



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

Marin HIV/AIDS Care Council Meeting MINUTES

[Approved 07/02/2008]

June 11, 2008

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

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

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Council Members Present: *Will Boemer, Jeff Byers, Kevin Cronin, Wade Flores, James Frazier, Peter Hansen, Walter Kelley, Pam Lynott, Jennifer Malone, Craig Richard.*

Council Members Absent: *Roy Bateman (AE), David Witt (LOA).*

Staff Present: *Cicily Emerson, Deborah Gallagher, Chris Santini, Michael Schieble, Sparkie Spaeth.*

Public : *Jon Botson – Marin County Specialty Clinic, Elaine Flores, Robert Ferguson.*

I. Call to Order

Meeting called to order at 4:32p.m. by Co-Chair Boemer.

II. Roll Call

Roll was called by Council Support and quorum was established with 8 of 11 Members present. CM Byers and CM Cronin arrived after roll call. The final attendance was 10 of 11 Council Members present. CM Witt (LOA) is on a Leave on Absence for June and July.

III. Review and Approval of Agenda – VOTE

The agenda was reviewed. CM Frazier motioned to approve the agenda as published. CM Kelley seconded.

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

IV. Review and Approval of May 14, 2008 Minutes – VOTE

CM Kelley made motion to approve the May 14, 2008, minutes. CM Hansen seconded.

A voice **vote** was conducted. All were in Favor. None were Opposed. The May 14, 2008, minutes were approved.

V. General Announcements

CM Boemer announced that the MAP retreat scheduled for June 13 -15, 2008, at Wildwood had been postponed.

C. Emerson announced the First Annual Latino HIV/AIDS Update Luncheon on Wednesday, June 25, 2008, from 12:00p.m to 2:00p.m. The location is the Art Room at Pickleweed Park Community Center, 50 Canal Street in San Rafael.

CM Malone announced that Marin Life Plus and Thrive SF will host a hike and picnic Saturday, June 28, 2008, at China Camp.

CM Flores announced that Stuart of Marin County had passed away in April 2008. In the past Stuart organized and participated in the contingent that carried the Gay Pride Flag in the Pride Parade for Marin County. Spectrum will participate in the San Francisco Gay Pride Parade (06/29/08). Golden Gate Transit will have an extra ferry at 8:45a.m.

CM Malone announced that Dr. Brad Hare will present “HIV/AIDS and Your Mental Health”, Monday, July 21, 2008 from 12:30p.m. -2:00p.m. The location is San Rafael Joe’s, 931 Fourth Street, San Rafael. RSVP to MAP.

Public Comment: None

VI. Public Comment – None

VII. Co-Chair Report

Co-Chair Boemer 1.) Since some Members will be out of town, a request was made by the Co-Chair to move the July Care Council Meeting to the first Wednesday of the month (07/02/08). Council Members reviewed their schedules and there was a consensus to change the date. Due to Prioritization a longer meeting time was discussed and the meeting start time was set at 3:00p.m. 2.) CM Boemer stated that Council Member, Dr. David Witt had travel to Myanmar to offer assistance and aid. He is in the first group to arrive following the cyclone. 3.) The C.A.E.A.R. Coalition is reviewing the extension of the Ryan White Care Act past 2010. 4.) Council Members were encouraged to complete the “HIV Consumer Services Survey” on the C.A.E.A.R. Coalition [www.caear.org] website. The on-line survey is a follow-up to community meetings earlier this year.

Public Comment: None

VIII. Membership Committee Report

Committee Co-Chair Frazier stated that the Membership Committee did not meet in June as scheduled (06/03/08). The next meeting will be July 1, 2008, at 3:00p.m.

