



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Larry Meredith, Ph.D., Director

DIVISION OF PUBLIC HEALTH
**COMMUNITY HEALTH &
PREVENTION SERVICES**

899 NORTHGATE DRIVE, SUITE 415
SAN RAFAEL, CA 94903
PHONE: (415) 473-4340
FAX: (415) 473-6266

**Marin HIV/AIDS Care Council Meeting
MINUTES
February 11, 2009
4:30p.m. - 6:30p.m.
3240 Kerner Blvd. – Room 107
San Rafael, CA 94903
[Approved March 11, 2009]**

Council Members Present: Roy Bateman, Will Boemer, Jeff Byers, Kevin Cronin, Robert Ferguson, Wade Flores, James Frazier, Peter Hansen, Walter Kelley, Jennifer Malone, Norge Santana, David Witt.

Council Members Absent: Craig Richard (AE).

Staff Present: Deborah Gallagher, John Grima, Chris Santini, Michael Schieble, Sparkie Spaeth, Jenny Stephens.

Public: Jon Botson – Marin County Specialty Clinic, Cher Evans, Elaine Flores, Roni Kelly, Scott Marcum.

I. Call to Order

Meeting called to order at 4:43p.m. by Council Chair Flores.

II. Roll Call

Roll was called by Council Support. Quorum was established with 11 of 13 Members present. CM Witt arrived during the recess at 5:00p.m. increasing the attendance to 12 of 13 Members present. CM Richard was absent and excused.

III. Review and Approval of Agenda – VOTE

CM Bateman made motion to approve the Agenda. CM Malone seconded.

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

IV. Review and Approval of January 14, 2009 Minutes – VOTE

CM Malone made motion to approve the January 14, 2009, minutes. CM Bateman seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed. The January 14, 2009, minutes were approved.

V. General Announcements

Chair Flores lit a candle and announced that the Care Council was dedicating the meeting to the memory of “Marty” / Martin Delaney. The founder of Project Inform and a well know HIV/AIDS advocate. Marty Delaney passed away on Friday, January 23, 2009, at the age of sixty-three years old. On behalf of the Marin Care Council, Chair Flores placed flowers at a memorial located at Market Street and Castro Street. A public memorial for Martin Delaney is scheduled in March.

Chair Flores distributed flyers for RAMP / Recycled AIDS Medicine Program. RAMP gathers unused HIV medications and delivers them to organizations overseas. www.rampusa.org CM Boemer commented that he was familiar the organization and RAMP recently shipped a donation to Guatemala and Peru. Marin collection sites include the Tom Steel Clinic, M.A.P. / Andy Fyne, and CM Bateman offered to deliver donations to the San Francisco drop-off location at 3450 – 16th Street.

Chair Flores reported that the San Francisco EMA will conduct a new Member orientation in April or May. Marin Care Council Members are welcome to attend. The date will be scheduled and announced by Enrique Asis.

CM Byers announced that the 2009 U.S. Conference on AIDS presented by the National Minority AIDS Council will be October 29 – 31, 2009 in San Francisco. The San Francisco Hilton is the host hotel. Abstracts are due in April. www.nmac.org

CM Malone announced that M.A.P. will host a retreat March 6-8, 2009, at the Wildwood Retreat Center in Guerneville. The retreat is for gay and bi men. Contact Andy Fyne at M.A.P. for additional details.

CM Boemer commented that he heard “great reports” and favorable feedback on the retreat for Positives, February 6th, 7th, and 8th, 2009.

Public Comment: None

VI. Public Comment – None

VII. Chair Report

Chair Flores 1.) Chair Flores formally welcomed the recent and new Council Members to the Marin Care Council. 2.) Council Members who receive meeting packets by mail were encouraged to bring the agenda and minutes to the meeting. Reducing photo copying will help the Council’s green effort and aid in expense control. 3.) Chair Flores commented, “We are a growing group, which is a good sign.” The Council’s culture of light heartedness was emphasized. The approach of, “being light hearted, but doing business that does get pretty intense” is the norm and “[knowing] we are all here for one cause” is the unifying goal. 4.) The Rules of Respectful Engagement were highlighted. Respect that one person talks at a time, restrict cross talk, and encourage new Members to participate were forms of engagement mentioned. 5.) Chair Flores noted that Roberts Rules of Order is used as a guideline, however the tone of the meeting is not formal. “I think we’ve got it pretty down...and we are trying to keep it informal”. 6.) CM Kelley’s birthday was celebrated with a birthday card, gift, and cake.

Public Comment: None

4:55p.m. Recess. Birthday cake is cut and served.

5:00p.m. Dr. Witt arrives.

5:03p.m. Meeting is called back to order.

VIII. Membership Committee Report.

Membership Co-Chair Kelley 1.) Recognized and welcomed Roni Kelly who was present. Ms. Kelly is interested in the Care Council and a possible Applicant. CM Santana added that he had invited Ms. Kelly to attend.

2.) Membership Co-Chair Kelley introduced and read the qualifications of Care Council Applicant, Scott Marcum. It was noted that Mr. Marcum is an unaffiliated consumer that was referred and recommended by Brian Slattery of the Marin Treatment Center.

Co-Chair Kelley motioned to approve Scott Marcum as a member of the Care Council. No second required.

Public comment: None

A voice **VOTE** was conducted. Ayes were heard. None were Opposed. **Scott Marcum** was unanimously approved as a Member of the Care Council. CM Marcum was congratulated and seated as a Care Council Member.

