

HIV Prevention and Planning Council
Membership/CLC Meeting
Monday, April 10, 2006
3:00-4:30
Minutes

Members Present: Chadwick Campbell, Gwen Smith, Thomas Ganger, Gayle Burns

Members Absent: John Newmeyer, Joaquin Sanchez, Janetta Johnson

Professional Staff: Ju Lei Kelly (AO), Eileen Loughran (AO), Dara Coan (AO)

Guest: Clare Nolan

1. Welcome and Announcements

- Chadwick called meeting to order
- Clare Nolan was introduced as a guest from Harder & Co.

2. Public Comment: None

3. Minutes from 3/13/06 meeting were voted on and approved.

4. Steering Update

- Thomas gave an update on the 3/23/06 Steering meeting. Steering approved the Community Member applications and attendance policy presented by Membership/CLC.
- Thomas explained that this year there have been more Community member applications than ever for the HPPC.
- This is the last month for accepting community member applications. Community members can still attend after this point, but can not vote.
- Chadwick brought up the question about why we have community members if they can't vote. Eileen explained that the community members can still participate in the discussions, and share ideas. This also gives community members a chance to learn about the HPPC, community meetings, and the process. Eileen mentioned

some community members use the committee, as a learning process before apply to the full Council.

- Thomas also explained to the group that Steering approved the San Francisco Leadership Initiative's (SFLI) response to the CDC *Revised Recommendations for HIV Testing of Adults, Adolescents, and Pregnant Women in Health Care Settings*. The final response was sent to the CDC before the 3/29/06 deadline.

5. Community Needs Assessment

- Eileen explained that Community needs assessments are a tool used by the HPPC to ensure that the council has the information about populations necessary to make informed decisions. There is funding in the contract with our technical assistance provider, Harder and Company, to do a Needs Assessment in 2006. Clare will be the Harder & Co. lead on this project.
- The Membership/Community Liaison committee will take the lead in identifying ideas about some populations in which more information is needed. The recommendations for the needs assessment populations(s) will go to the Steering committee and HPPC members will vote on these at the May 11th Council meeting. The reason for the quick turn around is that the populations must be prioritized by June.
- Clare will be working with the committee to finalize the needs assessment.
- Clare explained that the needs assessment would be relatively small, with maybe 40 participants. It would take approximately 6-8 months to complete. The purpose would be to get an idea of the needs for a population that does not have very much data and is relatively specific.
- Ju Lei passed out a list of needs assessment ideas; including recommendations from the 2005 Youth Committee.
- For this needs assessment, the Membership Committee will take the advisory role, similar to a Community Advisory Board, (CAB) by giving feedback, and guidance to Harder & Co. For example, suggesting where to recruit participants, focus group specifics, etc.
- The group discussed the possibility of doing a needs assessment on late testers, with a youth focus. It was discussed that if the needs

assessment is done on late testers, we can take a deeper look into why people do not test or test late. Clare suggested that if we decided on late testers, we could do one of the focus groups on youth.

- Gayle suggested Intersex individuals.
- The question was proposed, how would participants be located?
- Ju Lei gave some statistics about late testers:
 - About 40% of positives in S.F. were late testers
 - The statistics are broken down by gender, male, female and transgendered. About 38% men, 40% of women, and 36% of transgendered were late testers.
 - Ethnically 34% of white, 41% of African American, 45% of Latino, and 50% of other (API, mixed race and Peruvians or Argentineans who didn't identify as Latino.)
 - People aged 13-29, 57% were late testers and of people aged 30-39 38% can break down age more.
- Chadwick suggested exploring why young people are not getting tested, as related to late testers.
- Clare stated that there is lots of consensus about late testers because it crosses gender and ethnicity and really hits youth.
- Eileen stated that the list of populations that the group came up with will go to steering for discussion. The final vote on the population for a Needs Assessment will go to the 5/11 Council.
- The committee agreed that the population that they wanted to target in a needs assessment was later testers.
- It was explained that the Council will be asked for suggestions, as part of the small group exercise planned after Willi's consensus presentation on 4/13.

6. Community Member Attendance Motion

- Chadwick will be presenting this motion to HPPC on April 13.
- Chadwick needed clarification about 3 absences and the difference between consecutive absences and random absences.
- The group decided that the policy needs to be stated much clearer to say that if a community member misses 3 meetings in general *or* if the absences are 2 in a row you lose voting privileges. It was suggested that the policy needs to specify that community

members don't have to leave the committee after the set number of absences, just that they can no longer vote.

- There is no leave of absence. Eileen reminded everyone that this policy and the HPPC policy will be revisited in Dec. by the co-chairs.

7. Timeline

- The group discussed where & when the training for Roberts Rules will be. Eileen explained that this has not been finalized but it is possible to do a joint training with CARE Council, or to take an hour of a regular Council meeting.
- Gwen suggested not doing a brown bag because there is always low attendance and it is difficult to get to training during regular work hours. She suggested a training towards the end of the day or during a council meeting.
- Gayle will bring it up at the co-chairs meeting. It was suggested that the Roberts Rules training be part of the June 8th Council agenda.
- Thomas will raise the issue at the next Steering meeting.
- Ju Lei will make the suggested edits to the timeline. The group accepted the timeline with the proposed edits.

8. Training Assessment (for council members)

- The group reviewed the questions developed by staff to assess the training needs of Council members.
- The group discussed the similarities in questions 3, 4 and 8. It was also suggested that questions 5 and 6 could be combined.
- The group discussed what kind of workshops Council members may be interested in.
- Ju Lei will send out an edited version of the training needs assessment to the committee for final approval.

9. Closing

- Meeting concluded at 4:30.

Minutes were prepared by Naomi Foresberg and reviewed by Ju Lei Kelly, Eileen Loughran, and Thomas Ganger.

The next Membership/CLC Committee meeting is scheduled for May 8th, 2006.