



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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**MARIN HIV/AIDS CARE COUNCIL
DRAFT MINUTES
Wednesday, September 20, 2006
4:30 – 6:30 PM
899 Northgate Drive, Suite 415
San Rafael, CA**

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, Sparkie Spaeth, Cicily Emerson
Others Present: None

I. Call to Order

Meeting called to order at 4:40 pm by CM Graham

II. Roll Call

CM Berry and CM Witt were absent.

III. Review and Approval of Agenda

CM Becher motioned to approve the Agenda. Motion was seconded by CM Boemer 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 CARE Council Minutes

CM Becher motioned to approve the Agenda. Motion was seconded by CM Keep 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

V. Review and approval of September 6, 2006 CARE Council Minutes

CM Bateman motioned to approve the Agenda. Motion was seconded by CM Malone 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

VI. General announcements

CM Boemer: there will be a community meeting for positive/negative gay men at the SF Eureka Valley Community Center on Thursday Sept. 28th, from 7-9pm

CM Flores announced that October 13th the AIDS Medicines and Miracles retreat would take place at the Marin Headlands Institute.

VII. Public Comment

None

VIII. Co-Chairs Report

CM Graham called on the council to focus on the task at hand and to make good decisions for the allocation of the funds to be discussed and decided on at the meeting.

It was clarified that the new co-chair, CM Boemer would begin in October, because this was a September meeting, KM Keep was still the co-chair.

Public Comment: None

IX. Discuss Allocation of \$ 100, 000 Unallocated Funds for FY 06-07

CM Graham called upon the Chris Santini of the health department to give information about potential unspent funds and this number of clients using services and units of service for 05-06 by service category and potential clients using services this year. Chris presented this information as listed in the tables 1 and 2. She stated 129 individuals were in the client database using services this year.

CM Bateman presented data that he reviewed with Chris prior to the meeting on the money spent per month per service category on 05-06 and allocated in 06-07, and 07-08 as listed in Table 3.

TABLE 1 –Marin County’s Unspent CARE Funds 2002-2006

History of Unspent CARE Money	
FY2002/3	\$7,000 6,000 from Substance Abuse Treatment prebought Vitamin Vouchers, \$1,000 from Substance Abuse Treatment prebought Pharmaceuticals Fund credit
FY2003/4	\$6,221.69 from Direct Emergency Assistance returned to San Francisco
FY2004/5	\$9,320.16 \$5,685.16 from Direct Emergency Assistance prebought Ensure and Vitamins \$3,235 from Substance Abuse Treatment prebought Pharmaceuticals Fund credit \$400 from Transportation prebought bus tickets
FY2005/6	\$9,496 from Food Bank prebought food (\$8,010) and vitamins (\$1,486)

TABLE 2-Number of Clients Served and Units of Service for 05/06 and 06/07

Fiscal Year Comparison of Number of Clients Served and Number of Units of Service Provided					
	Categories in 07/8 priority order	05/6 Number of Clients Served (12 months)	06/7 Proposed Number of Clients (8 months)	05/6 Number of Units of Service Provided (12 months)	06/7 Proposed Number of Units of Service (8 months)
1	Primary Medical Care©	93	65	774	500
2	Mental Health©	26	35	409	379
3	Client Advocacy / Benefits Counseling	130	110	1312	1,347
4	Case Management (+ 2 new providers)©	143	159	3243	2,570
5	Home Health - Attendant and Professional Care©	16 (AC)	11 (AC) 12 (PC)	990 (AC)	1051 (AC) 198 (PC)
6	Substance Abuse Treatment (+ 2 new modalities)©	5(Res) 3 (NRTM)	3 (Res) 3 (NRTM) 1 (Outpt cnslg) 3 (NRT detox)	299 (Res) 29 (NRTM)	310 (Res) 480 (NRTM cnslg + 720 dosing) 15 (Outpt cnslg) 50 (NRT detox)
7	Oral Health	24	20	32	40
8	Direct Emergency Financial Assistance	63	40	182	125
9	Food	88	65	1329	1,040
10	Compl. Therapies - Acupuncture©	28	30	613	470
11	Transportation	33	60	372	640
12	Buddy / Companion / Volunteer	79	60	2342	1,950
13	Vitamins	78	57	1023	912
14	Outreach* (See Infrastructure)				
15	Housing				
16	Legal Services				
17	Planning Council Support* (See Infrastructure)				
18	Child Care				
19	Quality Management* (See Infrastructure)				
	Infrastructure*				
	Total				
©	Service category subject to cost caps				