3.) Co-Chair Kelley gave a summary report of the feedback received from Pam Lynott’s exit interview. Ms. Lynott resigned due to health reasons and noted that, “over all it was a great and rewarding experience being on the Council”. Concerns were limited to not understanding the allocation process the first time through and it was suggested that more training on allocation was needed. CM Boemer added that this was the first exit interview completed.

Public comment: None

Review of Bylaw Two Co-Chairs Mandate.

Following the Membership report, Chair Flores continued the Chair Report. The Meeting Facilitation Amendment to the Bylaws was discussed. The 72 hour meeting notice, quorum, and role of Council Support were topics of discussion. The amendment was edited.

Amendment to Article VI – Meetings

If the Chairperson or Co-Chair of the Marin HIV/AIDS Care Council is not present to lead the monthly Care Council meeting, any Chair or Co-Chair from the Membership Committee or Community Outreach and Advocacy Committee shall lead the Care Council meeting. If no Committee Chairperson is present and a quorum is available, the Council Members present will vote to select a temporary Chairperson to conduct the meeting.

IX. Community Outreach and Advocacy Report.

Committee Chair Boemer reported that during the January 22, 2009, the COAC conducted a debrief of the Fall Forum. The “Forum Survey Recap and Comments” handout distributed at the December Council meeting was available for review. Based on Client feedback, the “hot topics” or areas of Client concern were the service categories; Oral Health, Emergency Financial Assistance, and Attendant Care. The Community Outreach and Advocacy Committee concluded and recommends for Oral Health 1.) Clients receive a written assessment prior to the start of the procedure. 2.) Charges will be detailed in writing, so Client’s have a clear understanding of financial responsibility. The Attendant Care concerns and possible recommendations will be placed on a future agenda.

Chair Boemer commented that plans were underway for the joint Care Council and LIG meeting in May. The agenda topic is HIV and Aging.

CM Malone briefly commented on a coordinated meeting between M.A.P. and the Canal Alliance. “[They] are open and interested in collaborating.” Chair Boemer added, for the benefit of the new Council Members that in Marin City and the Canal there is the perception that individuals may not be willing to identify themselves with the HIV. As a result, culturally sensitive approaches are being developed to educate the Community on available services. Partnering with faith based groups or participation with a community organization is being considered.

Public Comment: None

X. Discussion / Recommendation on Oral Health.

Council Members started the discussion of the Oral Health agenda topic with Provider specific concerns. CM Byers redirected the discussion and encouraged the Council to “...talk about provision of services [Service Categories].” CM Byers noted that the Client Satisfaction Survey is another source of feedback about the Service Categories. In addition to the COAC recommendations the discussion includes; Client privacy, convenient appointment times, and timely return appointments.

Information about the Oral Health program(s) was given by CM Malone and S. Spaeth. CM Malone commented that, “... It’s a very unusual program. Services are provided by 13 private dentists, the County Clinic, UCSF, and the University of the Pacific. To date, 39 Clients have received services, 9 through the Clinic and 30 Clients in a private setting.” S. Spaeth added that, “... the Marin Community Clinic has now opened. We now have 4 Providers, some private. [Currently, there is] a three month waiting list based on demand.” Clients do not need a Case Manager to access Oral Health services. The dentist bills the program directly through the Program Administrator.

C. Santini commented that the Client Satisfaction Survey was sent out last week and it had new questions about Emergency Funds and Oral Health.

Public Comment: None

XI. Division of Public Health Report.

S. Spaeth commented that e-mails continue about the Sacramento budget. 1.) The Department is preparing for a 10% budget cut. As a result there is a hiring freeze and no open head count. 2.) No word has been received about Ryan White funding. 3.) A handout, “Demographics & Trends of HIV/AIDS in Marin County”

was distributed. S. Spaeth will present the information to the San Francisco EMA the last Monday in February. Council Members asked to review and comment on the report.

C. Santini reported that Client Satisfaction Survey had been mailed out. To date, 33 surveys have been completed and returned. In 2008, 65 total surveys were received. Surveys for non-share Clients were provided to Case Managers for distribution. February 20, 2009 is the return date.

CM Malone asked if there was any information about an announcement date of Ryan White Funding. No specific date was known. A discussion followed about the cuts to the San Francisco County budget and the concept of "maintenance of effort".

Public Comment: None

XII. Nominations for Council Co-Chair – VOTE

Nominations for Council Co-Chair are Walter Kelley, Craig Richard, and Norge Santana. CM Richards withdrew his nomination. Additional nominations were requested. Nominations were closed.

Paper ballots were distributed. Council Members were instructed to write their name on the ballot and the name of the Council Member they were voting for. Ballots were retained by Council support.

Public Comment: None

VOTE

Walter Kelley was voted as Council Co-Chair.

XIII. Review and Approval of 2009 Council Calendar -VOTE

J. Stephens provided an updated draft of the 2009 Annual Calendar.

A brief discussion followed about the joint Council /LIG May meeting and hosting the San Francisco EMA in September.

No formal motion was made or seconded to approve the calendar.

A voice **VOTE** was conducted. All were in Favor. None were Opposed. The 2009 Calendar was approved unanimously.

Public Comment: None

XIV. New Business

CM Malone stated that she would be out of town and not available to attend the March 11, 2009 Council meeting.

Public Comment: None

Next Step –

- Reports on the C.A.E.A.R. Coalition monthly conference call and contact information.
- WF Dates of SF Orientation.
- Report from Infrastructure Work Group.

Next Meeting: March 11, 2009, 4:30p.m.-6:30p.m.

Parking Lot:

- Care Council self evaluation. Compare to mission statement.

XV. Meeting Adjourned at 6:25p.m.