



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

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[Approved 9/10/08]

August 13, 2008

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

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

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

Council Members Absent: Will Boemer (AE), Jeff Byers (AE), Pam Lynott (AE).

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

Public : Jon Botson – Marin County Specialty Clinic, Robert Ferguson, Rita Widergren, RN, PHN – Dept. of Health & Human Services / Division of Aging.

I. Call to Order

Meeting called to order at 4:35p.m. by Co-Chair Flores.

II. Roll Call

Roll was called by Council Support. Quorum was established with 9 of 12 Members present. CM Boemer (AE) was excused due to preannounced travel. CM Byers (AE) was excused. State employees are not allowed to travel until the State budget is complete. CM Lynott (AE) was excused due to a car accident.

III. Review and Approval of Agenda – VOTE

The agenda was reviewed. Item X., Invited Speaker –Rita Widergren was moved on the agenda and followed Item VII. Co-Chairs Report. Item VIII. Membership Committee Report. “Robert Furgeson” was corrected to read, “Robert Ferguson”.

CM Kelley motioned to approve the agenda with changes. CM Hansen seconded.

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

IV. Review and Approval of July 2, 2008 Minutes – VOTE

CM Frazier made motion to approve the July 2, 2008, minutes. CM Hansen seconded.

A voice **vote** was conducted. All were in favor. None were Opposed. The July 2, 2008, minutes were approved unanimously.

V. General Announcements

Co-Chair Flores welcomed the return of Dr. Witt. CM Witt was on a leave of absence during his travels to Myanmar. CM Witt briefly described the travel restrictions and political conditions during his visit to offer aid and assistance.

CM Witt reported that there are two drugs for the treatment of HepC+ in the final stage of approval and the trials look very promising.

CM Malone announced that M.A.P. will now offer “drop in services”, including food and music on Friday afternoons from 1:00p.m. to 4:00p.m.

Public Comment: None

VI. Public Comment – None

VII. Co-Chair Report

Co-Chair Flores 1.) The San Francisco EMA / HIV Health Services Planning Council budget and allocation meeting is scheduled for August 22, 2008 from 9:00a.m. to 5:00p.m. CM Flores encouraged all Marin Care Council Members to attend to see how the Marin budget “dove tails” into the EMA. 2.) CM Flores requested that all Council Members keep their commitment to attend the monthly Committee meetings. Lack of quorum has been a concern at the Committee level. Due to a lack of attendance meetings have been cancelled.

Public Comment: None

VIII. Rita Widergren from Project Independence Presentation

Rita Widergren, RN, PHN, is the Nursing Director for Marin County – Department of Health and Human Services, Division of Aging. Ms. Widergren's presentation followed a handout titled, “Project Independence 2008-'09”. *See Attachment “A”*. The Project Independence flow chart detailed the role of Community Volunteers and CAPA Students. The program(s) include; “Bridges” for post-surgery transportation needs, Healthy Living Workshops for chronic disease self-management, Care Transition Intervention for patient self-management, and the Marin Adult Information and Referral Line.

As an over all statement, Ms. Widergren summarized the goal of Project Independence as, “Helping people who are frail and isolated”. Access to services and resources start with the Discharge Planners at the Marin General Hospital, Kentfield Hospital, Novato Hospital, or Kaiser. The definition of “isolated” was detailed as, “...someone who does not have resources, are alone, or may be alone in a crowd.” “They may not have the money [financial resources] to stay connected”. Frail was defined as, “... someone who is coming out of the hospital with less ability.” “[The Client]...is physically or emotionally frail.” Volunteers from Project Independence often provide transportation home from a hospital stay or day surgery, pick up medications, food, and supplies.

A question and answer session followed. Volunteers receive over 25 hours of training. A background check is required and an ID is issued from the Sherriff's Department. Although the funding grant is through the Office of Aging, the grant serves anyone 18 years or older.

Current Ryan White Clients may be eligible for services through Project Independence. If other Service Providers like Hospice are involved, they would be the primary provider. Ms. Widergren commented, “...we can support the care givers, but we can't be the primary care giver”. The hospital Discharge Planner is the key to access services.