TABLE 3- Actual Monthly Spending in 05-06 compared with Proposed in 06/07 and 07/08

Categories in 07/8 priority order	Actual 05-06 spending per month	After costcap adjustments 06-07 spending per month (8 months)	Planned 07-08 spending per month (12 months)
Primary Medical Care	\$26,353	\$15,625	\$16,667
Mental Health	\$2,491	\$6,250	\$5,833
Client Advocacy / Benefits Counseling	\$7,866	\$10,938	\$8,333
Case Management	\$15,173	\$29,063	\$20,833
Home Health - Attendant and Professional Care	\$4,792	\$9,030	\$6,667
Substance Abuse Treatment	\$4,726	\$7,500	\$6,250
Oral Health	\$1,382	\$3,750	\$2,917
Direct Emergency Financial Assistance	\$2,764	\$4,625	\$2,742
Food	\$6,052	\$8,000	\$5,833
Compl. Therapies - Acupuncture	\$3,667	\$5,000	\$3,333
Transportation	\$160	\$1,000	\$417
Buddy / Companion / Volunteer	\$3,594	\$6,250	\$3,333
Vitamins	\$817	\$1,375	\$583
Outreach* (See Infrastructure)			\$833
Housing			
Legal Services			
Planning Council Support* (See Infrastructure)			\$625
Child Care			
Quality Management* (See Infrastructure)			
Infrastructure*		\$6,250	
Unobligated (take \$5,000 out for food vouchers)		\$105,165	
Total	\$958,299	\$1,022,406	\$1,022,406

CM Graham called upon the council to go through each service category and see if there was a need to increase the funding.

The council had a discussion about how to allocate the remaining funds.

CM Flores suggested that the funding be used to augment the work of Maria Ramos-Chertok, the cultural competency consultant.

CM Malone suggested the funding be used to fund agency outreach to target individuals with HIV who are not in care.

A discussion about outreach ensued amongst the council. It was clarified that although the goal of some of the consultants doing infrastructure work was to make recommendations regarding outreach to both the

council and to agencies, this is independent of funding for outreach as a Title I service category. CM Graham suggested that the council look at ways to fund both community outreach that the council conducts and agency level outreach.

CM Flores also suggested increasing money for the distribution of food vouchers. Chris Santini alerted to the council that she had already allocated \$5000 to give as incentives in the form of food vouchers to those participating in the client satisfaction surveys.

CM Malone suggested increasing funds for supporting the development of cultural competency at current agencies to be spent on things such as translation of printed materials, client forms, websites, and other culturally competent materials. CM Becher and CM Flores stated their agreement. Sparkie Spaeth suggested current contracts could be augmented to support such an effort.

CM Keep raised a concern about setting a precedent with an extra distribution of food vouchers that may not be able to continue in upcoming years. CM Malone suggested that they distribute a survey with the recipients food vouchers, food from the food bank, and vitamin vouchers in order to get some information about what it is the clients want or do not want regarding future food distribution.

Sparkie Spaeth suggested increasing funding for council support.

Sparkie Spaeth mentioned that food funding may be eliminated in the reauthorization of the Ryan White CARE Act.

There was a discussion about current service categories and the need for augmentation of current contract amounts. CM Becher stated she did not see the need for this within the agency she works.

CM Becher left at 6:20pm

CM Boemer suggested returning funding to the San Francisco EMA.

CM Flores suggested increasing money for transportation.

CM Malone voiced the concern about getting information to individuals in Marin about HIV care and the services available.

CM Bateman voiced the concern that the council would be faced with unspent funds for the year, and should keep that in mind with the funding decisions, especially in the amount that is returned to the San Francisco EMA.

CM Graham suggested assuming that some of the money will be unspent for the year, and plan on spending that money of food and vitamin vouchers.

CM Graham also suggested sending funding back to the San Francisco Planning Council with a stipulation that it be used at the AIDS Emergency Fund.

