



DEPARTMENT OF HEALTH AND HUMAN SERVICES

COUNTY OF MARIN

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Marin HIV/AIDS CARE Council Meeting

Draft MINUTES

August 2, 2006

2:30 – 7:00 PM

899 Northgate, 4th Floor Conference Room

Members Present: Cam Keep, Elyse Graham, Jennifer Malone, Will Boemer, Wade Flores, Roy Bateman, Lisa Becher

Members Absent: Diva Berry, David Witt

Staff Present: Chris Santini, Rebecca Smith, Sparkie Spaeth, Karen Kindig

Others Present: Brian Slattery, Cicily Emerson

I. Call to Order

Meeting called to order at 2:40 PM by CM Cam Keep.

II. Roll Call

CM Berry and CM Witt were absent. CM Graham arrived late, just before the Co-Chairs' Report.

III. Review and Approval of Agenda

CM Flores motioned to approve the Agenda. Motion was seconded by CM Bateman and vote was done by a show of hands. The Agenda was approved.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

IV. Review and Approval of July 26, 2006 Minutes

CM Malone motioned to table approval of 7/26/06 Minutes until end of meeting. Motion was seconded by CM Becher and vote was done by a show of hands.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

V. General Announcements

a. CM Becher: She will be on vacation from 8/14 -8/21/06.

b. CM Malone: There will be a Marin Pride Dance Party on August 5, from 7-11 PM at Sheraton 4-Points in San Rafael.

c. Rebecca Smith: She introduced Cicily Emerson who will be filling in for Rebecca while she is out on maternity leave. Cicily previously worked for Continuum in San Francisco, providing HIV prevention services.

VI. Public Comment

None

VII. Co-Chair Report

CM Graham stated that she had received a request from CM Flores to write an article for the next *Consumers' CARE Report*. She read aloud what she had written. CM Boemer and CM Malone suggested that she add an invitation to the public to attend the CARE Council's monthly meetings and community forums held periodically throughout the year. CM Bateman suggested that she specify that Title I services are for *low-income* individuals. CM Graham stated she would make those changes and, if there was no opposition, they would be forwarded to CM Flores to publish in the next *Consumers' CARE Report*.

Public Comment: None

VIII. Review Conflict of Interest Disclosures

Conflicts of interest, including perceived conflicts, were stated by each Council member present:

- CM Bateman: County of Marin is his employer. He is an administrator of the Community Development Block Grant (CDBG), the Housing Opportunities for Persons with AIDS (HOPWA), and the HOME Investment Partnerships Program. (Any public agency or nonprofit organization (including all CARE grantees and nonprofit agencies with staff who are members of the CARE Council could apply for CDBG, HOPWA, or HOME funds and become a CDBG, HOPWA, or HOME grantee.) He is a friend of Chris Santini, who works for County of Marin HHS. University of California is the employer of the co-owner of his house and he is a recipient of services provided by the University of California.
- CM Becher: She is the case manager of the AIDS program at the Hospice of Marin, a provider of Title I attendant care services.
- CM Boemer: He is an unaffiliated/unaligned consumer. A perceived conflict could be that he is a client of MAP and also acts as a volunteer there.
- CM Flores: He is unaffiliated/unaligned consumer.
- CM Graham: A perceived conflict could be that her current employer is Walden House, which is a substance abuse provider that receives Title I funding in San Francisco (but not in the program she works in). Also, her past employer was IEP, which receives Title I funding in San Francisco for complementary therapies.
- CM Keep: He is an unaffiliated/unaligned consumer.
- CM Malone: She is the Executive Director of MAP (Marin AIDS Project) and has a conflict with all of the categories, as MAP receives Title I funds in many categories.

Public Comment: None

IX. Discuss Funding Allocations

CARE Council members had been sent a Funding Allocation Worksheet and Decision Matrix to review and prepare for this meeting. At the previous meeting it was decided that the discussion would be around dollar amounts, which would then be converted into percentages. The Council went down the prioritized list and discussed each item, line by line.

