



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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DIVISION OF PUBLIC HEALTH
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Marin HIV/AIDS Care Council Meeting
MINUTES
November 14, 2007
4:30p.m. - 6:30p.m.
899 Northgate, 4th Floor Conference Room
Approved on December 12, 2007

Council Members Present: Roy Bateman, Will Boemer, Jeff Byers, James Frazier, Walter Kelley, Jennifer Malone, David Witt.
Council Members Absent, Diva Berry (Leave of Absence), Wade Flores*, Elyse Graham*, Peter Hansen*, Pam Lynott*.
Staff Present: Cicily Emerson, Chris Santini, Michael Schieble, Sparkie Spaeth.
Public : None.

I. Call to Order

Meeting called to order at 4:53p.m. by Co-Chair Boemer.

II. Roll Call

The roll was called at 4:53p.m. by Co-Chair Boemer. The meeting was scheduled to start at 4:30p.m.. At time of roll call; CM Bateman, CM Boemer, CM Byers, CM Frazier, CM Kelley, CM Malone were present. Following roll call, CM Witt arrived at 4:55p.m. bringing attendance to 7 of 11 and establishing quorum

CM Berry is on a Leave of Absence. Excused absences were CM Flores*, CM Graham*, CM Hansen*, CM Lynott*. Each Member had communicated in advance* with the Co-Chair.

III. Review and Approval of Agenda - VOTE

The agenda was reviewed. CM Byers motioned to approve the agenda as published.

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

IV. Review and Approval of October 10, 2007 Minutes – VOTE

CM Frazier made motion to approve the October 10, 2007 minutes. CM Byers seconded.

Vote:

Ayes: CM Boemer, CM Byers, CM Frazier, CM Kelley, CM Malone, CM Witt

Noes: None

Abstain: CM Bateman

Recuse: None

The October 10, 2007 minutes were approved.

V. General Announcements

CM Malone announced that MAP will display the AIDS Memorial Quilt in commemoration of Worlds AIDS Day. (*“Marin AIDS Project To Host Display Of The Nobel Prize Nominated AIDS Memorial Quilt”* - Handout #1).

CM Malone requested the attendance of Marin Care Council Members on December 1, 2007, at 1:00p.m., Corte Madera Town Center. A commemoration presentation would be conducted and California State Assembly Member- 13th Assembly District, Mark Leno was scheduled to present the Leadership Awards.

CM Boemer announced that Co-Chair Flores was in the hospital with pneumonia.

CM Boemer announced that there was difficulty with the passage of the Ryan White HIV/AIDS funding bill. Although the bill passed, the bill was seven votes short to make it “veto proof”. The White House was threatening to veto because the bill had too much “pork”. A veto override was anticipated.

VI. Public Comment

None.

VII. Co-Chair Report.

Co-Chair Boemer reported:

- 1.) CM Becher had resigned from the Council effective November 13, 2007. In e-mail communication, she indicated that she had to “focus on the immediate needs of [her] family” and she was “submit[-ting] my resignation for the time being”, with hopes of rejoining the Council in the future.
- 2.) On November 5, 2007, CM Boemer, CM Frazier, CM Flores, CM Lynott attended and presented information about the Marin Care Council at the Marin County HIV Prevention Local Implementation Group (LIG) meeting.
- 3.) Ellen Swedberg of Sonoma County presented at the November 5, 2007, LIG meeting describing efforts in Sonoma County. CM Boemer suggested that she be invited to speak at the Care Council and share the same information.

Public Comment: None

VIII. Membership Committee Report -VOTE

1. Committee Co-Chair Frazier introduced a **vote** on Dr. David Witt’s Council membership renewal. CM Frazer reported that the Membership Committee had voted unanimously to recommend Dr. Witt for renewal.

Public Comment: None

A roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Boemer, CM Byers, CM Frazier, CM Kelley, CM Malone

Noes: None

Abstain: None

Recuse: CM Witt

CM Witt’s Membership was renewed. His term will start retroactive to September 7, 2007, his anniversary date.

2. CM Frazier restated for the record, the resignation of CM Becher from the Council effective November 13, 2007.

3. CM Frazier introduced a **vote** on the teleconference policy. The policy was reviewed and CM Frazier noted that the Membership Committee had voted unanimously to approve the policy in order to comply with the Brown Act.

Public Comment: None

A roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Boemer, CM Byers, CM Frazier, CM Kelley, CM Malone, CM Witt.

Noes: None

Abstain: None

Recuse: None

The Teleconference Policy was approved unanimously.

4. CM Frazier reported that each quarter the Membership Committee reviews Council Members' meeting attendance. He requested, "... make as many meetings as we can". He noted that there had been difficulty establishing quorum and not being able to conduct meetings. Going forward, the Membership Committee will review attendance monthly and notify Members if they are in a situation that may result in probation.

