



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

Wednesday, April 14, 2010

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

3420 Kerner Blvd.

San Rafael, CA 94903

Connection Center – Room 109

[Approved May 12, 2010]

Council Members Present: Roy Bateman, Kevin Cronin, Elaine J. Flores, Wade Flores, James Frazier, Walter Kelley, Jennifer Malone, Scott Marcum, Norge Santana

Council Members Absent: David Witt (AU)

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

Public: None

I. Call to Order.

The meeting was called to Order at 4:40p.m. by Co-Chair W. Flores.

II. Roll Call.

Roll was called and quorum was established with 6 of 10 Members present. CM Cronin, CM Santana, and CM Bateman arrived after the roll call increasing the attendance to 9 of 10 Members present. CM Witt (AU) was absent and unexcused.

III. Review and Approval of Agenda – VOTE

The agenda was reviewed. Item “XI. Review of Ryan White Part-A Award – Vote” was changed on the agenda to follow item “VII. Co-Chair Report”. The request was made by C. Emerson. CM Marcum motioned to approve the edited agenda. CM Frazier seconded.

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

IV. Review and Approval of Minutes – VOTE

C. Emerson requested three corrections which included: item: “IV. Review and Approval of Agenda”. “Speaker: Ana Batas” corrected to read, “Ana Bagtas” and changes to item “VII. Co-Chair Report” and item “XI. Division of Public Health Report”.

CM Marcum made motion to approve the March 10, 2010, minutes with changes. CM E.J. Flores seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed.
The March 10, 2010 minutes with corrections were approved.

V. General Announcements

Co-Chair Kelley announced that he will attend the “AIDS Watch” in Washington, DC on April 23, 2010. Sponsored by the San Francisco AIDS Foundation, Co-Chair Kelley will “...speak for Northern California HIV and AIDS”.

CM Malone announced that the National Alliance on Mental Illness / NAMI will meet Monday, April 26, 2010, 7:00 - 8:30p.m. at the Connection Center - Marin County Health and Wellness Campus, 3240 Kerner Blvd., San Rafael, Room 110. The meeting topic is, “Beyond Addiction: Harm Reduction Change”. Harm reduction is a treatment of substance use disorders especially for people with co-occurring mental health disorders.

CM Marcum announced that he is unavailable and will not attend the May 12, 2010, Care Council meeting.

VI. Co-Chair Report

Co-Chair W. Flores reported:

- 1.) The San Francisco needs assessment was a success and input was received from all three Counties [Marin, San Mateo, and San Francisco]. Additional funding was approved for a focus group of individuals 60 years old and up and a group comprised of Service Providers. The Service Providers focus group will have 15 members. M.A.P. and the Marin Specialty Clinic will be contacted to participate.
- 2.) The Marin and San Mateo annual report is scheduled on the San Francisco HIV Health Services planning Council May 24, 2010 agenda. Care Council Members were encouraged to attend.
- 3.) Spectrum has developed a web based outreach campaign. Individuals from the LGBTQ Community will be featured on the Spectrum website. As a representative of a person of color, Co-Chair W. Flores will post a “mini bio with a picture” to initiate outreach to the Latino Community. Forming Community based groups is a goal of the outreach.
- 4.) Co-Chair W. Flores reviewed the “Rules of Respectful Engagement for the Planning Council” [Handbook page 17]. Co-Chair W. Flores stated, “...just for the record. I think something was said that I think that this was my group or my thing”. “This is everybody’s group. Nobody owns anything on this group. We’re all Council Members, we all are giving our time into this, so I respect everybody that does that.”

Co-Chair W. Flores reiterated, “If you want to be heard, please raise your hand. The Chairs will notice you and allow you to make your full statement.”

Public Comment: None

VII. Review of Ryan White Part A Award.

A vote was noticed on the posted agenda. **No vote** was conducted on this agenda item.

C. Emerson reported that the preliminary amount of the 2010 -’11 Ryan White Part A award had been received by San Francisco. San Francisco is reviewing the award. The final Marin amount is unknown since the award is under review. Once the actual amount is announced the Care Council will review and make final adjustments to the 2010 -’11 budget. Adjustments may be needed to comply with the 75%/25% requirement. The 75%/25% requirement does not apply to the Part B award amount.

Dates were proposed for a special meeting to finalize the 2010 -’11 budget. Council Members were polled on schedule availability. It was concluded that the 2010-’11 budget will be finalized during the scheduled May 12, 2010, Care Council meeting.

Public Comment: None

VIII. Membership Committee Report

A. The Membership Committee made motion to change the Care Council Bylaws. No second required. Membership Committee Co-Chair Marcum read the following:

Article V. – Meeting Attendance / Termination, Section 1 (page 65):

<p>“In addition, Care Council <u>Members</u> are expected to attend <u>one San Francisco HIV Health Services Planning Council Prioritization and Allocation ‘Summit’ meeting per term.</u>”</p>

changes underlined

The Bylaws currently read:

“In addition, Council members are expected to attend at least one meeting per term of the HIV Health Services Council for the San Francisco EMA.”

