

HIV Prevention and Planning Council  
Membership/CLC Meeting  
Monday, May 8<sup>th</sup> 2006  
Minutes

**Members Present:** Chadwick Campbell, Thomas Ganger, Janetta Johnson, John Newmeyer, Gwen Smith

**Members Absent:** Gayle Burns

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

**1. Welcome and Announcements**

- Chadwick called meeting to order
- Eileen announced Joaquin Sanchez is resigning from the Council. She also explained that she will no longer be attending the Membership/CLC meetings because she is involved with 3 other committees. She will remain involved in some of the committee work but Ju Lei and Dara will be the leads on the committee.
- Ju Lei will not be at the June meeting, but Dara will be.

**2. Public Comment:** None

**3. Approval of 4/10/06 meeting minutes**

- Motion to approve minutes, seconded and approved.

**4. Steering Update**

- Eileen & Dara gave a quick update.
- Alex Kral and Askia Muhammad attended Steering to inform the group on the lack of services for IDU community.
- The group discussed the needs assessment. Steering reviewed hand outs on populations, and previously done needs assessments. This opened up a much larger discussion between IDU's and late testers and the other possible populations for the needs assessment. This item will be reviewed at the May Council meeting.

- 2 community members were approved for the San Francisco Leadership Initiative committee.
- April was the deadline for community member applications

### **5. Community Needs Assessment Update**

- Ju Lei passed out the plan and timeline and also a list of possible populations for the needs assessment.
- Gayle, Clare, and Dara will present on the needs assessment at the May 11<sup>th</sup> Council meeting. The presentation will give some background info about what needs assessments have been done, as well as a short and long list of possible populations. It will be explained that members will have an opportunity to pick their three choices through Survey monkey.
- The results from Survey monkey will be presented at the June Steering committee meeting. A motion based on the results will be developed and voted on at the June Council meeting.

### **6. Training Assessment**

- Dara explained that the goal is to decide what kinds of trainings to propose to the Council for this year and also to come up with some recommendations of trainings for next year based on the results of the survey.
- Ju Lei announced that based on the results, there will be a brief Roberts Rules training at the June Council meeting.
- Janetta explained that she is concerned that the Roberts Rules training will be too technical. She feels it should be practical and related to our process and our work on the council.
- Ju Lei posed the question of "What does the council need to know about Roberts Rules?" She will share the suggestions with the trainer to help him develop an appropriate session.
- The ideas discussed included: How to make a motion, how to make an amendment to a motion, how to make a "friendly motion", when and how a discussion can be terminated (calling a question), what is a majority?, when is role call voting appropriate?, the difference between abstention and refusal and declaring a conflict of interest.

- It was suggested that the training should include an overview of why Roberts Rules are helpful. A member suggested that we get a handout that has this info, and to do a role play of a scenario.
- Another requested training was for information on the Request for Proposals process.
- It should be made clear what roles the council plays in the RFP process.
- Tom suggested that we should explain that the Council doesn't have control of money.
- Another topic of interest is, to learn more about CARE. (CARE 101) Chadwick said that it seems like we're already doing this with the Points of Integration (POI) committee. It was suggested that we should offer information on how POI is a collaboration between Prevention and Care. Dara said that an update from CARE will be on a future HPPC agenda. Tom suggested go over basics of what the Care Council does in the new member orientation.
- The HIV Prevention 101 was also of high interest. Making some kind of visual or diagram of how all the different units work together was suggested.
- It is important to show how the HPPC and HPS works together. It was suggested that we develop a packet about Roles and Responsibilities of HPS and Harder & co to distribute to members.. The packet can be used as a component for orientation for new members in January, or to be used during ones' own time with a follow up session to ask questions later.
- Ju Lei and Dara will start putting the packet together.
- Eileen brought up that in December there is going to be a team building exercise and perhaps we should include the acronym game.
- We should also create a safe opportunity for people to ask questions. We have 3x5 cards for people to turn in with the questions they didn't want to ask out loud at Council meetings. They will be answered in the co-chairs report.
- Training on Epi 101: There was a brown bag about this before and no one came. There could just be a definition of terms sent out before the meeting with Willie.
- It was stated that there should be an explanation during Epi 101 of how they came up with numbers and then have an explanation of the basics to give a foundation so people will be prepared for the

larger presentation and also it should be touched on how epidemiology is used to translate finally into funding.

- Chad asked about the Prevention Plan. The Council was trained on the plan when it came out 2 years ago. New members may not understand it's function and it would be helpful to know what role the council played in developing the plan (as a packet, training, paragraph?)
- Janetta suggested a training for community members about how to work with the Council. It would be helpful to have a mentoring program or an orientation work book so they understand what they are part of.
- Eileen proposed whether or not we should have something more formal to orient community members to the Council, and the committees.
- Janetta suggested inviting community members to Membership so that they feel welcomed and have a place to ask questions. All agreed that this was a good idea.

#### **7. Reschedule October and November meetings**

- Due to the holidays the committee needs to reschedule the October meeting to Monday, October 16
- It is necessary to find out whether there is Monday or a Friday holiday before the November meeting can be rescheduled.

#### **8. Closing**

- Chadwick concluded the meeting at 4:05

Minutes were prepared by Naomi Forsberg and reviewed by Ju Lei Kelly, Dara Coan, and Thomas Ganger.

The next Membership/CLC Committee meeting is scheduled for June 12<sup>th</sup>.