Public Comment: None

X. Decide on Allocation to Prioritized Service Categories

After discussion concluded, the following allocations were recommended as follows:

Rank	Categories in 07/8 priority order	07-08% of total CARE award	07-08 CARE proposed allocation
1	Primary Medical Care	19.56%	\$200,000
2	Mental Health	6.85%	\$70,000
3	Client Advocacy / Benefits Counseling	9.78%	\$100,000
4	Case Management	24.45%	\$250,000
5	Home Health - Attendant and Professional Care	7.82%	\$80,000
6	Substance Abuse Treatment	7.34%	\$75,000
7	Oral Health	3.42%	\$35,000
8	Direct Emergency Financial Assistance	3.22%	\$32,906
9	Food	6.85%	\$70,000
10	Complementary Therapies - Acupuncture	3.91%	\$40,000
11	Transportation	0.49%	\$5,000
12	Buddy / Companion / Volunteer	3.91%	\$40,000
13	Vitamins	0.68%	\$7,000
14	Outreach* (See Infrastructure)	0.98%	\$10,000
17	Planning Council Support* (See Infrastructure)	0.73%	\$7,500
		Total	\$1,022,406
		Remaining	\$0

CM Boemer motioned to accept recommendations in percentages, as listed. The motion was seconded by CM Keep and a roll call vote was taken. The motion carried.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

Discussion continued to decide on scenarios for increased funding, decreased funding by 10%, and decreased funding by more than 10%. The following was recommended:

- Increased funding = Same %

Public Comment: None

CM Keep motioned to accept recommendation. The motion was seconded by CM Becher and a roll call vote was taken. The motion carried.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

- Decreased funding by 10% or less= Same %

Public Comment: None

CM Malone motioned to accept recommendation. The motion was seconded by CM Boemer and a roll call vote was taken. The motion carried.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

- Decreased funding by 10 -15% = Eliminate tier 3 (categories 14 -17), Reduce tier 2 (categories 8 -13) by 20%, Spread remainder over tier 1 (categories 1 - 7)

Public Comment: None

CM Keep motioned to accept recommendation. The motion was seconded by CM Becher and a roll call vote was taken. The motion carried.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

XI. Membership Committee Report

CM Flores reported

1. The Membership committee recommends that the *Committee Assignment Policy* be approved (see Attachment 1).

Public Comment: None

CM Flores brought the motion from Committee, so it did not need a second. A vote was done by show of hands. The policy was approved.

AYES: CM Keep, CM Graham, CM Malone, CM Boemer, CM Flores, CM Bateman, CM Becher

2. Copies of the draft *Marin HIV/AIDS CARE Council New Member Orientation Handbook/Resource Guide* was handed out for review. The Council members agreed to bring feedback/changes to the next meeting in order that it be voted on for possible approval by the full Council at that meeting.

Public Comment: None

XII. Division of Public Health Report

Sparkie Spaeth reported:

1) She will be making a presentation on Marin's 07/08 prioritization and allocation process to the SF HIV/AIDS Planning Council on 8/14/06 and needs submit a packet of information to them by 8/8/06. The following will be included: Report on demographics, needs assessment, explanation of priority-setting process, unmet needs assessment, report from Community Outreach and Advocacy Committee questionnaire, and summary of Ryan White services. She recommends that all Marin CARE Council members attend the meeting. 2) She has no new information on Ryan White reauthorization. 3) She has signed up for another term as Marin HHS representative on the SF HIV/AIDS Planning Council.

Rebecca Smith reported:

1) More formatting needs to be done on the *Marin HIV/AIDS CARE Council New Member Orientation Handbook/Resource Guide*. 2) She is moving forward with consultants' contracts for Infrastructure needs identified during 06/07 allocation process.

Public Comment: None

XIII. Next Steps/ Next Agenda Items

- New Member Orientation Handbook – VOTE
- Discuss how cost caps are implemented – for a subsequent meeting
- Elect new Co-Chairs – close the nomination at the next meeting and vote for Co-Chairs. There was a discussion about the nomination of Co-Chairs. Nominations were opened. CM Keep nominated CM Boemer, who respectfully declined.
- Update from or by Consultants on Infrastructure (could include Evaluation of County/CARE Council)

XIV. Meeting Adjourned at 7:00 PM

ATTACHMENT 1

Committee Assignment Policy

In an effort to diversify levels of understanding, interest, and participation in Council work, committee seats will be assigned by the Membership Committee in the fourth month of a Council Member's term and limited to a minimum of three seats and a maximum of eight per committee.

For the first three months of a new Council member's term, s/he is required to attend at least one different committee per month. After the first three months, the Council member will provide the Membership Committee with their top priorities. The Membership Committee will then assign the new member to a committee with an open seat, or one that would maximize their strengths and abilities. This committee will be known as the member's "home committee".

Council members may only be assigned to a committee that has an open seat. Thereafter, all Council members are expected to attend their home committee on a regular basis. Attendance at committees other than a Council member's home committee will be noted on all attendance reports, but will not count towards that Council member's attendance requirements. Any Council members who do not attend their home committee will be noted in the minutes as "absent". Committee co-chairs shall contact members who are absent from their home committee regarding their absence.

Good case exceptions to these policies may be considered by the Membership Committee to address committee vacancies.