



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

**Wednesday, February 9, 2011**

**5:00p.m. – 7:00p.m.**

**3420 Kerner Blvd.**

**San Rafael, CA 94903**

**Connection Center – Room 109**

**[ Approved March 9, 2011 ]**

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

**Council Members Absent:** James Frazier (LOA).

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

**Public:** Jon Botson.

### **I. Call to Order**

The meeting was called to order at 5:10p.m. by Co-Chair Cronin.

### **II. Roll Call**

Roll was called and quorum was established with 7 of 8 Council Members present. CM Witt arrived at 5:14p.m. increasing the attendance to 8 of 8 Council Members present.

CM Frazier (LOA) is on a leave of absence effective January 2, 2011.

### **III. Review and Approval of Agenda**

The Agenda was reviewed.

CM Marcum made motion to approve the agenda. CM W. Flores 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 the January 12, 2011 Minutes – VOTE**

CM Malone made motion to approve the January 12, 2011 minutes. CM Bateman seconded.

CM Bateman revised the summary statement of the Public comment, "X. Combining Standing Committee Discussion – Vote". Revised to read, "Susanna Ouch made a 5 minute general comment to encourage the Council to be more proactive." The revision was acceptable to all.

A voice **vote** was conducted. Ayes were heard. None were Opposed.

The January 12, 2011 Marin Care Council minutes with one revision were unanimously approved.

### **V. General Announcements**

CM Malone announced that the Marin AIDS Project is starting early to develop a contingent for the 2011 AIDS Walk San Francisco (July 17, 2011). A planning task force will meet in February at M.A.P.

*5:14p.m. Dr. Witt arrives.*

CM W. Flores stated, "It looks like we are going to take a hit." Due to changes in Washington D.C., it is anticipated that the actual 2011-'12 Ryan White award will be less than planned. At the San Francisco Steering Committee Retreat on January 21, 2011, the possible cuts were discussed.

**VI. Public Comment**

None.

**VII. Co-Chair Report**

Co-Chair Kelley reported 1.) that he attended the 10<sup>th</sup> Annual CAEAR Coalition Partnership Awards Reception on January 24, 2011. Ernest Hopkins and Randy Allgaier were recognized. 2.) On January 30, 2011, Co-Chair Kelley spoke to the congregation of First Missionary Baptist Church about National Black HIV/AIDS Awareness Day which is February 7, 2011. The First Missionary Baptist Church will conduct HIV Testing from 4:00p.m. to 6:00p.m. on February 7, 2011. 3.) On February 7, 2011, Co-Chair Kelley appeared on KCBS to promote National Black HIV/AIDS Awareness Day.

Public Comment: None

**VIII. 5:00p.m. Meeting Start Time Discussion – VOTE**

CM Malone made motion to change the monthly meeting start time to 5:00p.m. CM Marcum seconded.

It was concluded that changing the start time from 4:30p.m. to 5:00p.m. would better meet the scheduling needs of Council Members and insure that quorum was present during roll call.

Public Comment: None

A roll call **vote** was conducted.

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

**Noes:** None

**Abstain:** None

**Recuse:** None

**8-0-0-0**

The Marin HIV/AIDS Care Council will meet 5:00p.m.

Public Comment: None

**IX. Transportation Presentation by Jon Gaffney of Whistlestop**

J. Gaffney introduced the Whistlestop services which provide paratransit for elderly and disabled persons of Marin County who are deemed eligible under criteria set forth by the Americans with Disabilities Act.

This special type of public transportation service is limited to individuals who are unable to independently use regular public transit, some or all of the time due to a disability or health related conditions. The three eligibility categories are: 1.) Individuals who cannot independently use accessible fixed route transit due to disability either some or all of the time. 2.) The fixed route vehicles the passenger needs to use are not accessible and/or the lift cannot be deployed at needed stops. 3.) An individual's specific impairment related condition prevents him/her from getting to or from the fixed route transit system.

ADA eligibility applications and a consumer guide are available on line [www.thewhistlestop.org](http://www.thewhistlestop.org) or by calling the Whistlestop Wheels Office at 415-456-9062.

An overview was given of special transportation programs including, Marin Access, the Mobility Management Center, Hawkeye service, Measure B (subsidized taxis), Novato Health Express, and other transportation services. A question and answer period followed. A personal care attendant, trips to/from San Francisco, and full unconditional eligibility or conditional eligibility on a limited basis for some trips was discussed.

Public Comment: None

**X. Division of Public Health Report**

C. Emerson reported that a projected funding cut of 20% for the 2011-12 budget year is anticipated. Service Providers have been advised that effective March 1, 2011, the start of the new fiscal year, Marin will apply a 20% reduction to all Ryan White Service categories. Although the final Federal award amount will not be

known until April or May 2011, it is anticipated that the 2008 stop-loss funding measure by Nancy Pelosi will not be available.

A worksheet titled, "Marin County RW Part A Award for FY 11-12 with 20% Applied" was distributed and will serve as an interim budget. C. Emerson commented that in different times the County or State might "backfill", but that was not a realistic scenario at this time. The interim 2011-12 budget starts March 1, 2011 and assumes "...that we know the cut in advance" and evenly applies the 20% reduction to all Service Categories. CM W. Flores asked if the County had developed "any other budget scenarios besides the 20% across the board cut?" C. Emerson commented that San Francisco developed different scenarios which could be adopted if there is a lesser cut and there is backfill from San Francisco County general funds, "...Marin does not have backfill". Additionally, concerns and unknowns about the State budget Part B funds and ADAP program (July 2011 or later) were considered.

