**DRAFT HIV PREVENTION PLANNING COUNCIL (HPPC) DRAFT**

**Minutes**

**Thursday, October 14, 2010**

## **The next HPPC business meeting will be held on Thursday, November 4, 2010**

**3:00pm – 6:00 pm**

**Quaker Meeting House, 65 9th St. (between Market & Mission), San Francisco.**

**.**

HPPC Members Present:

Gayle Burns

Ed Chitty

Grant Colfax

Michael Discepola

Charles Fann

Gabriel Galindo

Celia Gomez

David González

Isela González

Jose Luis Guzman

Ben Hayes

Kevin Jefferson

Niko Kowell

Weihaur Lau

Montica Levy

Desmond Miller

Steve Muchnick

John Newmeyer

Kyriell Noon

Tracey Packer

Ken Pearce

Joseph Ramirez-Forcier

Gwen Smith

Frank Strona

Tee Tagor

Teddy Teketel

Yavanté Thomas-Guess

**HPPC Members Absent:**

Jackson Bowman

Ed Byrom (Emeritus)

Angela Green

Marshon Smith

Barbara Weiss

Tonya Williams

**HIV Prevention Section (HPS)**:

Vincent Fuqua

Emalie Huriaux

Betty Chan Lew

Oscar Macias

Michael Paquette

Jenna Rapues

Anna Rivera

**Harder & Co**

Kym Dorman

Aimee F. Crisostomo

Samuel Roland (notetaker)

**Process Evaluation**

Richard Vezina (consultant)

**Guests:**

Johnna Randle – Community Wise/Consultant

David Leva – UCSF CAPS

Laura Thomas –HIV Health Services Planning Council (HHSPC)

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

Community Co-Chair Ben Hayes called the meeting to order at 3:00 pm and made the following announcements:

* The HPPC meeting is facilitated on a rotating basis by the three community co-chairs: Isela Gonzalez, Grant Colfax, and Ben Hayes. For today’s meeting, Ben Hayes will be facilitating.
* Ben reminded members that the Council observes the Principles of Respectful Engagement; that the meeting is public and members of the press may be present and statements will be public record; members of the public must fill out a comment card and give to Vincent for public comment; and that handouts for the meeting are available for guests at the sign-in table.
* Ben Hayes is resigning after the November HPPC meeting. An election for a new Community Co-Chair will be held at the November 4th meeting.
* Eileen Loughran is out of town and will not be attending today’s meeting.

**All HPPC members introduced themselves and the following announcements were made:**

* Teddy Teketel, Yavante Thomas-Guess, Celia Gomez, and Kyriell Noon will be leaving early.
* Grant announced that as of January, 2011, Mitch Katz will be the Director of DPH for LA County and Barbara Garcia, current Deputy Director of Health for San Francisco, will be new Director for the San Francisco Department of Health.
* Grant also announced that the national HIV/AIDS strategy meeting met in July. The Center for Disease Control (CDC) put out a number of grants to fund their recent recommendations. San Francisco was awarded funds to implement plans highlighted in New Directions.
* Kevin announced the following upcoming events at the LGBT Center: 1) LGBT HIV and Aging forum on October 28 2-5 PM and 2) Holiday Gala on December 11.
* Desmond announced that Larkin Street Youth Services (LSYS) has a new tri-fold HIV testing pamphlet for youth. LSYS is also operating a new Assisted Care Aftercare Program for HIV+ youth.
* Kyriell announced that the Annual Queen Festival Casino Night at Mezzanine will be held on Friday Oct 22 8-1AM.
* Tee announced that on Thursday, October 21 from 1-4 PM there will be an orientation for new HPPC members at 25 Van Ness in Room 330A.
* Tracey announced that the new Priority Setting Model and 2006 Epidemiology data has been distributed to all committee members (temporary and not laminated). A laminated version of the updated data will be available next year after we have the new consensus estimates.
* Richard Vezino from Harder & Co. requests that members continue to fill out the evaluation forms. He also recommended members read a recent article in the Huffington Post titled “ How HIV Prevention Has to Change”, by Chris Collins.
*
1. **Review and Approval of Minutes from 9/9/2010.**

Due to the recent change in the bylaws voting process, minutes and agendas can be approved by unanimous consent. Ben asked the group if there were any objections to approving the September 9 minutes and hearing none, he announced that the minutes were approved.

