



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

Wednesday, October 13, 2010

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

3420 Kerner Blvd.

San Rafael, CA 94903

Connection Center – Room 109

[Approved January 12, 2011]

Council Members Present: Elaine J. Flores, Wade Flores, James Frazier, Walter Kelley, Jennifer Malone, Scott Marcum.

Council Members Absent: Roy Bateman(AE), Kevin Cronin(AE), Norge Santana(LOA), David Witt(AE).

Staff Present: Cicily Emerson, Fern Orenstein, Chris Santini, Michael Schieble.

Public: none

I. Call to Order

The meeting was called to Order at 4:55p.m. by Co-Chair W. Flores.

II. Roll Call

Roll was called and quorum was established with 6 of 9 Council Members present.

CM Bateman (AE), CM Cronin (AE), and CM Witt (AE) were absent and excused.

CM Santana (LOA) is on a leave of absence.

III. Review and Approval of Agenda

CM Malone made motion to approve the agenda. CM Frazier seconded.

A voice **vote** was conducted. All were in Favor. None were Opposed.

Public Comment: None.

IV. Review and Approval of September 8, 2010 Minutes – VOTE

CM Malone requested corrections for the date and time of the Mill Valley Film Festival announcement.

CM Frazier made motion to approve the edited September 8, 2010, minutes. CM Marcum seconded.

A voice **vote** was conducted. Ayes were heard. None were Opposed. The September 8, 2010 minutes with corrections were approved.

V. General Announcements

CM Malone announced that the Marin AIDS Project / M.A.P. is sponsoring the movie, "Themba – A Boy Called Hope" in the Mill Valley Film Festival. The fund raiser is Sunday, October 17, 2010, reception at 5:00p.m., movie at 7:00p.m. Contact M.A.P. for tickets.

Co-Chair W. Flores announced that the Marin Center for Independent Living and Marin Community College will offer a *Disability Summit* on October 20, 2010 from 10:00a.m. to 11:30a.m.

Co-Chair W. Flores announced that the *Health Aging Summit* will be Tuesday, November 9, 2010, from 8:30a.m. to 5:00p.m. Information on Aging with HIV and other aging workshops, interactive demonstrations, exercise and dance will be presented and the San Francisco City Hall.

CM Malone announced that she is not available to attend the November 10, 2010, Care Council meeting.

VI. Public Comment
Public Comment: None

VII. Co-Chair Report
Co-Chair W. Flores thanked the Council Members and County Staff saying, "...my [Co-Chair] term is up, it has been a privilege to serve you and represent you in San Francisco." 2.) Co-Chair W. Flores recapped the Canal Health Fair on October 9, 2010, saying, "...it started slow, until we took the initiative to hand out packets with condoms...the keychain and necklace with a condom were a big hit". "We said, if you're not going to use it (condom & packet) please pass it along to someone else who will." Recruitment information was distributed at the booths of service providers. Marin abused Women's Services was interested. Taco Limited offered free advertising for the Care Council on their company website. 3.) The San Francisco HIV Health Service Planning Council will conduct their annual steering retreat in January or February 2011.

Co-Chair Kelley reported that he participated in the September 25, 2010, Marin City Health Fair.

Public Comment: None

VIII. Care Council Co-Chair Nominations and Election – VOTE.
Co-Chair Flores reviewed the prior nominations. CM Cronin, and CM Kelley had been nominated at the September 8, 2010 meeting. Additional nominations were requested, none were heard and nominations were closed.

Council Co-Chair nominee(s): Kevin Cronin and Walter Kelley.

Public Comment: None

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

R. Batman	K. Cronin	E.J. Flores	W. Flores	J. Frazier	W. Kelley	J. Malone	S. Marcum	N. Santana	D. Witt	Vote total
Absent	Absent	KC	KC	KC	KC	KC	KC	LOA	Absent	6
		WK	-	WK	WK	WK	WK			5

Kevin Cronin and Walter Kelley were approved for Marin HIV Care Council Co-Chairs.

IX. Membership Committee Report – VOTE

Leave of Absence Policy Discussion – VOTE

Co-Chair W. Flores introduced the policy change and commented, "...the policy change is designed so people would not need to be placed on probation".

Membership Committee Co-Chair Marcum read the motion.

Based on the Membership Committee review of absences, if a Council Member's absences in a quarter or attendance trend exceeds the allowance, the Membership Chairs and Committee Members may intervene and ask for a personal evaluation to see if a Leave of Absence is required or if a request for resignation is appropriate until personal issues or health matters are resolved. Any previous member may reapply to the Marin HIV/AIDS Care Council at a time deemed suitable."

CM E.J. Flores voice concern about commitment to the meetings and attendance and said, "...[we] need something more strict". CM Malone suggested examining why people are not coming to meetings and review if absences were agenda related.

Public Comment: C. Emerson voiced concern that the language used in the policy was not typical for volunteers since the language is top down. The language was more employer – employee based and not

usual to a volunteer Council. F. Orenstein suggested that the topic was part of the broader Council goals discussion.

