Marin HIV/AIDS Care Council Meeting

MINUTES

May 14, 2008
(Approved 6/11/08)

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

899 Northgate Drive - 4th Floor Conference Room
San Rafael, CA 94903

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:

<table>
<thead>
<tr>
<th>Witt</th>
<th>Boemer</th>
<th>Flores</th>
<th>Kelley</th>
<th>Hansen</th>
<th>Malone</th>
<th>Richard</th>
<th>Cronin</th>
<th>Frazier</th>
<th>Bateman</th>
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<tbody>
<tr>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>RECUSE</td>
<td>Y</td>
<td>RECUSE</td>
<td>N</td>
<td>Y</td>
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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:

<table>
<thead>
<tr>
<th>Witt</th>
<th>Boemer</th>
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<td>Y</td>
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<td>RECUSE</td>
<td>Y</td>
<td>RECUSE</td>
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</tbody>
</table>

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.
Conflict of Interest Review
Marin County HIV/AIDS Care Council
May 14th 2008

What is a Conflict of Interest?
- 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.

In Plain English
- An employee, board members or consultant who works for an agency that receives funding for HIV/AIDS Services has a Conflict of Interest in voting on those same services since they may benefit from the outcome.

All Council members Agree
- To separate themselves from any actual or perceived special interests during Council deliberations.
- To act only on behalf of the broadly affected HIV community in its totality.
- Signed on the Conflict of Interest Disclosure form

What does Unaffiliated Mean?
- Unaffiliated refers to consumers who have no conflict of interest, meaning they have no financial or governing interest in Title I-funded agencies.
- Consumers who volunteer with a Title I-funded provider are not considered to "represent" that entity and are unaffiliated members.

Perceived Conflict vs. Conflict
- Council members who are unaffiliated may opt to disclose a perceived conflict of interest on this form in an effort to establish full transparency.
- What are your perceived or actual conflicts?
Policy Overview

- Adopted December of 2005
- Council member conflicts will appear on their name card at the council table
- Enforced by the Co-Chairs

Policy Overview

- When voting on individual or grouped service categories, all Council members with a conflicts of interest shall recuse themselves from voting.
- It is the responsibility of the Council Co-Chairs to enforce this policy during council meetings.

Policy Overview, Specific to Discussion

- Members with an actual or perceived conflict may engage in the discussion but they must disclose this conflict during the discussion.
- “I have a conflict of interest regarding XX service”. However, I would like to offer this opinion..........................

Policy Overview, Specific to Voting

- 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.

Vote or NO Vote

- Joyce is a unaffiliated consumer. She gets food cards through the County food program. The Council is considering reducing the food allocation

Does Joyce VOTE?

Vote or NO Vote

- Max is a manager at the County Clinic which receives Title I funds to provide direct services. The Council is considering and increase to one of the services that is provided at the Clinic

Does Max VOTE?
<table>
<thead>
<tr>
<th>Vote of NO Vote</th>
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<tbody>
<tr>
<td>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. The council is considering decreasing case management funding. Does Jeremiah VOTE?</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Final note</th>
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<tr>
<td>Recusal will reduce the quorum. Abstention counts as a “no” vote.</td>
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<tr>
<td>A</td>
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<td>--------------------------</td>
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<tr>
<td><strong>Core Services</strong></td>
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<tr>
<td>Outpatient /Ambulatory health services</td>
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<tr>
<td>Mental health services</td>
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<tr>
<td>(including Treatment Adherence)</td>
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<tr>
<td>Home health care (nursing)</td>
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<tr>
<td>Health Services (attendant care)</td>
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<tr>
<td>Substance abuse services–outpatient</td>
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<tr>
<td>Oral health care</td>
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<tr>
<td>Pharmaceutical Assistance (local)</td>
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<tr>
<td><strong>Support Services</strong></td>
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<tr>
<td>Case Management (non-Medical)</td>
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<tr>
<td>Residential substance abuse treatment</td>
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<tr>
<td>Direct Emergency financial assistance</td>
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<tr>
<td>Food bank/home-delivered meals(vouchers)</td>
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<tr>
<td>Direct Emergency Financial - Transportation Medical</td>
</tr>
<tr>
<td>Food bank/home-delivered meals(vitamins)</td>
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<tr>
<td>Other-Council Support</td>
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<tr>
<td><strong>TOTALS</strong></td>
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**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**
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%