1. **General Public Comment**
* Emalie Huriaux, the co-chair of the Mayor’s Hepatitis C Task Force announced that a community forum will be held focusing on the African American Community on Wednesday, October 20 at the CCSF Southeast campus. She added that the Task Force recommendations will be completed and disseminated soon.
* David Leva announced that new funding is available for HIV and STD testing and linkage. The risk prevention study will focus on prisoners with substance use issues, African American MSM, and Latino MSM. The goal is to ensure that substance users in prison know their HIV status even if don’t want to come to a clinic. Health education groups will also be part of the program.
* Johnna Fandel recently relocated to San Francisco from Denver and has a great deal of experience in HIV training, evaluation, and grant writing. She is available for consultation through her organization Community Wise ([www.communitywise.org](http://www.communitywise.org) ).
1. **Member Response to Public Comment**

Isela clarified that HIV testing in jails is not new. The funding David Leva announced will allow inmates to get tested without them having to go to the clinic.

1. **HPPC Co-Chairs/Steering Committee Written Report**

Members were asked to review the handout entitled *Co-Chairs/Steering Committee Written Report.*

1. **Bylaws, Policies & Procedures Committee (BPPC) Update (Action item/vote)**

The Council reviewed the final clarifications for Bylaws as presented by BPPC committee member, Weihaur Lau. Members’ attention was directed to the PowerPoint entitled *Bylaws, Policies and Procedures Committee: Final Bylaws Update.* Ben reminded the group that a two-thirds vote is required to approve the motions regarding bylaws, policies, and procedures. There were several clarifying questions that was asked and responded to.

*Motion #1:* The BPPC moves that the HPPC accepts the final clarifications in Bylaws.

***Vote on Motion #1***

| **Member** | **Vote** | **Member** | **Vote** |
| --- | --- | --- | --- |
| Gayle Burns | Y | Desmond Miller | Y |
| Ed Chitty | Y | Steve Muchnick | Y |
| Grant Colfax | Y | John Newmeyer | Y |
| Michael Discepola | Y | Kyriell Noon | Y |
| Charles Fann | Y | Ken Pearce | Y |
| Gabriel Galindo | Y | Joe Ramirez-Forcier | A |
| Celia Gomez | Y | Gwen Smith | Y |
| David Gonzalez | Y | Marshon Smith | NP |
| Isela Gonzalez | Y | Frank Strona | Y |
| Angela Green | NP | Tea Tagor | Y |
| Jose Luis Guzman | Y | Teddy Teketel | Y |
| Ben Hayes | Y | Yavante Thomas-Guess | Y |
| Kevin Jefferson | Y | Tonya Williams | NP |
| Montica Levy | Y |  |  |
|  |

*Y = Yes N = No A = Abstain NP = Not present*

The motion passes.

Members’ attention was directed to the PowerPoint presentation entitled *Bylaws, Policies and Procedures Committee: Attendance Policy Update.* Frank Strona, committee member, provided the group with background information regarding the HPPC’s attendance policy and presented the motion. Frank explained that the motion is for a one-time additional absence. The additional absence is a once per calendar year additional absence for members who participate in a workgroup or additional HPPC meeting called by Council Co-Chairs. Members asked several clarifying questions that were responded to.

*Motion #2.* The BPPC moves that the HPPC includes a one-time additional absence for workgroup participation.

***Vote on Motion #2***

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Vote** | **Member** | **Vote** |
| Gayle Burns | N | Desmond Miller | Y |
| Ed Chitty | Y | Steve Muchnick | Y |
| Grant Colfax | Y | John Newmeyer | Y |
| Michael Discepola | Y | Kyriell Noon | Y |
| Charles Fann | Y | Ken Pearce | Y |
| Gabriel Galindo | Y | Joe Ramirez-Forcier | Y |
| Celia Gomez | Y | Gwen Smith | Y |
| David Gonzalez | Y | Marshon Smith | NP |
| Isela Gonzalez | Y | Frank Strona | Y |
| Angela Green | NP | Tea Tagor | Y |
| Jose Luis Guzman | Y | Teddy Teketel | Y |
| Ben Hayes | Y | Yavante Thomas-Guess | NP |
| Kevin Jefferson | Y | Tonya Williams | NP |
| Montica Levy | Y |  |  |

*Y = Yes N = No A = Abstain NP = Not present*

The motion passes.