With a goal of bridging the gap between the participants' discharge from the hospital and the restoration of their autonomy, independence, and quality of life at home, it was evident that Project Independence has a sincere commitment to helping people who are isolated or frail.

Council Members were pleased to learn about additional resources available in a changing benefits environment.

Public Comment: None

IX. Federal, State, Local, and other funding sources for HIV/AIDS Services.

C. Santini presented information on other public funding sources. The handout (*See Attachment “B”*) “Report on the Availability of Other Public funding in the San Francisco EMA – March 1, 2008 – February 28, 2009”. An additional handout, (*See Attachment “C”*) “Guide to Other Public Funding Document”. Questions and answer followed.

Public Comment: None

X. Membership Committee Report

1.) Committee Co-Chair Frazier reported that during the August 5, 2008, Membership Committee Meeting, Care Council Applicant - Robert Ferguson was interviewed.

CM Frazier motioned to approve Robert Ferguson as a member of the Care Council. No second required.

Public comment: None

A roll call voted was conducted and Robert Ferguson was unanimously approved as a Member of the Care Council.

VOTE:

AYES: CM Bateman, CM Cronin, CM Flores, CM Frazier, CM Hansen, CM Kelley, CM Malone, CM Richard, CM Witt.

Noes: None

Abstain: None

Recuse: None

2.) Co-Chair Frazier reiterated the concern and requested attendance at Committee meetings. "We [Council Members] have two meetings a month."

CM Witt suggested that the quorum issue might be addressed by having the meetings on the same day. CM Flores commented that there had been a decrease in the quorum requirement from two-thirds to 50% + 1 Council Member.

3.) Co-Chair Frazier gave notice of a Bylaw change discussion and **VOTE** on meeting attendance to the San Francisco EMA.

Marin HIV/AIDS Care Council New Member Orientation Handbook / Resource Guide page 65, Appendix G – Marin HIV/AIDS Care Council Bylaws, Article V – Meeting Attendance / Termination, Section 1.

4.) Co-Chair Frazier reported that the Membership Committee had been developing and Exit Interview for outgoing Council Members. The questionnaire was designed to take 10 minutes to provide feedback to the Council at the conclusion of a Council Members service.

Public comment: None

XI. Community Outreach and Advocacy Report

No report.

Public Comment: None

XII. Division of Public Health Report

C. Emerson 1.) Reported that she had become a Marin County regular hire in the position of Program Manager at the new Health and Wellness Campus - Connection Center. She will transition out of her current role as Care Council support in September. 2.) Jenny Stephens, MPA, was introduced and will transition into the role of Care Council support. Her phone number is 415-473-4340. Ms. Stephens has a background in Ryan White Funding as an evaluator of service and quality management. 3.) The Specialty Clinic will move on October 10 & 11, 2008, to its new and final location on the Health and Wellness Campus. 4.) C. Emerson will be forming a Community Advisory Board for the Connection Center. The group will be comprised of Clients from all services and meet quarterly.

S. Spaeth reported concern about the recent "needs assessment" to provide Client feedback to the San Francisco EMA. She stated, "not one single person filled out [and returned] the needs assessment". San Francisco was looking for feedback from severe need Clients. A focus group was conducted with 11 people attending. A brief discussion followed of how to administer future questionnaires that would insure participation. CM Malone commented that she did not recall that the needs assessment was

discussed at the Council level. C. Emerson added that it was sent out via e-mail. CM Witt stated, “we may need to be more direct”.

Public Comment: None

XIII. Next Step – New Business

- Council Co-Chair nominations.
- Quarterly review of unspent funds by category budget 2008-'09.
- Care Council self evaluation. Compare to mission statement.
- Alternate locations for Care Council Meetings to increase participation from the public.
- Report about HIV testing program in Marin County Jail (Marsha Grant, R.N.).
- Infrastructure Work Group progress review and action plan meeting -Sept. 2009.
- Hosting the San Francisco EMA monthly meeting in 2009.
- Next Meeting September 10, 2008, 4:30p.m.-6:30p.m.

XIV. Meeting Adjourned at 6:10p.m.