5. CM Frazier introduced a **vote** on the re-formatting of the orientation manual ["Marin HIV/AIDS Care Council New Member Orientation Handbook/ Resource Guide"]. C. Emerson gave an overview of the work done to date on the Handbook, stating that there was no change in content. The Policies and Procedures in Section 9, which had already been voted on and approved by the Full Council had been placed in the applicable Section based on topic. A new Table of Contents had been developed.

Public Comment: None

A roll call vote was conducted.

Vote:

Ayes: CM Bateman, CM Boemer, CM Byers, CM Frazier, CM Kelley, CM Malone, CM Witt.

Noes: None

Abstain: None

Recuse: None

The new format of the "Marin HIV/AIDS Care Council New Member Orientation Handbook/ Resource Guide" was unanimously approved.

IX. Community Outreach and Advocacy Report.

CM Witt distributed "Marin County HIV/AIDS Care Council Community Forum Results 11-09-07 Novato" (see *Handout #2*), a recap of the Novato Forum Client surveys. CM Witt stated that there were a lot of questions during the Forum on benefits.

CM Byers had questions on how the survey was done, if there were definitions of the categories given to the Clients. He also asked for clarification on the survey results on Transportation. CM Malone reported that 59 people had used transportation. C. Emerson commented that the county wide client satisfaction survey" would be done in February of 2008, which goes out to each consumer and will provide more comprehensive data on Clients' use of services. Council Support, M. Schieble pointed out that one of the goals in choosing the Novato location was outreach to the Latino Community and none of the Clients identified as Latino. Also, most attendees were age 50-59 years old. The COAC will be meeting to debrief on the Novato Forum.

Public Comment: None

X. Division of Public Health Report

S. Spaeth reported:

1.) Prevention/ LIG had received additional funding from the State Office on AIDS in the amount of \$87,776. The Outreach Program hired two additional people for the Canal. Wes Whalen an RN will be working in Marin City.

2.) "Project Homeless Connect" is scheduled on December 5, 2007 from 10:00a.m. to 2:00p.m at the First Presbyterian Church in San Rafael. It is the first attempt in Marin County to connect with the Homeless population and offer health screening, dental treatment, legal assistance, employment services, and information on shelter beds, CA identification, public assistance programs, substance abuse services, and additional services. Each individual will receive a backpack. S. Spaeth noted that of the eleven new cases of

HIV in Marin for 2006, "...the majority were Homeless".

3.) Marin County had received additional funding from the State Office of AIDS of \$45K. The Care Council would be reviewing how the funds will be spent. S. Spaeth recommended not spending the money in the 2007 budget year, but instead to hold the amount for the 2008 budget year given the uncertainty of funding.

C. Emerson added that the funds have been, "parked in Primary Medical Care" and did not have restrictions and could carry over to the 2008 budget.

C. Santini distributed, "Marin County 2007/08 CARE – First 6 Month Progress Report" (see *Handout #3*). The worksheet recaps to-date the number of unduplicated clients and units of services. C. Santini answered questions from Council Members about the report. She concluded that in the first six months there were no big changes and the "Contract" amounts were estimates.

A general discussion about CARE funds and State funding occurred. CM Malone noted that there are many different funding periods. C. Santini indicated that the report was for Provider contracts that conclude at the end of February 2008. Adding that many of the Providers will not submit their CARE invoices until the end of January. CM Byers asked if there are any Providers that over spend. C. Santini responded that most Providers don't have other sources of funding besides CARE. CM Witt stated that if there was excess funding that, "we need to invest in infrastructure".

The Council requested that the County provide a recap each month, budget vs. actual of CARE funds by service category until the end of the 2007 budget year. This will be an agenda item for the Council meeting in December 2007, January '08, and February 2008.

Public Comment: None

XI. Plan Calendar for the Year.

Possible topics were suggested for the coming year:

Topics Planned for Calendar

- Meeting minutes and Council support-Jan 2008
- Mid-year strategy – May 2008.
- Infrastructure (Quality Assurance and Cultural Competency) activities – May or June 2008
- 2009-2001 Allocations-August 2008

Additional Topics timing to be Determined

- Evaluation of the Council– formulating an evaluation work group to report on the effectiveness of the Council in meeting its' defined role.
- Care Council to host guest speakers. Suggested invitees and topics; Laura Thomas / Federal Legislation, Ellen Swedberg/Sonoma County, Marin County Supervisor(s) to report on lobbying efforts for Marin County, and area political representatives to report (e.g. Woolsey, Boxer).
- Funding advocacy

Training/Cross Training Efforts

- Council Member Training to include attending a San Francisco Council meeting (4th Monday of each month).
- Co-Chair facilitation training hosted by SF Council
- Marin Care Council to host a San Francisco EMA meeting (per agreement). CM Byers will make the request at the November 26, 2007, San Francisco meeting.

Public Comment: None

XII. Next Step – New Business

- CM Boemer – Council recruitment. (Individuals that work in the field - e.g. Housing providers, Case Managers, Benefits Counselors, et al).
- Council Planning Calendar
- Next Meeting. December 12, 2007, 5:00p.m.-7:00p.m. Location: Offsite TBA

XIII. Meeting Adjourned at 6:22p.m.