Discussion followed. Concern was voiced that the change would impose an undue burden for Council Members that work full time. Questions were asked about the purpose and/or benefit of Marin Care Council Members attending the San Francisco Summit meeting. Co-Chair W. Flores commented that Marin Care Council Members would not need to attend the entire day long Summit meeting. Participation during the Marin County agenda items would be the focus.

Based on the discussion, Co-Chair Marcum withdrew the motion of the Bylaw change for further review by the Membership Committee. **No vote** was conducted on this agenda item.

Public Comment: None

B. The Membership Committee made motion to change the Care Council New Member Orientation Policy. No second required.

Membership Committee Co-Chair Marcum read the following:

Section 8 – Membership. New Member Orientation Policy (page 32).

“New Care Council Members are **required** to attend the San Francisco HIV Health Services Planning Council Orientation and one San Francisco HIV Health Services Planning Council Summit/Prioritization and Allocation meeting in their first term.” [add] “Care Council Members who do not fulfill this requirement will receive an absence for the month of September.”

changes underlined

The Policy currently reads:

“All Members are welcome and encouraged to attend the San Francisco HIV Health Services Planning Council Orientation.”

In the discussion that followed there was concern that the policy was a requirement. Recruitment of new Council Members may be more difficult given the requirement. Council Members requested an explanation or clarification of the value and benefits of attending the meeting(s). There was concern that prospective Council Members who have a background in HIV/AIDS services or legislation would not benefit from the requirement. It was suggested that the attendance policy state “strongly encouraged” instead of require. Committee Co-Chair E.J. Flores commented that she had attended several San Francisco meetings and “it was very helpful”. Co-Chair E.J. Flores added, “...I work and was able to rearrange my schedule”.

Based on the discussion, Co-Chair Marcum withdrew the motion of the policy change for further review by the Membership Committee. **No vote** was conducted on this agenda item.

Public Comment: None

C. The Membership Committee made **motion to approve Kevin Cronin for a subsequent term.** No second required.

There was a brief discussion on the renewal process. Potential changes are being discussed by the Membership Committee.

Public Comment: None

The **vote** was conducted by a show of hands.

(9) In Favor. (0) Opposed. (0) Recuse. (0) Abstain.

CM Cronin was approved for a subsequent term. Dates: April 2010 – March 2012.

D. The Membership Committee made **motion to approve Dr. David Witt for a subsequent term.** No second required.

It was noted that CM Witt’s prior term had concluded on September 7, 2009. The renewal was overlooked by Council Support and the approval would be retroactive.

There was no additional discussion.

Public Comment: None

The **vote** was conducted by a show of hands.

(9) In Favor. (0) Opposed. (0) Recuse. (0) Abstain.

CM Witt was approved for a subsequent term. Dates: September 2009 – September 2011.

IX. Community Outreach and Advocacy Committee Report.

COAC Co-Chair Santana reported that the COAC had implemented the approved changes to the Committee meeting schedule and 2010 Calendar. The COAC met on March 10, 2010, following the Care Council meeting.

COAC Santana reviewed the information from the November 12, 2009 Community Forum surveys. A handout titled, "Marin Care Council – November 12, 2009 Community Forum – Wellness Center – San Rafael, CA" was distributed. Fourteen Forum surveys had been received and the information was recapped.

Following the COAC report, Co-Chair W. Flores stated, "Just for the record and just tracking with the mission statement that is for the Community Outreach and Advocacy Group. It's more than just putting the Forum together. It's not the only thing that Committee is supposed to do. It's actually supposed to help set and do outreach to bring people into the CARE system here in Marin. It's also supposed to help work and design a needs assessment on various populations We should be taking into consideration, have we really done outreach into the African American Community [and] Latino Community. What do we gain from the presentation from the epi. Where do we use it [edi-data]. This Committee is actually to do more than just the Forum."

Co-Chair W. Flores stated, "Just for the record can you just tell us the some of the bullet points on the Forum". COAC Co-Chair Santana continued to report on the detailed information from the Forum Survey and stated, "...it's all very clear... it's very self explanatory...you can see the services, who's using them, of the people that are using them do they like them, are they working for them. If you move onto the back [report page 2] and it shows more detail... what more do you want?". Co-Chair W Flores, "I was just asking for the record if you can bring out some bullet points...is there something outstanding that happened at this Forum that you would like to present to the Full Council". Co-Chair Kelley interjected, "Gentlemen. Thank you. I personally think it's all very good and Norge thank you for putting in all the good work".