Co-Chair Kelley suggested tabling to the policy change until January 2011, out of concern that the round table goals discussion was pending and three Council Members were absent for the discussion and vote. The policy change was moved forward.

Discussion of Combining Standing Committees - VOTE

2010-2011 Meeting Schedule.

Membership Committee Co-Chair Marcum read the motion.

As a temporary schedule, 4th Quarter of 2010 and 1st Quarter of 2011, the Care Council meeting agenda will include the Membership and Community Outreach & Advocacy Committee meetings. The master schedule will be changed and the monthly Committee meetings will be incorporated into the monthly Care Council meetings. Council Members present at the Care Council meeting will participate in each Committee meeting. Meeting agendas will be determined based on monthly workload and timely addressing needed topics.

Co-Chair W. Flores introduced the motion and commented that the Care Council meeting time would not exceed three (3) hours in total and would include a scheduled break. A quarterly steering committee made up of Council and Committee Co-Chairs could possibly be developed.

The start time of the meeting [4:30p.m. vs. 5:00p.m.], the total meeting time, and meeting agendas were discussed. Co-Chair Kelley was in favor of the combined meeting and thought the change was realistic. motion was tabled and moved forward.

Public Comment: C. Emerson offered to do a budget projection for Council Support. A projection of the number of meetings and budget for the Council Support function would be developed.

Possible meeting formats were discussed. A brainstorming format versus a formal style meeting with Roberts Rules of Order was overviewed. Co-Chair W. Flores stressed the need for Roberts Rules of Order and contrasted the reputation and the integrity of the prior Council. Out of concern that the round table goals discussion was pending, the motion was tabled.

Note: The Membership Committee will meet the first Tuesday in November (11/02/2010).

X. Community Outreach and Advocacy Committee Report

Co-Chair W. Flores reported that the Care Council participated in the Bi-national Health Week events. The COAC shared a booth with M.A.P. at the September 25, 2010, "Unity in the Community" – Marin City and the October 9, 2010, "Canal Health and Safety Day" – San Rafael events. CM Malone reported that there would not be HIV testing at the October 16, 2010, "Green and Healthy Novato" – Novato event by M.A.P. COCA had opted not to participate in the Novato event.

Public Comment: C. Emerson complemented the COAC on their effort and participation in the Bi-national Health Week events.

XI. Transportation Services in Marin Discussion

C. Santini distributed a five page report, titled "What We Know about Medical Transportation". The report included results from the 2009-'10 Client Satisfaction Survey, 2009-'10 Ryan White Service Utilization Data, and the 2009-'10 Client Demographic recap. (*see attachment*). The report data was presented and reviewed.

The discussion produced the following, issues:

- 1.) Long lag time and delays in loading Clipper card accounts. (multiple reasons).
- 2.) Medical transportation is not an "entitlement program".
- 3.) Definition of support group needed.
- 4.) Funds to include disabled discount.
- 5.) No contact with Clipper to provide Service Provider and Client concerns.

Suggested Changes:

- 1.) Clarification by the County on the term 'support group' and what constitutes transportation assistance

to/from a support group meeting.

2.) Decrease lag-time in loading Clipper cards. Multiple Agencies and/or multiple Case Mangers to be able to administer Clipper Cards.

3.) Increased Client training. Not an entitlement program. Routine appointment to include transportation monitoring.

4.) Service Providers to provide Clipper with feedback.

5.) Review of year-to-date funds spent to insure disability discount on purchases.

6:34p.m. Point of Order - Meeting overtime.

There was a consensus to extend the meeting by ten minutes to 6:45p.m.

Public Comment: None

XII. Division of Public Health Report

C. Emerson introduced a questionnaire developed by F. Orenstein, the "HIV Care Council Informal Survey". The survey is designed to provide input for a roundtable discussion during the November 10, 2010, Care Council meeting. Responses are due by October 27, 2010, and can be submitted via a phone appointment or in writing.

The November Care Council meeting will primarily be a retreat format. Rules of respectful engagement will be followed, however Robert's Rules of Order maybe waived during the discussion. The December meeting may be a social gathering.

C. Santini distributed a handout titled, "2010/11 Ryan White Part A Spending". Six months of spending has occurred in the current Part A funding year. Reasons were given for "over" or "under-spending" assuming year-to-date spending of 50% of the total award amount.

Co-Chair W. Flores asked about an additional food card during the Holidays. C. Santini commented that an additional Holiday food card might be possible. Under spending at 39% in the Direct Emergency Financial Assistance – Pharmaceuticals service category was noted. It was assumed that ADAP Funds are covering the pharmaceutical needs of Clients.

Public Comment: None

XIII. New Business / Next Step – To Do's

Next Meeting: November 10, 2010 - 4:30p.m.-6:30p.m.

Agenda Item - FO Round table discussion Care Council structure, function and goals.

Agenda Item - WF (January) *Leave of Absence Policy* discussion.

Agenda Item - WF (January) *Combining Standing Committees* discussion.

FO - Certificate of Merit. WF & WK Co-Chair term.

WF - Business Card information / Taco Limited.

XIV. Meeting Adjourned at 6:48p.m.