A discussion followed about Service Provider program administration and Client notification. Council Members voiced concern about the budget reduction impact on services and Client notification and communication. C. Emerson offered to meet with M.A.P. to draft a Client notification letter.

February dates were considered for an emergency meeting to discuss the Care Council's role, position or consensus view. There was agreement, given the high probability of reduced funding, that Providers would administer the reduction in services and contact Clients. Ideas to bring Consumers into the process were considered.

C. Santini announced that effective March 1, 2011, Oral Health services for Ryan White eligible Clients will transition to and be solely provided by the Marin County Dental Clinic. The reduced amount for the Oral Health service category, fiscal year 2011-'12 is \$24,800. To maximize the use of limited funds, program administration will be transitioned to the Dental Clinic. It was noted that Client assistance level will need to be lowered. Clients who have received Oral Health services in the last two years will be notified of program changes by letter. A Client brochure will also be developed.

Public Comment: None

#### **XI. Data Discussion**

C. Santini distributed a handout titled, "Marin County Data Sources – 2011/12". The following data sources are currently available: 1.) Epidemiological data. 2.) Service category summary sheets. 3.) Decision matrix. 4.) Aries reports. 5.) Client satisfaction survey. A description of the report(s) from each data source and use was presented and discussed.

Council Members were interested in additional information on: 1.) [JM] Number of services per client and services per client per service category. 2.) [DW] CD4 count at initial diagnosis. 3.) [WF] 60+ year old details. 4.) [KC] AIRES (custom) reports on income, median income and range, income by service category, age-over 65 y/o getting Ryan White services.

Public Comment: None

#### **XII. Membership Committee Report**

Review and Approval of the January 4, 2011 Membership Committee Meeting Minutes- **VOTE**  
CM Kelley made motion to approve the January 4, 2011 minutes. CM Marcum seconded.

A voice vote was conducted. Only Membership Committee Members voted.  
The January 4, 2011 Membership Committee meeting minutes were unanimously approved.

#### Scott Marcum Subsequent Term Renewal - **VOTE**

CM W. Flores made motion to approve Scott Marcum for a subsequent term. CM Kelley seconded.

CM Marcum's responses to the Subsequent Term Application Renewal Questions were reviewed.

Public Comment: None

A roll call **vote** was conducted.

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

**Noes:** None

**Abstain:** None

**Recuse:** None

**8-0-0-0**

CM Marcum was approved for a subsequent term.

Review and Discussion of 2010 – 4<sup>th</sup> Quarter Meeting Attendance Report- **VOTE**

The Meeting Attendance Report – 2010 [summary of 2010], which included the 4<sup>th</sup> quarter attendance report [October 1, 2010 through December 31, 2010] was distributed.

CM W. Flores expressed concern about James Frazier's two unexcused absences in the 4<sup>th</sup> quarter and requested a letter of warning. In the discussion that followed it was noted that CM Frazier requested a leave of absence on January 2, 2011 and the leave addressed the attendance issue. It was agreed that Co-Chair Cronin would "check in" with CM Frazier via e-mail and no other action was required.

*7:00p.m. Point of Order- Meeting overtime.*

*CM W. Flores made motion to extend the meeting time by 15 minutes to 7:15p.m. CM Marcum seconded. The motion was approved and the meeting was extended.*

Public Comment: None

**XIII. Notice of Bylaw Change – Elimination of Standing Committees**

Thirty day public notice was given of the proposed Bylaw change:

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.

Guidance was requested by Council Support for editing of the Bylaws for cases when notification to a Committee Co-Chair was indicated. Submission of a Care Council Application was used as an example. CM Bateman suggested that the Bylaws be changed to "notification of the Council Co-Chairs or their designee". The wording was agreeable to all.

Public Comment: None

**XIV. Notice of Bylaw Addition – Membership Eligibility**

During 2010, it was noticed that the membership eligibility requirement that had been in use did not appear in the Bylaw. Although a long time practice, Bylaws Appendix G, Section 2 should be modified to include the Membership eligibility requirement.

Thirty day public notice was given of the proposed Bylaw change:  
Appendix G, Article III, (page 61) as follows:

"Section 2. Individuals are eligible for Care Council membership if they live in Marin County, work in Marin County, or receive Ryan White services in Marin County. The Care Council shall reflect..."

Public Comment: None

**XV. Calendar Discussion**

A draft of the 2011 Annual Calendar was developed and agenda topics were scheduled for specific months. A working session followed. Agenda topics included: 1.) Outreach via community listening groups. 2.) San Francisco training – orientation conducted by SF Council Support. 3.) Alternate ideas to a community forum. 4.) 2011-12 Budget update and approval vote. 5.) National healthcare reform budget update. 6.) Service Provider reports by service category. (see draft)

Public Comment: None

**XVI. New Business**

**Next Step – To Do's**

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

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

Agenda Item – Review of Membership Removal and Discipline policy.

Agenda Item – Bylaw changes (2) vote.

**XVII. Meeting Adjourned at 7:22p.m.**