Frank continued to provide the HPPC with an update on the committee’s additional topics of discussion around the attendance policy. For these three topics, the committee decided to “keep as is” in the current attendance policy: clarification of definition of “disabling condition”; including the definition of “disabling condition” for community members; making the consecutive meeting component of attendance policy more flexible. The issue of balancing individual needs for flexibility with the need of the committee to move forward with its business was discussed. No changes regarding these topics were made in the attendance policy.

1. **Points of Integration (POI) Committee Year End Presentation**

Joe Ramirez-Forcier (HPPC member) and Laura Thomas (HHSPC member) presented the Points of Integration Committee’s (POI) work for the year. Members’ attention was directed to the PowerPoint entitled, *Joint Recommendations from Prevention & Care.* Joe provided background information about the committee and Laura presented the committee’s first motion. Members were asked to also refer to the handout entitled, *Recommendations for Substance Use/Mental Health Services in San Francisco,* which outlines the two recommendations the committee is proposing. Laura presented Slides #6-8 which highlights the need for better care coordination of HIV and behavioral health services within the health care home model. Slide #7 shows the committee’s first recommendation. Laura presented Slides #8-9 which urges the development of an advisory group/community planning group representing consumers and community members affected by SU/MH.

*Motion #1.* The POI Committee moves that recommendations for substance use/mental health services for PLWHA and at-risk for HIV be approved by the HPPC for recommendation to the HIV Prevention Section.

**HPPC member comments and questions**

*Comment:* One member brought up a concern that PLWHA are referred to in the first recommendation, but there is no mention of people at risk for HIV. Another member questioned the committee’s use of the word “must” in the recommendations and asked whether there are resources tied to implementation of the recommendations.

*Answer:* This first issue (people at risk for HIV) was definitely discussed in committee meetings and was an editing oversight which can easily be corrected. The first recommendation encompasses both PLWHA and persons at risk for HIV. Members were asked to direct their attention to the wording of the motion as seen on the PowerPoint slide. In regards to the second issue (use of the word “must”), the committee wanted to push for stronger language. While there are no funds attached to the recommendation, the committee felt that using stronger language would help to get the message across to SFDPH that such an advisory/community planning group is an important consideration for the city.

*Comment:* Grant commented that the committee’s recommendations DO carry a lot of weight with SFDPH.

***Vote on Motion #1***

| **Member** | **Vote** | **Member** | **Vote** |
| --- | --- | --- | --- |
| Gayle Burns | Y | Desmond Miller | Y |
| Ed Chitty | Y | Steve Muchnick | Y |
| Grant Colfax | Y | John Newmeyer | Y |
| Michael Discepola | Y | Kyriell Noon | Y |
| Charles Fann | Y | Ken Pearce | Y |
| Gabriel Galindo | A | Joe Ramirez-Forcier | A |
| Celia Gomez | Y | Gwen Smith | Y |
| David Gonzalez | Y | Marshon Smith | NP |
| Isela Gonzalez | Y | Frank Strona | A |
| Angela Green | NP | Tea Tagor | Y |
| Jose Luis Guzman | Y | Teddy Teketel | NP |
| Ben Hayes | Y | Yavante Thomas-Guess | NP |
| Kevin Jefferson | Y | Tonya Williams | NP |
| Montica Levy | Y |  |  |

*Y = Yes N = No A = Abstain NP = Not present*

Motion to approve the recommendations for PLWHA and at-risk for HIV passes.

Joe drew members’ attention to the committee’s second motion to approve the memorandum on community viral load. He also referred directly to the memo. Joe provided background on the committee’s discussions on community viral load (CVL) including the joint meeting and the presentations by Dr. Moupali Das on her research to the Council (Slides #14-15). He explained the purpose of the memo (Slide #16) which is to share with SFDPH the committee’s thoughts around CVL and to emphasize the committee’s commitment to ongoing learning and dialogue about CVL.

*Motion #2:* The POI committee moves that the memorandum on Community Viral Load be approved by the HPPC.

