



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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**Marin HIV/AIDS Care Council Meeting
MINUTES (Approved 6/10/09)
April 8, 2009
4:30p.m. - 6:30p.m.
3240 Kerner Blvd. – Room 109
San Rafael, CA 94903**

Council Members Present: Jeff Byers, Kevin Cronin, Wade Flores, Walter Kelley, Jennifer Malone, Scott Marcum, Craig Richard, Norge Santana, David Witt.

Council Members Absent: Roy Bateman (AE), Will Boemer (AE), Robert Ferguson (LOA), James Frazier, (AE), Peter Hansen (AU).

Staff Present: Cicily Emerson, Chris Santini, Michael Schieble, Jenny Stephens.

Public: Jon Botson, Elaine Flores.

I. Call to Order

The meeting was called to order at 4:50p.m. by Council Co-Chair Kelley.

II. Roll Call

Roll was called by Council Support. Quorum was not present with 6 of 13 Members present. CM Bateman (AE) was absent and excused. CM Boemer (AE) was absent and excused. CM Frazier (AE) was absent and excused. CM Hansen (AU) was absent and unexcused. CM Ferguson (LOA) is on a leave of absence.

J. Stephens telephoned Council Members that had confirmed that they would attend the meeting. Co-Chair Kelley proceeded with announcements.

III. General Announcements

Co-Chair Flores announced that Enrique Asis will conduct an orientation for Marin Care Council Members on April 16, 2009, from 2:30p.m. to 4:00p.m. at Shanti, third floor. It was noted that the orientation does not fulfill the requirement of Marin Care Council Members to attend a San Francisco EMA meeting.

Co-Chair Flores announced that Enrique Asis will conduct an orientation and training for San Francisco Council Members on April 21, 2009, from 9:00a.m. to 3:00p.m. at the Market Street and Van Ness Avenue branch of Bank of America, fifth floor. Marin Care Council Members are welcome to attend the full day training.

CM Flores announced that the San Francisco Council monthly meeting is April 27, 2009, from 4:30p.m to 7:00p.m. Marin Care Council Members are encouraged to attend. The agenda will include a vote on the San Francisco EMA three year comprehensive plan (see *Co-Chair report for plan goals*).

CM Marcum announced that he will be out of town and not available to attend the May 13, 2009, Care Council Meeting.

IV. Chair Report

Co-Chair Kelley reported on the monthly C.A.E.A.R. Coalition conference call. Information from the call included; 97% of surveys reported that Clients were in care, primary concerns were about housing and transportation, Part B funding increased the Dental award by \$57 million, and the demographic reporting the most new HIV exposure(s) is African American Women.

Co-Chair Flores reported: 1.) At the March 23, 2009, San Francisco EMA meeting, Michelle Long announced that a partial award of \$7, 923,179 had been received. The full amount of the award was expected in the following two weeks. 2.) At the March 23, 2009, San Francisco EMA meeting it was reported that HIV/AIDS support group(s) attendance was down and “stake holder meetings” would be scheduled. 3.) San Francisco has produced a Client Resource Guide. 4.) James Frazier and Peter Hansen were recognized for their service and completion of a two year Council term. The Certificates of Appreciation will be awarded when the Members are present

4:58p.m. Dr. Witt Arrives.

Quorum is present with 8 of 13 Members present.

5.) The San Francisco EMA had published the 2009-2012 Comprehensive HIV Health Services Plan. The three comprehensive plan is 105 pages and was completed on January 5, 2009. Co-Chair Flores read the goals from the plan:

Goal 1: To ensure a culturally competent EMA-wide continuum of essential services for all Ryan White-eligible persons with HIV/AIDS.

(page 84).

Goal 2: To ensure a high-quality, integrated system of care for people with HIV/AIDS with severe needs.

(page 85).

Goal 3: To ensure a client-centered system of care that empowers people with HIV/AIDS at all levels.

(page 86).

Goal 4: To bring people with HIV who are not in care, including persons who know and do not yet know their HIV status.

(page 88).

Goal 5: Continue to improve the health status of people of color who are living with HIV/AIDS.

(page 90).

Goal 6: To improve the health status of women and transgender persons with HIV/AIDS.

(page 91).

Goal 7: To improve the health status of persons living with HIV/AIDS age 50 and above.

(page 92).

Goal 8: To prevent transmission of HIV and other STDs by HIV-positive individuals.

(page 92).

Goal 9: To coordinate HIV/AIDS care resources and maximize benefits access for persons with HIV/AIDS to ensure that Ryan White funds are used as the funding source of last resort.

(page 93).

Goal 10: To ensure the highest quality of HIV/AIDS services in all categories through implementation of a comprehensive Clinical Quality Management (CQM) Plan.

(page 94).

Goal 11: To ensure that the San Francisco HIV Health Services Planning Council conducts its activities effectively and that it fulfills all mandated roles and responsibilities.

(page 95).

Goal 12: To provide a high-quality continuum of essential care and services for all Ryan White-eligible persons with HIV/AIDS.

(page 97).

CM Witt asked if there were any significant changes to the prior three year plan and if the goals were specific to San Francisco or the entire EMA.

V. Review and Approval of Agenda – VOTE

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

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

The agenda was approved unanimously.

VI. Review and Approval of March 11 , 2009 Minutes – VOTE

CM Witt made motion to approve the March 11, 2009, minutes. CM Malone seconded.

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

The March 11, 2009, minutes were approved. 7-0-1

VII. Public Comment – None

VIII. Membership Committee Report.

Council Membership Renewals – VOTE

Membership Co-Chair Richard presented two Care Council Members for renewal and an additional two year term. Motion made by the Membership Committee. No second required.

James Frazier

Co-Chair Richard motioned that James Frazier be approved for membership to the Care Council.

