**HIV Prevention Planning Council (HPPC)**

**Executive Committee**

**Thursday, October 25, 2012**

**3:00-5:00 PM**

**25 Van Ness Avenue, 5th Floor Conference Room, San Francisco**

**Minutes**

**Voting Members Present:** Jose-Luis Guzman, Tracey Packer, Richard Bargetto, David Gonzalez, Jackson Bowman

**Staff Present:** Jenna Rapues, Eileen Loughran, Oscar Macias, Morgan Weinert, Emalie Huriaux

**Non-Voting Public Present:** Kym Dorman and Aimee Crisostomo

**1. Welcome, Announcements & Agenda Changes**

**2. Public Comment**

* N/A

**3. Review and Approval of August 23rd and September 27th (Action item/vote)**

* 8/23 executive minutes approved by consensus
* It was suggested that in the 9/27 minutes, on item # 4, we should remove bullet point #5 under “Finalize Call for Nominations”. The group agreed that for clarity, the bullet point be removed..
* 9/27 executive minutes with the above suggested revision were approved by consensus.

**4. Jurisdictional & Comprehensive Plans Workgroup (Action item/vote)**

* Discuss and vote on Jurisdictional Strategy
	+ Tabled.
* Review and approve workgroup presentation
	+ Emalie reviewed the workgroup presentation.
	+ Request to add talking point on slide #6, add that we are considering research (focus groups, etc) in the collaboration/coordination of services.
	+ On slide #7, clarify that the SFDPH is responsible for submitting the Strategy to the CDC, and the Strategy itself is considered a product of the DPH. In the past, the HIV Prevention Plan was considered a “shared responsibility” of the DPH and HPPC. HPS values the collaboration and partnership with the Council so is keeping them involved despite the change in the CDC’s policy.
	+ On slide #10, add talking point that community input and knowledge, as well as epi data, informs the strategy. Update slide #11 so visual matches this addition.
	+ On slide #10, clarify that “geographic areas” like the South East and Tenderloin are considered in this strategy.
	+ Include visual of the cascade and the three levels of prevention services.
	+ Suggestion to add a notation on the slides with the allocation pie charts to say where the data is from.
	+ On the motion page, update the phrase “the resources match the epidemiology” to include community knowledge.
	+ Suggestion that at the Council meeting on 11/8, a representative from HPS (Tracey) moves to approve concurrence.
	+ David makes motion that the Executive Committee supports the strategy and sends it to the full council for a vote on concurrence. Seconded by Jose-Luis. The motion passed with the following vote:

|  |  |
| --- | --- |
| **Voting Member Name** | **Vote** |
| David Gonzalez | Yes |
| Jose-Luis Guzman | Yes |
| Jackson Bowman | Yes |
| Tracey Packer | Yes |
| Richard Barrette | Yes |

* + Motion made by Jose-Luis to approve the presentation. Seconded by Jackson. The motion passed with the following vote:

|  |  |
| --- | --- |
| **Voting Member Name** | **Vote** |
| David Gonzalez | Yes |
| Jose-Luis Guzman | Yes |
| Jackson Bowman | Yes |
| Tracey Packer | Yes |
| Richard Barrette | Yes |

**5. HPPC 2013 Scope Work (Action item/vote)**

* Discuss and approve proposed Council timeline
	+ Jenna discussed the timeline.
* Finalize and approve scope of work and 2013 workgroups
	+ Jenna discussed the proposed scope of work and workgroups.
* Discuss & Approve Community Engagement meeting topic and objective.
	+ Jenna discussed the proposed community engagement meeting topic and objective.
	+ Suggestion to have a space for CBOs to present to community members on their programs.
	+ Jose-Luis will present the scope of work at the council meeting.
	+ Jose Luis made a motion to approve the proposed council timeline, scope of work, and work groups for 2013, acknowledging that the executive committee will continue the discussion on the community engagement meeting at the November 15 Executive meeting. There was a second on the motion by Jackson. The motion passed with the following vote:

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| --- | --- |
| **Voting Member Name** | **Vote** |
| David Gonzalez | Yes |
| Jose-Luis Guzman | Yes |
| Jackson Bowman | Yes |
| Tracey Packer | Yes |
| Richard Bargetto | Yes |

**6. November 8 Council meeting (Action item/vote)**

* Discuss and vote on draft agenda
	+ Tracey will facilitate the meeting because both interim Community Co-chairs are running in the election. Jose Luis will present the Scope of Work, and David will present the Jurisdictional Strategy with Emalie.
	+ Suggestion that the objective on agenda item #6 say concurrence instead of support.
	+ Motion to approve the November 8th Council meeting agenda with the above revisions by Jose-Luis. Seconded by Richard. The motion passed with the following vote:

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| --- | --- |
| **Voting Member Name** | **Vote** |
| David Gonzalez | Yes |
| Jose-Luis Guzman | Yes |
| Jackson Bowman | Yes |
| Tracey Packer | Yes |
| Richard Bargetto | Yes |

* Update on Call for Nominations
	+ Deadline was today (10/25) but no updates.
* Review and approve draft ballots
	+ Oscar reviewed draft ballots.
	+ Ballots approved by consensus.

**7. Needs Assessment: How Mental Health & Substance Use Affect Access to**

 **HIV Testing and Care among high risk populations in San Francisco (Action item/vote)**

* Overview of Needs Assessment findings & recommendations
	+ Kym from Harder and Company presented the Needs Assessment.
* Discuss & Approve next Steps
	+ Excitement about the findings and how they resonate with what people have been hearing in the field.
	+ Suggestion that small groups could be formed to look at barriers and how they can be addressed/minimized in HIV Prevention work.

|  |  |
| --- | --- |
| Jose Luis moves to have the next steps tabled for November executive committee meeting so final report from Harder and Co can come back in January for a presentation with the full Council. Seconded by Jackson. The motion passed with the following vote: **Voting Member Name** | **Vote** |
| David Gonzalez | Yes |
| Jose-Luis Guzman | Yes |
| Jackson Bowman | Yes |
| Tracey Packer | Yes |
| Richard Bargetto | Yes |

**8. Closure, Summary, & Evaluation**

* David- Full
* Richard- David did a great job facilitating
* Jose-Luis- Great meeting! Weird having so much information!
* Eileen- Trying to get out of TRX.
* Jackson- Decisive. Forward moving.
* Oscar- Jam-packed.
* Jenna- Plentiful.

**9. Adjournment**

* Meeting adjourned at 5:05

**Next Meeting: November 15, 2012, 3:00 – 4:30 PM, 5th floor Conference Room**

*Minutes prepared by Morgan Weinert and reviewed by Jenna Rapues, Oscar Macias, and Eileen Loughran.*