



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

*Larry Meredith, Ph.D., Director*

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

899 NORTHGATE DRIVE, SUITE 415  
SAN RAFAEL, CA 94903  
PHONE: (415) 473-4340  
FAX: (415) 473-6266

## **Marin HIV/AIDS Care Council Meeting MINUTES**

**[Approved December 10, 2008]**

**October 8, 2008**

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

**899 Northgate Drive - 4<sup>th</sup> Floor Conference Room  
San Rafael, CA 94903**

**Council Members Present:** Jeff Byers, Kevin Cronin, Robert Ferguson, Wade Flores, James Frazier, Peter Hansen, Walter Kelley, Jennifer Malone, Craig Richard, David Witt.

**Council Members Absent:** Roy Bateman (AE), Will Boemer (AE), Pam Lynott (LOA).

**Staff Present:** C. Emerson, Chris Santini, Michael Schieble, Jenny Stephens.

**Public:** None

### **I. Call to Order**

Meeting called to order at 4:36p.m. by Co-Chair Flores.

### **II. Roll Call**

Roll was called by Council Support. Quorum was established with 9 of 12 Members present. CM Witt arrived at 4:37p.m. and increased the attendance to 10 of 12 Members present. CM Bateman (AE) was excused and on vacation. Co-Chair Boemer (AE) was excused. CM Boemer had issued a voting proxy to CM Flores. CM Lynott (LOA) is on a leave of absence.

### **III. Review and Approval of Agenda – VOTE**

The agenda was reviewed. CM Frazier motioned to approve the agenda as published. CM Byers seconded. A voice **vote** was conducted. All were in Favor. None were Opposed. The agenda was approved unanimously.

### **IV. Review and Approval of September 10, 2008 Minutes – VOTE**

It was noted that in agenda item; "X. Quarterly Review of the 2008-'09 Budget – VOTE". "C. Santani" was misspelled and the corrected spelling is, "C.Santini".

CM Kelley made motion to approve the edited September 10, 2008, minutes. CM Hansen seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed. The September 10, 2008, edited minutes were approved unanimously.

### **V. General Announcements**

Co-Chair Flores announced that the San Francisco Cultural Humility Series is limited to San Francisco Council Members and Marin Council Members will not be able to attend.

CM Malone announced that M.A.P. hosts a drop-in group on Tuesdays and Fridays.

Drop-in Information:

Tuesdays: 4:30p.m. to 7:00p.m. (same time as testing and needle exchange).

Fridays: 2:30p.m. to 5:00p.m. A meal is served by student volunteers from the Branson School.

CM Byers gave an overview of the recent activity in the State Office of AIDS. The State Office has been busy with the completion of the Statewide Coordinated Statement of Need (SCSN) and the Department budget related to the State of California budget. An overview of the SCSN was given. Council Members discussed possible budget changes reported in the news. The State Office on AIDS has not issued an official statement related to an operating budget, so no specifics were given. CM Byers encouraged Care Council Members to read news articles to keep current with the possible changes.

J. Stephens recognized on behalf of the Marin Care Council, Cicily Emerson for her work as Council Support. C. Emerson was presented with a Certificate of Appreciation and a gift from the Council. C. Emerson encouraged all to attend the Open House on November 16, 2008, at the new Marin Health and Wellness Campus. Council Co-Chair Flores said, "Thank you for all your work." C. Emerson replied, "It was a pleasure working with all of you and I hope to cross paths..., I'm sure I will. In my new role as a Program Manager, I actually supervise the Ryan White Case Managers for the Specialty Clinic, so I'm still tied in...".

Public Comment: None

**VI. Public Comment – None**

**VII. Co-Chair Report**

Co-Chair Flores 1.) Co-Chair Flores invited all Council Members to attend the San Francisco EMA meeting on October 9, 2008 from 5:00p.m. to 7:00p.m. at 25 Van Ness Ave. 3<sup>rd</sup> Floor. The meeting topic is the development of the three year Comprehensive Plan. The Comprehensive Plan includes decisions about Marin and San Mateo Counties, so representation is encouraged. 2.) Co-Chair Flores requested that Council Members follow the policies and procedures if they will be absent. Members are to contact J. Stephens from Council Support and the Committee or Council Co-Chairs in advance of a Council or Committee meeting to communicate that they will not attend. Council Members were encouraged to keep their commitments, so scheduled meetings will have a quorum and not have to cancel.

Public Comment: None

**VIII. Nominations for Council Co-Chairs – VOTE.**

Co-Chair Flores reviewed the prior nominations. CM Witt, CM Cronin, and CM Kelley had been nominated at the September 10, 2008 meeting. Each withdrew their name(s) from consideration and declined the nomination. Additional nominations were requested, none were heard, and nominations were closed.

CM Byers asked if the bylaws required that the Council have Co-Chairs. M. Schieble, of Council Support quickly reviewed the bylaws and reported that there was not a stated requirement. The Council had a precedence of Co-Chairs which was important for meeting facilitation and allowed the work load to be shared. It was suggested that Council Support do a complete review of the bylaws.

Council Co-Chair nominee(s): Wade Flores.

Public Comment: None

**Vote:** The vote was conducted by written ballot. The ballots were retained for the public record.

Ayes: 10

Noes: none

Abstain: none.

Wade Flores was approved as Marin Care Council Chair.

