



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

Larry Meredith, Ph.D., Director

DIVISION OF PUBLIC HEALTH  
COMMUNITY HEALTH &  
PREVENTION SERVICES

## Marin HIV/AIDS Care Council Meeting

### MINUTES

May 14, 2008

(Approved 6/11/08)

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

899 Northgate Drive - 4<sup>th</sup> Floor Conference Room  
San Rafael, CA 94903

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**Council Members Present:** Roy Bateman, Will Boemer, Kevin Cronin, Wade Flores, James Frazier, Peter Hansen, Walter Kelley, Jennifer Malone, Craig Richard, David Witt

**Council Members Absent:** Jeff Byers, (AE), Pam Lynott (LOA)

**Staff Present:** Cicily Emerson, Deborah Gallagher, Chris Santini, Sparkie Spaeth, (Michael Schieble – absent)

**Public:** Jon Botson (Marin County Specialty Clinic), Robert Ferguson, Robert Vargas (Marin Treatment Center), Cynthia McIntyre (Hospice by the Bay)

#### I. Call to Order

Meeting called to order at 4:33 pm by Co-Chair Flores.

#### II. Roll Call

Roll was called by Council Support and quorum was established with 10 of 12 members present\*. CM Byers (AE) was absent and excused. CM Lynott is on a Leave on Absence (effective 03/04/08). (\*CM Witt arrived late – 5PM) CM Boemer welcomed the 2 new Council members: Craig Richard and Kevin Cronin. Each Council member introduced him/herself and stated how long he/she has been on the Council.

#### III. Review and Approval of Agenda – VOTE

The Agenda was reviewed. CM Boemer stated that Item XII should be moved ahead of Item XI. CM Frazier motioned to approve the revised agenda. CM Hansen seconded.

A voice **vote** was conducted. All were in favor. None were opposed. The Agenda was approved unanimously.

#### IV. Review and Approval of April 9, 2008 Minutes – VOTE

The Minutes of April 9, 2008 were reviewed. CM Malone motioned to approve. CM Kelley seconded.

A voice **vote** was conducted. CM Bateman abstained. All others were in favor. None were opposed. The Minutes were approved.

#### V. General Announcements

CM Boemer: The upcoming MAP retreat for gay and bi men will be held 6/13-6/15/08 at Wildwood Retreat Center near Guerneville.

Sparkie Spaeth: The Specialty Clinic has officially moved to the new Health & Wellness Campus (3270 Kerner, Ste B). It is in a temporary location on the Campus until the rest of the integrated clinic moves in October.

CM Flores: Food for Thought in Sonoma will have a Gay Pride Parade in June. Contact Spectrum if you want to join their contingency to carry the flag.

Public Comment: NONE

#### VI. Public Comment - NONE

**VII. Welcome of new Council Members**

CM Boemer again welcomed the new members and acknowledged the Public present.

**VIII. Co-Chair Report**

CM Boemer had nothing to report, except budget items discussed later in agenda.

Public Comment: None

**IX. Membership Committee Report**

CM Hansen stated that the Committee reviewed attendance, reported on recruitment plans, reviewed applications, discussed orientation and committee assignments for new members, discussed/distilled exit interview questions, and discussed personal introduction format. There are two applications pending. They will look at demographics to help recruit new members.

Public Comment: None

**X. Community Outreach and Advocacy Report**

CM Witt reported that there was no quorum, so no meeting was held in April. The Committee is hoping to get a forum together in the Spring. Planning for the forum will be done at the next COA meeting at 5:30 PM on 5/22/08 at Marin AIDS Project.

Public Comment: None

**XI. Conflict of Interest Review/Discussion**

Cicily Emerson presented a PowerPoint about the Conflict of Interest Policy [see ATTACHMENT1]. Each Council member discussed his/her perceived or actual conflict of interest. CM Cronin and CM Malone have actual conflicts of interest (both employed by service provider, Marin AIDS Project) and all others have perceived conflicts of interest. Conflict of interest is enforced by Co-chairs. Conflicts should be disclosed before speaking at meetings. Those with actual conflicts of interest must recuse themselves when voting on services provided by the agency they work for.

Public Comment: None

**XII. Review 08/09 Budget - VOTE**

Cicily Emerson reported that the budget has been increased from \$677,137 to \$847,408, which is about a 25% increase. She passed out a spread sheet showing all the services, rankings, and allocations that were voted on last July. [see ATTACHMENT 2] The County recommends taking 2.4% off the top for Council support, making a flat (23%) increase across all items, and taking any unused money from residential substance abuse treatment and reallocating it for pharmaceuticals on a quarterly basis.