**HPPC member comments and questions**

*Comment:* One member commented that he liked the memo, but thinks that the memo is just the start in regards to how new research and new data is disseminated. He suggested for HPPC to start a dialogue in 2011 about guidelines for the dissemination of new research such as CVL. Other members expressed agreement with this idea. A proposal was made later in the meeting this issue might be an appropriate part of the Community Engagement and Education Committee’s scope of work for next year.

***Vote on Motion #2***

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Vote** | **Member** | **Vote** |
| Gayle Burns | Y | Desmond Miller | Y |
| Ed Chitty | Y | Steve Muchnick | Y |
| Grant Colfax | Y | John Newmeyer | Y |
| Michael Discepola | Y | Kyriell Noon | Y |
| Charles Fann | Y | Ken Pearce | Y |
| Gabriel Galindo | Y | Joe Ramirez-Forcier | Y |
| Celia Gomez | Y | Gwen Smith | Y |
| David Gonzalez | Y | Marshon Smith | NP |
| Isela Gonzalez | Y | Frank Strona | Y |
| Angela Green | NP | Tea Tagor | Y |
| Jose Luis Guzman | Y | Teddy Teketel | Y |
| Ben Hayes | Y | Yavante Thomas-Guess | NP |
| Kevin Jefferson | A | Tonya Williams | NP |
| Montica Levy | Y |  |  |

*Y = Yes N = No A = Abstain NP = Not present*

Motion to approve the memorandum on CVL to DPH passes.

1. **Community Engagement & Education Committee (CEEC) Update**

Charles Fann and Jose Luis Guzman discussed the CEEC’s work during the past year. Members’ attention was drawn to the PowerPoint entitled, *Community Engagement & Education Committee Update.*  The purpose of the CEEC is to develop strategies that increase input from the communities impacted by HIV/AIDS to the HPPC. This year, the committee disseminated the HIV Prevention Plan, organized community forums, and is developing a document on community education efforts on the HIV prevention priorities for the city. The committee is also responsible for ensuring that HPPC members and community are informed about upcoming HIV related forums, community meetings, and conferences.

*Comment:* One member commented that the committee has not presented any new strategies and expressed concern that the work is “light” and that there might have been other agendas which derailed the committee’s conversations resulting in no new strategies being developed.

*Answer:* Jose stated that the committee was not initially clear on their role, so some time at the beginning of the year was taken to discuss the direction of the committee. The ideas about which direction to take were difficult to reach agreement on, significantly influenced by the great diversity among the committee members, especially in the context of this year being one of great change.

1. **Next Steps**

Ben explained that the purpose of this agenda item is to give Council members an opportunity to identify next steps based on the information presented today.

*Question:* One member asked when the new Consensus Estimates will be available.

*Answer:* Henry Fisher Raymond from the HIV Epidemiology Section will be presenting new consensus data next year in January. Henry wants to ensure a representative sample of transfemales in the data.

*Question:*  One member expressed interest in getting to know people on the Council better and knowing which organizations members are from. Is there a process that can be undertaken to clarify the roles of each member?

*Answer:* Member Profiles for each Council member is a way to disseminate some information that people might be interested in (e.g., organization, population member represents).

*Comment:* Another member added that it would be helpful to have a document about quorum, how many persons are needed to have quorum, and how many people constitute a two-thirds vote.

*Comment:* Ed Chitty announced that he is involved in World AIDS Day trying to get clergy to be tested as an example for their congregations. He asked if it would be possible to do rapid testing on-site at the event. He also strongly suggested that the Council get as many people to sign onto the Declaration before the International AIDS Conference in 2012.

1. **Summary, Evaluation, and Closure of Meeting**

Richard reminded everyone to complete the process evaluations.

1. **Adjournment**

Meeting adjourned at 5:50 PM

**THE NEXT HPPC MEETING WILL BE THURSDAY, NOVEMBER 4, 2010 at the Quaker Meeting House, 65 Ninth Street, San Francisco. Note that the meeting is scheduled for the 1st Thursday of the month instead of the 2nd due to the Veterans Day.**

Meeting minutes were prepared by Samuel Roland and reviewed by Vincent Fuqua, Michael Paquette, and Eileen Loughran.