

HIV Prevention Planning Council (HPPC)  
Membership/CLC Committee  
July 6, 2006

Minutes

**Members Present:** Gayle Burns, Chadwick Campbell, Thomas Ganger, John Newmeyer, and Gwen Smith

**Members Absent:** Janetta Johnson

**Professional Staff:** Dara Coan (AO), Ju Lei Kelly (AO), Eileen Loughran (AO), Clare Nolan (Harder & Co), Martha Decker (Harder & Co)

**Guests:** Christy (AO intern)

1. **Welcome & Announcements-** Chad welcomed the group and asked for announcements.
  - ◆ Gayle announced that Native American AIDS project will be having a Spaghetti dinner fundraiser on July 20<sup>th</sup>, from 5:30-8:30pm. The cost is only \$6.00 per plate, and that includes a drink & dessert. All proceeds will benefit their upcoming Health & Wellness Powwow. For additional information please contact Anna LeRoy at (415)431-6227.
  - ◆ Clare announced that Harder & Co has emailed out a mid-year satisfaction survey to all HPPC members, HPS staff, and community members regarding the technical support that Harder+Co. provides. She reminded everyone to complete the survey.
2. **Public Comment-** None
3. **Approval of minutes from 5/8/06 & 6/12/06**

The minutes were approved by the group.
4. **Steering Update**
  - ◆ The committee discussed the process evaluation notes from the June 8<sup>th</sup> Council meeting. There we mixed reviews of the Robert's Rules training, where members felt that the information was useful but the trainer was not compatible with the council, Steering supported the idea of reviewing the information yearly but felt that it could be done internally with staff facilitating the process.
  - ◆ The committee had a follow-up discussion about the funding presentation. The HIV Prevention staff will be conducting an exercise at the July meeting to get council feedback on possibly meeting gaps in funding. The next meeting is scheduled for July 27<sup>th</sup>, from 3:00-5:00 PM.
  - ◆ The Steering committee discussed how to present information on the Cooperative Agreement, if we are still waiting for the document from the CDC. The group discussed the importance of bringing last year's binder copy, as well as giving an overview with some examples.
  - ◆ Dara will write a follow-up recommendation for the Co-chairs report on the community member attendance policy. The group agreed that since we are already more than halfway through the year, they would like to recommend that both the

attendance policies - the one for full Council members & the one for Community members, be reviewed and revised as necessary in December. This item can then be brought to a vote to the full Council in early 2007.

## **5. Member Recruitment**

The group reviewed the membership composition grid prepared by Betty. She prepares this grid for the CDC. The co-chairs and Membership committee also regularly review the membership grid to access gaps on the Council. A supplemental sheet titled "HPPC Member's Expertise" was also developed to list the areas of Council members' expertise.

After reviewing the two handouts the committee was able to determine several areas that are not represented. The Membership committee acknowledged that we have a well-represented Council, and that last year's recruitment drive was highly successful. The gaps identified this year are:

- ◆ Youth (ages 15-24)
- ◆ Injection Drug Users
- ◆ Latina / Latino
- ◆ Native American
- ◆ Asian / Pacific Islander
- ◆ Male to Female Transgender
- ◆ Representatives of the Faith Community
- ◆ Heterosexual men
- ◆ Heterosexual identified men that have sex with men and/or transgenders
- ◆ Intersex
- ◆ People with experience or expertise in Domestic Violence and/or sexual assault or abuse

The committee will present on the recruitment process at the July 13<sup>th</sup> Council meeting. The group reviewed the slides that were prepared by staff, and agreed that the information was straightforward. Chad & John volunteered to present the information. The slides will be updated to include the gaps identified at today's meeting. Eileen will introduce the presentation, and then hand it over to Chad and John.

## **6. Needs Assessment**

Clare distributed a handout titled, "2006 Needs Assessment Overview". She gave an update on the needs assessment which covered research questions, study methods, and, participant recruitment. She also explained the role of the committee will be similar to that of a Community Advisory Board (CAB) throughout the process, with Dara bringing updates to the committee periodically. Clare said that Harder & Co will be prepared to present the results to the Council in February or March.

## **7. Closing**

The group was reminded to complete the Zoomerang evaluation.  
The meeting concluded at 4:00 PM.

The minutes were prepared by Eileen Loughran and reviewed by Ju Lei Kelly and Thomas Ganger  
**The next Membership/CLC Committee meeting is scheduled for  
August 14<sup>th</sup> from 3:00 - 4:30**