After discussion by the Council, CM Frazier motioned to approve 2.4% for Council Support. CM Hansen seconded.

VOTE:

Witt	Boemer	Flores	Kelley	Hansen	Malone	Richard	Cronin	Frazier	Bateman
Y	Y	Y	Y	Y	RECUSE	ABSTAIN	RECUSE	Y	RECUSE

The motion to take 2.4% off the top for Council Support carries.

Public Comment: None

CM Witt motioned to approve taking \$2238 from residential substance abuse treatment and move it to food and to examine the actual expenditures/unspent funds in September. CM Kelley seconded.

VOTE:

Witt	Boemer	Flores	Kelley	Hansen	Malone	Richard	Cronin	Frazier	Bateman
Y	Y	Y	Y	Y	RECUSE	Y	RECUSE	Y	Y

The motion to take \$2238 from residential substance abuse treatment and move it to food passed.

Public Comment: None

CM Witt motioned to approve increasing the rest of the categories by 23%. CM Cronin seconded.

VOTE:

Witt	Boemer	Flores	Kelley	Hansen	Malone	Richard	Cronin	Frazier	Bateman
Y	Y	N	Y	Y	RECUSE	Y	RECUSE	N	Y

The motion to approve increasing the rest by 23% passed.

Public Comment: None

CM Witt motioned to move any unspent residential substance abuse treatment to pharmaceuticals or transportation assistance. CM Kelley seconded.

VOTE:

Witt	Boemer	Flores	Kelley	Hansen	Malone	Richard	Cronin	Frazier	Bateman
Y	Y	Y	Y	Y	RECUSE	Y	RECUSE	Y	Y

The motion to move any unspent residential substance abuse treatment to pharmaceuticals or transportation assistance passed.

Public Comment: None

**XIII. Division of Public Health Report**

Chris Santini reported on satisfaction survey results from women who received CARE services last year. [see ATTACHMENT 3]

**XIV. Next Step – New Business**

- ◆ Prepare for July prioritization and allocation
- ◆ Cicily suggested having a Project Independence presentation

**XV. Meeting Adjourned at 6:30p.m.**

	<b>Conflict of Interest Review</b>  Marin County HIV/AIDS Care Council May 14 <sup>th</sup> 2008

	<b>What is a Conflict of Interest?</b>
	<ul style="list-style-type: none"> <li>■ Conflict of Interest may be defined as an interest by a Council member in an action that may result in personal, organizational, or professional gain – or give the appearance of such gain.</li> </ul>

	<b>In Plain English</b>
	<ul style="list-style-type: none"> <li>■ An <i>employee, board members or consultant</i> who works for an agency that receives funding for HIV/AIDS Services has a <i>Conflict of Interest</i> in voting on those same services <i>since they may benefit from the outcome</i>.</li> </ul>

	<b>All Council members Agree</b>
	<ul style="list-style-type: none"> <li>■ To separate themselves from any actual or perceived special interests during Council deliberations.</li> <li>■ To act only on behalf of the broadly affected HIV community in its totality.</li> <li>■ Signed on the Conflict of Interest Disclosure form</li> </ul>

	<b>What does Unaffiliated Mean?</b>
	<ul style="list-style-type: none"> <li>■ Unaffiliated refers to consumers who have no conflict of interest, meaning they have no financial or governing interest in Title I-funded agencies.</li> <li>■ Consumers who volunteer with a Title I-funded provider are not considered to "represent" that entity and are unaffiliated members.</li> </ul>

	<b>Perceived Conflict vs. Conflict</b>
	<ul style="list-style-type: none"> <li>■ Council members who are <i>unaffiliated</i> may opt to disclose a <i>perceived</i> conflict of interest on this form in an effort to establish full transparency.</li> <li>■ What are your perceived or actual conflicts?</li> </ul>

	<b>Policy Overview</b>
	<ul style="list-style-type: none"> <li>■ Adopted December of 2005</li> <li>■ Council member conflicts will appear on their name card at the council table</li> <li>■ Enforced by the Co-Chairs</li> </ul>

	<b>Policy Overview</b>
	<ul style="list-style-type: none"> <li>■ When voting on individual or grouped service categories, all Council members with a conflicts of interest shall recuse themselves from voting.</li> <li>■ It is the responsibility of the Council Co-Chairs to enforce this policy during council meetings.</li> </ul>