CM E.J. Flores requested clarification, "...[what were] the really good points or something we should focus on from the Forum?" COAC Co-Chair Cronin briefly summarized the Forum. The C.A.M. [Community Action Marin] presentation was very good. Anne Donnelly scared a lot of people with the information on the State budget cuts and ADAP. CM Bateman commented that that issues continue with Dental services. Having a speaker that has information on "other community services" is important. CM Malone commented that a future Forum topic could be "...treating HIV the moment you are diagnosed".

Public Comment: None

X. Division of Public Health Report

Chris Santini distributed the "2009-10 Countywide Client Satisfaction Survey". The Executive Summary was presented. 197 Surveys were mailed to Share Clients in the CARE database and 100 were completed and returned. The return rate was 51%, which was a 6% increase from 2008-09. The survey is a tool in the total quality management process and the contract objective is an 80% or higher client satisfaction level. Satisfaction with Attendant Care services was below the objective. It was noted that there was small number of Clients (5) that received Attendant Care services. CM Malone commented that the overall satisfaction level was much higher if the Attendant Care results were "dropped out". CM Bateman asked if 80% satisfaction was a bench mark and if that was comparable with other surveys. C. Santini commented that the San Francisco survey is done by individual service providers, so the results are not comparable.

Reviewing the "Client Profile" summary, CM Frazier asked why Clients of all ages were not surveyed. C. Santini explained that all "share Clients" were contacted and the majority of the survey respondents were white, male, and between the ages of 51-60 years old.

Public Comment: None

XI. Infrastructure Work Group Status Report

J. Stephens presented the annual review and update on the recommendations from the 2007 Infrastructure Work Group (IWG). A handout titled, "Infrastructure Work Group – System Assessment Project – Recommendations and Update – April 2010" was distributed and reviewed. J. Stephens noted that the handout was excerpts from the full report and summarized the IWG recommendations, "...[as ways] to improve the system of care in Marin". Following each recommendation, a summary was listed of the action taken to implement the recommendation.

The promotion and improvement of the County website was discussed. CM Marcum, the Co-Chair of the Membership Committee commented that Membership is researching the development of a Care Council website that is independent of the Marin County website. The discussion included; adding links to the existing website, "flash" information on ADAP and other benefits eligibility, adding a blog or using Twitter, using key word searches to find the website, and adding a question and answer tool, so Clients could submit a question to the Care Council that they would not be comfortable asking a Case Manager or Counselor.

C. Emerson commented that there was currently a website review Countywide. Concerns about limited resources, developing a website is "a big project, once you get started", and the need for part-time staff or volunteers to maintain a website were voiced. **

Co-Chair W. Flores asked about transportation for Clients during off hour emergencies. It was clarified that a cell phone was provided to Case Managers so they could approve a taxi voucher for transportation home from a hospital emergency room visit. There was a brief discussion on ensuring that Clients are informed of the resource and support.

Public Comment: ** S. Spaeth suggested polling Clients at the next Forum to determine if individuals have access to the internet and their level of use.

XII. Care Council Evaluation Summary

J. Stephens distributed a handout titled, "Marin HIV/AIDS Care Council – Process Evaluation Summary for 2009 Care Council Meetings. J. Stephens stated, "The meeting evaluations are a really important tool". The results of the meeting evaluations were presented. For 2009, the average rating of a meeting was 9. A scale of 1-10 was used, with 10 equaling "excellent". A sampling of comments which were representative of the meeting strengths or potential areas of improvement were included with the summary.

J. Stephens invited Council Members to e-mail to her any additional comments.

Public Comment: None

XIII. New Business

Next Meeting: May 12, 2010, 4:30p.m.-6:30p.m. - Connection Center, Room 109.

- Agenda Item – Finalize 2010-'11 Allocation budget - Vote
- Agenda Item – WF - Report San Francisco Advocacy Project.
- Agenda Item – WF - Questions to Providers or Provider presentations.
- Agenda Item – JS - Handbook Updates.
- Agenda Item – Report quarterly updates to Care Council website.
- CE / CS - Collapse service category detail for Home & Community based Health Services – Skilled Nursing and Attendant Care.
- CE / JS / MJS – Review Note Taker / Parliamentarian job description.
- CE / JS – Change in agenda order. Dept. of Health Report after Co-Chair Report.
- JS – Update demographic profile – "Our Clients" (Handbook page 8/ last updated 1/15/2008).
- JS – Certificate of Appreciation KC & DW completion of term.
- JS – Forward e-mail 4/26/2010 NAMI presentation.
- WF – E-mail all Council Members request to attend 5/25/2010 SF Council meeting.
- MJS – Voting. Research if a 2/3 approval is needed on all votes or just funding?

XIV. Meeting Adjourned at 6:47p.m.