**IX. Membership Committee Report.**

Co-Chair Frazier reported that CM Kelley was elected as the Membership Committee Co-Chair. The Membership Committee continues to work on recruiting Applicants for Council Membership and at the October [7<sup>th</sup>] meeting a Spanish version of the recruitment flyer was approved. The Membership Committee is reviewing the Probation Policy used by the San Francisco Council. Co-Chair Frazier reported that Pam Lynott has resigned from the Marin Care Council for personal reasons which include the death of her daughter. Council Support has contacted P. Lynott by phone and mailed her the Care Council Exit Interview. CM Lynott will be the first out-going Council Member to give feedback using the recently approved Exit Interview Questionnaire.

Public comment: None

**X. Community Outreach and Advocacy Report. Community Forum Flyer Approval.- VOTE**

Committee Co-Chairs Witt and Flores gave an overview of the November 6, 2008, Forum.

A copy of the Forum flyer was distributed. In a working session, Council Members suggested changes to and edited the flyer draft.

CM Kelley made motion to approve the Forum Flyer as edited. CM Witt seconded.

Public Comment: None

A voice **vote** was conducted. All were in Favor. None were Opposed. The November 6, 2008 Forum flyer with edits was approved unanimously.

Public Comment: None

**XI. Infrastructure Work Group**

J. Stephens announced that the Infrastructure Work Group is scheduled to meet on October 21 and November 18, 2008. Currently; CM Boemer, D. Gallagher, CM Cronin, C. Santini, J. Stephens are scheduled to attend. CM Kelley volunteered and added his name to the Work Group. The IWG will review the recommendations made by the IWG and report to the Council implementation of the recommendations.

Public Comment: None

**XII. Division of Public Health Report**

C. Santini distributed report(s) titled; "2008/9 Ryan White Spending", "2008/9 Ryan White First 6 Months UDC/UOS Report", and "2008/9 Food Allocation".

C. Santini commented on the following Service Categories: 1.) Direct Emergency Financial Assistance-Pharmaceuticals was low at 40% and may be due to delayed billing from Ross Valley Pharmacy. 2.) Primary Medical Care was below trend at 42% and may be due to the move of the Specialty Clinic. 3.) Non-Medical Case Management was low at 42%. The category had received State funding, so the Ryan White funds were now being allocated.

C. Santini answered questions about the reports, including clarification about the months when State funding was applied. It was noted that unspent funds from Residential Substance Abuse would be allocated to Pharmaceuticals or Transportation [vote May 14, 2008].

Following the discussion the Care Council requested: 1.) A projection from the Contractor of Residential Substance Abuse for the balance of the budget year. 2.) A projection from the Contractor of Direct Emergency Financial Assistance – Pharmaceuticals for the balance of the budget year. 3.) That the reports be made available prior to the [December] meeting so Council Members could review the data in advance.

CM Byers made motion to review the "total left over" [unspent] dollars at the December Council meeting from the Residential Substance Abuse category and decide where the money will be reallocated. CM Kelley seconded.

Public Comment: None

A voice **vote** was conducted. All were in Favor. None were Opposed. The unspent dollars from the Residential Substance Abuse category will be reviewed at the December 2008 meeting and reallocated.

Public Comment: None

**XIII. Care Council Meeting Location Change.**

Possible alternate meeting locations were discussed, including, M.A.P. and the Wellness Center. The goal is to meet at a location that will increase attendance from the Public. CM Witt stated, "Public attendance would be a measure of success." Concerns about meeting at a Contractor location were discussed and CM Byers asked if there would be a [perceived] conflict of interest. CM Richard asked if there was a meeting space at the Kaiser Hospital. CM Witt confirmed that there was a space and the Hospital was accessible by two bus lines.

The item was tabled until January 2009.

Public Comment: None

**XIV. New Business**

CM Witt commented on the possibility of writing a letter to the Marin County Sheriff advocating the availability of condoms in jail. CM Witt reported that San Francisco is the only jail that has condoms available in jail and said, "...as I read it, we are taking on every correctional facility in the country".

Co-Chair Flores suggested that the November 2008 Care Council meeting agenda include Cultural Humility training.

CM Byers made motion **not** to meet in November, "unless there is a compelling reason to meet." CM Malone seconded.

Public Comment: None

A voice **vote** was conducted. All were in Favor. None were Opposed. The Marin Care Council will not meet on November 12, 2008 [unless Council Members are contacted by Council support by November 5, 2008].

**Next Step –**

- Agenda Item: Year to Date spending in Residential Substance Abuse. Report from Contractor on budget projection.
- CS - Review of unspent funds by category budget 2008-'09. VOTE
- CS – E-mail or mail unspent funds report. Council Members to review prior to meeting.
- MJS / CS - Review minutes about budget reallocation.
- CM Cronin to present access to care issues by category.
- MJS – Review bylaws for requirement of co-chair and report.
- JS – E-mail to CM Frazier Marin County Care Council website address / url.
- WF – Verify bus information on Forum flyer.
- Tour of the Marin Health and Wellness Center.
- Develop messaging for Health and Wellness Center.
- Hosting the San Francisco EMA monthly meeting in 2009.
- Report from Infrastructure Work Group.

**Next Meeting:** December 10, 2008, 4:30p.m.-6:30p.m.

Parking Lot:

- Care Council self evaluation. Compare to mission statement.
- Alternate locations for Care Council Meetings (tabled January 2009).
- Advocacy strategy for HIV/AIDS prevention in Marin County Detention Facilities.

**XV. Meeting Adjourned at 6:15p.m.**