	<b>Policy Overview Specific to Discussion</b>
	<ul style="list-style-type: none"> <li>■ Members with an actual or perceived conflict may engage in the discussion but they must disclose this conflict during the discussion.</li> <li>■ " I have a conflict of interest regarding XX service". However, I would like to offer this opinion.....</li> </ul>

	<b>Policy Overview, Specific to Voting</b>
	<ul style="list-style-type: none"> <li>■ All Council Members with a conflict shall recuse themselves from voting on issues that relate to an action which may result or appear to result in personal or professional gain.</li> </ul>

	<b>Vote or NO Vote</b>
	<ul style="list-style-type: none"> <li>■ Joyce is a unaffiliated consumer. She gets food cards through the County food program.</li> </ul> <p>The Council is considering reducing the food allocation</p> <p>Does Joyce VOTE?</p>

	<b>Vote or NO Vote</b>
	<ul style="list-style-type: none"> <li>■ Max is a manager at the County Clinic which receives title I funds to provide direct services.</li> </ul> <p>The Council is considering and increase to one of the services that is provided at the Clinic</p> <p>Does Max VOTE?</p>

## ATTACHMENT 1

	<b>Vote of NO Vote</b>
	<ul style="list-style-type: none"><li>■ Jeremiah is client at the County Medical Clinic but also works as a client advocate at Horizon Services who receives title 1 funding for case management</li></ul> <p>The council is considering decreasing case management funding</p> <p>Does Jeremiah VOTE?</p>

	<b>Final note</b>
	<ul style="list-style-type: none"><li>■ Recusal will reduce the quorum</li><li>■ Abstention counts as a "no" vote</li></ul>

ATTACHMENT 2

**08/09 Allocation % of Ryan White Funding in Marin County Voted on by the Marin HIV/AIDS CARE Council on 07/25/07**

**08/09 Award amount= \$847,408**

**After 2.4 % (20, 500) Administrative Deduction= \$ 826,908**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Core Services</b>	<b>Priority Rank</b>	<b>08/09 Funding Allocations</b>	<b>% of Total Award Allocated</b>	<b>Adjusted %</b>	<b>Proposed 08/09 Allocation</b>	<b>With State Rollover Increase</b>	<b>07/08 Spent</b>
Outpatient /Ambulatory health services	1	138,177	20.41%	20.50%	169,516	169,516	201,789
Mental health services	2	82,176	12.14%	12.19%	100,800	100,800	75,836
(including Treatment Adherence)	4	182,000	26.88%	26.99%	223,182	223,182	270,892
Home health care (nursing)	5	50,000	7.38%	7.42%	61,357	71,357	80,000
Health Services (attendant care)	5	inc	inc	inc	inc	inc	inc.
Substance abuse services-outpatient	6	15,000	2.22%	2.22%	18,357	18,357	37,736
Oral health care	7	32,500	4.80%	4.82%	39,857	39,857	42,662
Pharmaceutical Assistance (local)	8	8,000	1.18%	1.19%	9,840	9,840	16,392
<b>Support Services</b>							
Case Management (non-Medical)	3	90,000	13.29%	13.35%	110,392	117,515	108,851
Residential substance abuse treatment	6	10,000	1.48%	1.48%	12,238	12,238	-
Direct Emergency financial assistance	8	20,000	2.95%	2.97%	24,559	32,682	13,308
Food bank/home-delivered meals(vouchers)	9	40,784	6.02%	6.05%	50,028	57,332	49,225
Direct Emergency Financial - Transportation Medical	10	5,500	0.81%	0.82%	6,781	18,904	4,000
Food bank/home-delivered meals(vitamins)	11	cluded in Food	Inc.	Inc.	Inc.	Inc.	Inc.
Other-Council Support	15	3,000	0.44%				
<b>TOTALS</b>		<b>\$677,137</b>	<b>100.00%</b>	<b>100.00%</b>	<b>826,908</b>	871,580	900691
<b>CORE Services TOTAL</b>	<b>75%</b>	<b>\$507,853</b>			<b>622,910</b>		
<b>Support Services TOTAL</b>	<b>25%</b>	<b>\$169,284</b>			<b>203, 998</b>		

## ATTACHMENT 3

### **INFORMATION ON WOMEN RESPONDENTS TO 2008 SATISFACTION SURVEY**

Number of women mailed 2008 survey=24

Number of women who completed 2008 survey=12

Response rate for women=50%

Response rate for all respondents=42.5%

Percentage of survey respondents who are women=17%

Percentage of CARE database clients (March-August, 2007) who are women=15.5%

Percentages of Living AIDS cases (as of April, 2008) who are women=11.4%

Percentage of Living HIV cases (as of April, 2008) who are women=10.7%