Public comment: None

IX. Community Outreach and Advocacy Report

CM Boemer reported on the COAC meeting. The Committee met on May 22, 2008, “to reconnect with the planning process”. The planning calendar was reviewed for the balance of 2008. A fall Forum date of October was set with a San Rafael location. The strategy of partnering with established community organizations to do outreach presentations as part of the organizations regularly scheduled meeting was discussed. Outreach could be done by presenting information during the groups meeting about the Care Council and HIV / AIDS services available in Marin County.

Public Comment: None

X. Review of Infrastructure Work Group Recommendations.

C. Emerson gave a brief history about the workgroup. A summary of each recommendation in the “Infrastructure Work Group Recommendations Progress Report” handout was reviewed. She stated workgroup was recommended to reconvene annually, and were there any volunteers to participate in the workgroup, who would take a closer look at the recommendations and help prioritize which ones might be implemented in the next year. CM Boemer, CM Cronin, CM Flores, CM Lynott, and CM Richard volunteered to participate. The IWG will re-assemble in September 2008.

Public Comment: None.

XI. Review of the Prioritization & Allocation Process for 2009-'10.

Co-Chair Boemer asked C. Emerson to give an overview of the process and review the sample worksheets.

C. Emerson compared the process to the recent re-allocation work done by the Council. [Member Handbook – page 9, 10 & 11, “Funding – Appropriation & Spending”]

Meeting Handout(s) included: “09-10 Marin HIV/AIDS Care Council Prioritization Worksheet” and “09/10 Decision Matrix for Allocation of Ryan White Funding in Marin County”.

The Prioritization worksheet is used to rank each service category. The Decision Matrix gives information in dollars and compares the amount budgeted [Award] with the amount spent and a ranking and comparison in percents.

CM Byers added that he approaches the process by reading the service category definitions, looking at the data, and considers the people we are trying to serve. Creating a budget is a plan. The plan needs to be periodically looked. Sometime the money is not spent and it needs to be reallocated. At times we deal in percents [of total] and then the actual award is allocated in dollars.

C. Santini introduced the “Ryan White Program Services Definitions” handout and the “Marin County Title I FY 2007/08 – Service Category Summary Sheets”. She commented, “This is how we spent our money [Fiscal year 2007-‘08]”.

Co-Chair Boemer asked each Council Member “to do their homework”. To review the data and come prepared with budget scenarios or targets (percents or dollar budget) for each service category.

C. Santini answered general questions about the summary sheets. 1.) UOS is Units of Service. Clients can go to any agency to receive care. Units of Service can be added together for the two six month contract periods of the year, but UDC- unduplicated client numbers cannot. 2.) CM Frazier asked if a Client can use any agency. C. Emerson explained that the Marin model is one Case Manager per Client or the Client may access the services directly. Services may be available at multiple agencies, but should not be duplicated. 3.) CM Flores asked about shared clients. C. Santini stated that the data base [proof of HIV and eligible] reflects both share and non share client services. 4.) C. Richard requested that the information be presented as an average monthly figure. C. Santini explained that the need for Services may not be an even flow from month to month, so a 6 month view is used instead of an average . For example, a Client(s) may have a crisis that will “spike” the units of service for a month.

There was discussion when CM Flores asked, “What happens at the end of the year with unspent funds”. C. Emerson replied, “sometimes vouchers are pre bought for the next year in the same category such as food or transportation, other times the it is moved around within a particular agency”. CM Malone commented that the allocation process is at a global level and not to be viewed as an individual Client needs assessment. CM Lynott added her experience from last year stating. “Soak it in and let it blow your hair back.” “It’s a budget. I needed to step back and remove the human element and realize that it’s dollars not people”.

C. Santini agreed to alter the Service Category Summary sheets not to include “over” percentages and also to add information for the Council on the instances where funds were shifted from one category to the next.

Co-Chair Boemer stressed that Council Members should come prepared to the allocation meeting. If Council Members had questions about the data or how to read the report they should contact C. Emerson or C. Santini. CM Boemer closed with, “Given the complexity, prepare for next month”.

Public Comment: None.