After discussion was concluded, the council proposed the following allocations as illustrated in table 4.

Adding to the infrastructure budget a total \$3,600 for funding client incentives, space, and food for the focus groups that Maria Ramos Chertok would be conducting and for two community forums, and a small budget for food for the council's strategic planning retreat.

\$ 30,000 to support cultural competency including translation of printed materials, client forms, website development and signage targeting the Haitian and Spanish community.

\$ 23,400 for food and vitamin vouchers.

\$ 3,000 for council staff support.

\$ 40,000 to be returned to the San Francisco EMA.

TABLE 4- Proposal for Unallocated Funds

	Categories in 07/8 priority order	06-07 CARE costcap reallocation	06-07 spending per month (8 months)	Proposed Unobligated increase
1	Primary Medical Care	\$125,000	\$15,625	
2	Mental Health	\$50,000	\$6,250	
3	Client Advocacy / Benefits Counseling	\$87,500	\$10,938	
4	Case Management	\$232,500	\$29,063	
5	Home Health - Attendant and Professional Care	\$72,241	\$9,030	
6	Substance Abuse Treatment	\$60,000	\$7,500	
7	Oral Health	\$30,000	\$3,750	
8	Direct Emergency Financial Assistance	\$37,000	\$4,625	
9	Food	\$64,000	\$8,000	\$23,400
10	Compl. Therapies - Acupuncture	\$40,000	\$5,000	
11	Transportation	\$8,000	\$1,000	
12	Buddy / Companion / Volunteer	\$50,000	\$6,250	
13	Vitamins	\$11,000	\$1,375	
14	Outreach* (See Infrastructure)			
15	Housing			
16	Legal Services			
17	Planning Council Support* (See Infrastructure)			\$3,000
18	Child Care			
19	Quality Management* (See Infrastructure)			
	Infrastructure* (cultural comp support)	\$50,000	\$6,250	\$30,000
	Infrastructure* (outreach)			\$3,600
	Unobligated (take \$5,000 out for food vouchers)	\$105,165		
	Total	\$1,022,406		\$100,000
			Remaining	\$40,000

CM Flores motioned to support the proposal, which was seconded by CM Boemer.

Public Comment: None

VOTE on Allocation

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

CM Boemer motioned that the council, when returning the \$40,000 to San Francisco, makes the suggestion that it be used for the AIDS Emergency Fund with the stipulation that Marin's clients could use the fund. CM Malone seconded the motion.

Public Comment: None

VOTE-

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

X. Membership Committee Report

CM Flores urged other members to come to the next meeting in order to have quorum and move the business of the meeting forward. The next meeting is Tuesday, October 10th at the Hospice of Marin at 5:30-7:00pm.

Public Comment: None

XI. Community Outreach and Advocacy Committee Report

CM Boemer reported that he had secured the pickleweed community center in Canal for the community forum on October 18th from 6-8pm.

He also reported having talked with Mario Ramos-Chertok who passed on some contacts both in the canal and at the Novato Human Needs center for a future Novato forum. The next committee meeting will take place Thursday, September 26 at MAP from 5:30-7:30. CM Bateman and CM Malone both announced they would not be able to attend the meeting.

Public Comment: None

XII. Develop Calendar for Council for immediate six months

CM Graham suggested that the council in the interest of time not discuss this agenda item but meet in October to do so. She also suggested they move the October meeting to the 2nd week in October so that CM Boemer and CM Keep could attend, who both would be gone the first week in October.

Some of the upcoming business to be discussed or calendared may be:

- A. Community Forum
- B. Strategic Planning Retreat
- C. First quarter utilization data
- D. Unspent funds
- E. Membership training on the new orientation manual
- F. Forming a workgroup to work with the infrastructure
- G. Having Jeff Byers to present to the council
- H. Cost Caps
- I. Website development

CM Keep motioned to have the meeting the 2nd week in October and CM Boemer seconded the motion.

Sparkie Spaeth offered to contact Jeff Byers to see if he could make the November or October council meeting.

Public Comment: None

VOTE-

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

XIII. Division of Public Health Report

Nothing was reported

XIV. Next steps/next agenda items

The next meeting will be October 11th at from 4:30-6:30pm.

XV. Meeting adjourned at 7:05 pm

Note: Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.