenda Item – Review of Membership Removal and Discipline policy.

Agenda Item – Notice Bylaw vote, changes to policy and handbook related to Committee structure.

CE – E-mail forward Randy Allgaier’s memorial information.

DW – E-mail epi-data data request details to CE.

**XII. Meeting Adjourned at 7:09p.m.**

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