XII. Prioritization of Service Categories 2009-'10 – VOTE

CM Kelley made motion to rank the 2009-'10 service categories using the same rank as the 2008-'09. CM Hansen seconded.

CM Malone suggested that the rank of (w) Transportation Medical Services should be increased and (ad) Residential Substance Abuse Treatment should be decreased. CM Cronin reported that according to Anne Donnelly, the new State budget may have an increase in transportation and emergency financial dollars.

CM Byers gave a brief overview of how the Marin information is used in the SF EMA.

CM Malone stated for the record, "I support the motion for ranking. The allocation [of dollars] will be an independent process".

Public Comment: None.

A roll call vote was conducted.

Vote:

Ayes: CM Boemer, CM Byers, CM Cronin, CM Flores, CM Frazier, CM Hansen, CM Kelley, CM Lynott, CM Malone, CM Richard.

Noes: None

Recuse: None

Abstain: None

The 2009-'10 ranking is as follows:

2009-'10 MARIN HIV/AIDS CARE COUNCIL PRIORITIZATION WORKSHEET				
			<i>08-09 Rank</i>	<i>2009-10 Rank</i>
Core Medical Services	a.	Outpatient /Ambulatory health services	1	1
Core Medical Services	j.	Mental health services	2	2
Support Services	n.	Case Management (non-Medical)	3	3
Core Medical Services	l.	Medical Case Management (including Treatment Adherence)	4	4
Core Medical Services	g.	Home health care (nursing)	5	5
Core Medical Services	h.	Home and Community-based Health Services (attendant care)	5	5
Support Services	ad.	Residential substance abuse treatment	6	6
Core Medical Services	m.	Substance abuse services–outpatient	6	6
Core Medical Services	d.	Oral health care	7	7
Core Medical Services	c.	AIDS Pharmaceutical Assistance (local)	8	8
Support Services	q	Emergency financial assistance	8	8
Support Services	q.	Food bank/home-delivered meals	9	9
Support Services	w.	Transportation Medical Services	10	10
Support Services	r.	Food bank/home-delivered meals (sans vitamins)	11	11

XIII. Division of Public Health Report

C. Spaeth 1.) Reported that Maria Ramos-Chertok was appointed as a Trustee to the Marin Community Foundation. 2.) On June 23, 2008, the SF EMA will vote on the 2008-'09 re-allocation of extra funding and approve the pro forma budget. 3.) The Marin Care Council 2009 -'10 budget allocation will be needed by August 5, 2008, to present to the SF EMA.

C. Emerson Suggested that an additional July Council Meeting may be needed to complete the allocation process. July 23rd and 30th were considered. The consensus of Council Members was that July 23, 2008, was a date all were available. C. Emerson requested that Members, "hold open" the date.

D. Gallagher presented highlights from the CCLAD (California Conference of Local AIDS Directors) meeting in Sacramento on June 2, 2008. 1.) The State Office of AIDS presented a budget update. The BBR (budget balancing reduction) and resulting \$2.1 million dollars in the 2008 State budget was reviewed. "Back fill" from prescription rebates of \$7.0 million will be used to offset some ADAP reductions. Education / Prevention and Therapeutic monitoring received funding for other State budget categories (e.g. Dept. of Mental Health). 2.) AB1894 is a bill that makes HIV testing available on a voluntary basis immediately upon request. 3.) The "Visioning Plan" was introduced. The plan is like the IWG and will produce a State wide consensus paper.

Public Comment: None

XIV. Next Step – New Business

- 2009-'10 Allocation process.
- Hold open July 23, 2008 for additional allocation meeting.
- Infrastructure Work Group progress review and action plan meeting -Sept. 2009.
- Next Meeting July 2, 2008, 3:00p.m.-6:30p.m.
- Note: 3:00p.m. Start time of July 2, 2008 Allocation meeting.

XV. Meeting Adjourned at 6:33p.m.