Public Comment: None

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

James Frazier was approved for an additional two year term.

Peter Hansen

Co-Chair Richard motioned that **Peter Hansen** be approved for membership to the Care Council.

Public Comment: None

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

Peter Hansen was approved for an additional two year term.

2.) Co-Chair Richard announced that the Membership Committee will conduct a training session on Prioritization and Allocation, June 2, 2009, from 1:30p.m. – 3:00p.m. The Membership Committee will have an abbreviated monthly meeting from 1:00p.m. - 1:30p.m. immediately followed by the training.

3.) The Membership Committee met on April 7, 2009. The agenda included a review and assessment of the Committee goals and recruitment activity focused toward Youth, Transgender, Women, and Women of Color. The recruitment flyer was edited to read, "HIV Affected or Infected".

Council Member San Francisco Meeting Attendance Reports.

Co-Chair Flores attended the March 23, 2009 San Francisco meeting.

CM Byers attended the March 23, 2009 San Francisco meeting.

Co-Chair Flores complimented Membership Co-Chair Richard's on his first report to the Care Council as the new Committee Co-Chair.

Public comment: None

IX. Community Outreach and Advocacy Report.

Committee Co-Chair Santana: 1.) Reported that the COAC had conducted a Special "short meeting" on March 11, 2009, for the election of a Committee Co-Chair. He is the new Community Outreach and Advocacy Committee Co-Chair. 2.) The next COAC meeting will be at M.A.P. [Marin AIDS Project] on April 23, 2009, at 5:30p.m. The agenda will include finalizing the plans for the May 13, 2009, presentation of Randy Allgaier and the joint Care Council and LIG meeting.

Public Comment: None

X. Division of Public Health Report.

J. Stephens announced that Cicily Emerson will replace Sparkie Spaeth as the Agency Representative for the Marin County Department of Health and Human Services to the San Francisco HIV Health Services Planning Council. C. Emerson commented that it was her first week back from her leave of absence. Her experience in Council Support for the Marin Care Council has prepared her for the new responsibility.

5:21p.m. K. Cronin arrives. Final meeting attendance is 9 of 13 Members present.

C. Santini distributed the "2009 Countywide Client Satisfaction Survey" (See Attachment #1).

C. Santini summarized the survey results and commented, "...173 surveys were mailed to Clients in the share database, 19 in Spanish. There was a 45% return rate...." "All the questions had been tailored [from 2008] and additional questions in Oral Health."

C. Santini commented that future surveys will include a review of the services that the Client has received and customizing the mailing to only those Service Categories. Co-Chair Flores suggested a name change to "Client Survey". The word satisfaction may be leading to a Client. CM Malone suggested, "Opinion Survey" and reported that a recent review of the 1993 and 1994 surveys, "Client comments are very much like they are now".

The Client Satisfaction Survey produced an eleven minute discussion by Council Members on the Oral Health service category.

Public Comment: None

XI. Bylaw Change - VOTE.

Co-Chair Flores commented that the Bylaw change had been noticed and discussed at prior Care Council meetings. The vote was scheduled on the May agenda. The amendment was read.

Public Comment: None

Marin Care Council Meeting Facilitation Bylaw Amendment.

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.

A roll call **vote** was conducted.

VOTE:

Ayes: CM Byers, CM Cronin, CM Flores, CM Kelley, CM Malone, CM Marcum, CM Santana, CM Richard, CM Witt.

Noes: None

Recuse: None

Abstain: None

The Marin Care Council **Meeting Facilitation Bylaw Amendment** was unanimously approved 9-0-0-0.

XII. Infrastructure Work Group Status Report.

J.Stephens referenced the handout, "Infrastructure Work Group – Systems Assessment Project Recommendations and Update – April 2009". (See Attachment #2).

A brief history of the 2007 Infrastructure Work Group [IWG] was given. The IWG meets annually to assess the progress made on the recommendations, which are strategic goals. The IWG give an annual status report to the Care Council. The hand out is a brief statement of each recommendation. The full report is available on the Care Council website. The Work Group is focusing on Recommendation #1 and for #4 in 2009.

Co-Chair Flores commented on communication tools (Recommendation #1). The Work Group is benchmarking other websites including the Los Angeles website which is very detailed and informative. www.hivcommission-la.info. J. Stephens reported that the IWG was developing a resource book. Co-Chair Flores circulated the "HIV Health Services – HIV Resource Guide – 2009" San Francisco book. The guide is also available on-line. http://www.sfcarecouncil.org/AIDS_Resource_Links.htm

Following the handout as an outline, summary comments were given for each recommendation.

Public Comment: None

XIII. New Business

CM Byers gave a recap of the recent two day Design Summit. The Summit was a process of people coming together to give their input about what they value in Community Planning. CM Byers commented, "Prevention needs the Community to come to them to sort of drive where prevention activities should occur." The Design Summit included the experience of members from the former CHPG (California HIV Planning

Group) and others to develop models to engage the community input process. The input process included fifty one-on-one thirty minute interviews. As a result, a couple models for structure have been recommended. The goal of the Design Team is to develop a new model for community input in prevention planning.

CM Cronin reported that SSI cuts are coming and that Clients are already getting notices. Cuts will need to be considered during the budget allocation process.

Agenda Item – CM Witt requested a brief summary report on funding changes as a result of the May 19, 2009, election.

ToDo's:

- Award the Certificates of Appreciation to J. Frazier and P. Hansen.
- Prioritization and Allocation training, June 2, 2009 at 1:30p.m. – 3:00p.m.

Next Meeting: May 13, 2009, 4:30p.m.-6:30p.m.

Public Comment: None

XIV. Meeting Adjourned at 6:07p.m.