



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

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DIVISION OF PUBLIC HEALTH

## COMMUNITY HEALTH & PREVENTION SERVICES

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### Marin HIV/AIDS CARE Council Meeting

#### Draft MINUTES

September 6, 2006

4:30 – 6:30 PM

899 Northgate, 4<sup>th</sup> Floor Conference Room

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

**Members Absent:** Diva Berry

**Staff Present:** Chris Santini, Rebecca Smith, Cicily Emerson, Karen Kindig

**Others Present:** Maria Ramos-Chertok, Susan Haikalis, Dorothy Kleffner

#### I. Call to Order

Meeting called to order at 4:40 PM by CM Cam Keep.

#### II. Roll Call

CM Berry was absent.

#### III. Review and Approval of Agenda

CM Keep called for approval of the Agenda 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, CM Witt

#### IV. Review and Approval of August 2, 2006 Minutes

CM Keep called for approval of 8/2/06 Minutes and vote was done by a show of hands. The Minutes were approved.

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

#### V. General Announcements

- a. CM Boemer: 1) He, along with Chris Santini, will be going to a conference sponsored by the State Office of AIDS, "Prevention with Positives: New Challenges, New Considerations," from 10/4 -10/6/06 in Ontario, CA. He will give a report on the conference at the November CARE Council meeting. 2) Positives Speakers Bureau and REACH will hold social at MAP, from 2:00-8:00PM, on Wednesday, 9/20.
- b. CM Flores: There will no longer be (Golden Gate Transit) bus service to the Larkspur Ferry Terminal parking lot, but the bus will stop across the street at the shopping center. The public can either cross the street or use the public overpass to get to the Terminal.

#### VI. Public Comment

None

#### VII. Co-Chair Report

CM Keep announced that nominations for Co-Chairs will be accepted at today's meeting. Election of Co-Chairs will also take place at today's meeting.

Public Comment: None

## VIII. Discussion: Infrastructure Plan

*Rebecca Smith reported that contracts with consultants and providers for the Infrastructure Plan are being put together. Two of the consultants were introduced and described what they plan to do:*

- a. Maria Ramos-Chertok (Cultural Competency consultant): Ms. Ramos-Chertok stated that she has been a consultant for various HIV/AIDS organizations, including: Compass Point, SF Planning Council, AIDS Legal Referral Council, MAP, WORLD (Oakland), Maitri, API Wellness, and Project Open Hand. She is currently working with Marin County HHS Cultural Competence Committee. She has written a book: *Cultural Considerations in Domestic Violence Cases*. Her plan is to: 1) identify challenges, 2) set up focus groups, 3) develop a Cultural Competency plan for the County, 4) design a training on Cultural Competency for providers (She will work with a co-trainer). She will work closely with Randy Allgaier (Outreach consultant) and will come to a Community Outreach and Advocacy Committee meeting
- b. Susan Haikalis (Quality Assurance consultant): Ms. Haikalis stated that she is a clinical social worker and has been working with HIV/AIDS clients since 1980, starting at Mt. Zion Hospital in San Francisco. She coordinated the HIV program at Mt. Zion, directed the clinic at SF AIDS Foundation, worked for Patricia Sullivan Consulting, collaborated SF AIDS Foundation with Shanti and UCSF AIDS Project, and set up a computerized client data info system, which was the forerunner to REGGIE. Her plan includes: 1) looking at ways to make sure case management meets guidelines, 2) developing a satisfaction survey to use across programs, agencies, and CARE-funded services, 3) developing a standard for chart documentation, 4) making sure HIPAA regulations are understood and complied with.

*Rebecca Smith stated Randy Allgaier (Outreach consultant) would like to have a 6-hour retreat to develop ways for getting more consumer input. CM Malone and CM Witt expressed surprise and concern that the focus would be on current consumers, instead of on those not currently being served, and said that they would not support a retreat for that purpose. Cicily Emerson will contact Randy to get clarification on the purpose of the retreat.*

Public Comment: Dorothy Kleffner stated her concern that the process of choosing consultants should include people from the community and that they should be allowed to attend the retreat.

## IX. Membership Committee Report

*CM Flores reported:*

- a. Orientation Manual: The Membership Committee recommends that the Orientation Manual be approved. *CM Bateman suggested that Form 700 (Statement of Economic Interests) be deleted from the Manual.*

Public Comment: None

CM Boemer motioned to approve the Manual, with the deletion of Form 700. CM Malone seconded the motion and the Manual was approved by voice vote.

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

- b. Certificates of Appreciation: Certificates of Appreciation were handed out to those Council Members who have completed their first terms on the Council: Roy Bateman, Lisa Becher, Wade Flores, Elyse Graham, Cam Keep, and Jennifer Malone.

Public Comment: None

## X. Outreach & Advocacy Committee

*CM Boemer reported:*

- a. Next Community Forum: Plans for the next Community Forum were discussed. Both Hamilton and Canal were considered. It will most likely be held in the Canal, as Hamilton has limited access by public transportation. The date, time, and location will be determined at the next meeting.

Public Comment: None

- b. Committee Name Change: A recommendation was made to change the official name of the committee from Outreach & Advocacy to Community Outreach & Advocacy.

Public Comment: None

Vote was done by show of hands and the name change was approved.

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

- c. Committee Guidelines: A recommendation was made to adopt the Community Outreach and Advocacy Committee Guidelines.

Public Comment: None

Vote was done by show of hands and the Guidelines were approved.

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

**XI. Co-Chair Nominations/Election**

*Nominations for Co-Chairs were as follows:*

CM Keep nominated CM Boemer, who accepted. CM Malone nominated CM Graham, who accepted. CM Bateman nominated CM Keep, who declined. CM Graham nominated CM Becher, who accepted.

Public Comment: None

Vote was done by ballot. CM Boemer and CM Graham were elected as the new Co-Chairs.

**XII. Division of Public Health Report**

*Rebecca Smith reported:*

- a. Rebecca's replacement during maternity leave: Cicily Emerson, Rebecca's replacement, will use the same phone number (473-3055) and will have a new email address, which will be sent out next week.
- b. Unallocated funds: Chris Santini found out that the contract with the City and County of San Francisco cannot be completed because \$100,000 was left unallocated as a result of the adjustment the Council made in primary care due to the cost caps implemented by SF Office of AIDS. Health Resources and Services Administration (HRSA) will not approve the contract with that much money unallocated. (Chris only found out about this on 9/5/06 and thought that it was too late to add a "vote" item to the agenda for this meeting.) The SF Office of AIDS needs this contract information by October 2<sup>nd</sup>. Rebecca recommended that the CARE Council have an emergency meeting on 9/27/06 to allocate the remaining \$100,000.

*CM Flores stated that he was stunned to hear Sparkie offer the \$100,000 back to SF at the last SF Planning Council meeting. CM Witt expressed his frustration at finding out about the unallocated money at this time, and that the process seems to have been derailed. CM Graham felt that this information should have been given at the beginning of the meeting during "General Announcements."*

CM Witt motioned to schedule an emergency meeting, with the option to cancel the October meeting if it is determined not to be needed, for Wednesday, 9/20/06, 4:30-6:30 PM. CM Graham seconded and vote was done by show of hands. The motion passed.

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

Public Comment: None

**XIII. Next Steps/ Next Agenda Items**

- Review/Approve 7/26/06 Minutes
- Allocation of unallocated funds: \$100,000
- Discuss Cost Caps
- Discuss consultant issues
- Discuss having Jeff Byers from State Office of AIDS come for a training
- Develop calendar for rest of year

**XIV. Meeting Adjourned at 6:40 PM**