

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 23, 2006

**Members Present:** William Bland, Gayle Burns, Edward Byrom, Thomas Ganger, Isela Gonzalez, Emalie Huriaux, Tracey Packer, Perry Rhodes III, Frank Strona.

**Members Absent:** None

**Professional Staff:** Aimee Crisostomo (Harder & Co), Vincent Fuqua (HPS), Ju Lei Kelly (HPS), Eileen Loughran (HPS), Israel Nieves-Rivera (HPS), Kevin Roe (Process Evaluation), and David Weinman (note taker).

#### 1. Welcome and Announcements

Gayle Burns called the meeting to order at 3:02 PM. She welcomed attendees explaining that this is her month to facilitate meetings. The icebreaker question was, "What is the first thing you are going to do when the rain stops and the sun comes out?" She also asked attendees for announcements.

- Frank Strona announced that Friday 03/24/06, 6:00 PM at Harvey's (18<sup>th</sup> & Castro) there will be a going away party for the Healthy Penis, which is going to Santa Clara County.
- He also announced that on 04/12/06 the SFDPH's STD Section will conduct STD screening at the LGBT Center from 4:00 to 9:00 PM as part of a coordinated Bay Area wide effort.
- Emalie Huriaux announced a DOPE (Drug Overdose Prevention and Education) project benefit 04/11/06.
- She noted that tickets for the event with Margaret Chow are quickly selling out.
- Emalie also announced the formation of a Working Group to write recommendations to the City dealing with drug treatment readiness in the event of disasters.
- She also drew attendee's attention to a bill in the California Assembly to lift the State's ban on syringe distribution, which she believes should be supported.

#### 2. Public Comment

There was no Public Comment.

#### 3. Approval of minutes from 2/23/2006

Motion was made and seconded to accept the minutes from the 02/23/06 meeting. No changes or objections were offered. The minutes were approved, without abstention.

#### 4. Review of March 9<sup>th</sup> HPPC Meeting

Documents entitled, "Communication/Team Building Training Evaluation Results 3.7.06" and "Process Evaluation Memorandum" were distributed. Kevin Roe provided an overview, including the following.

- ⇒ There were three or four people who didn't have a good time and whose comments comprise the bulk of the negative feedback; however, the mean characteristics were all very good.
- ⇒ People noted that there was a need for more discussion.
- ⇒ A small minority of attendees didn't appreciate the facilitator.

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- ⇒ The recommendation that people should be encouraged to participate in the evaluation was based on the idea that only 11 responded, when in fact 25 actually did.
- ⇒ Electronic evaluation seems to be working.
- ⇒ Recommended continuation of scheduling training during Council's regular meeting times.
  - Perhaps add an hour to the schedule, but let members know that this is going to happen at the beginning of the year.
- ⇒ People seemed to like the scheduling December / March for training.

Gayle asked for feedback and comments and questions followed, including:

- Perry Rhodes III noted that people can view the same experience very differently.
  - ⇒ He added that it was good experience for him giving him new perspectives as a Co-Chair
- Tracey Packer noted that this facilitator has a definite style, and that it would be helpful if what wasn't liked about her could be reported to the Membership Committee
- Israel Nieves-Rivera noted that we got a lot of responses, and people were much more open to the training compared to previous workshops.
  - ⇒ He added that comments indicating that members feel they aren't being respected underlines how much the HPPC needs these training sessions
- Vincent Fuqua said that there will never be a situation when everyone likes the facilitator, and that facilitator needn't be changed every time.
- Frank said that a longer session might suit this facilitator's style better.
  - ⇒ He expressed concern with two sessions a year, as the Council has a lot of work to get done, and suggested a single whole day session, rather than two partial day sessions.
  - ⇒ Gayle noted that previous attempts at full day sessions were not well attended.
  - ⇒ Thomas Ganger said that the Membership Committee could put a question about whether people could get a whole day off for training into its Needs Assessment survey.
- William Bland said that the exercises that were most appropriate to the Council's work could have used more time.
  - ⇒ He also suggested looking at more than one facilitator, or perhaps having a facilitation team.
- Perry suggested asking more specific questions.
- Kevin suggested setting aside an hour of the December meeting for regular business.
- Kevin pointed out that the bulk of the comments were about the facilitator and the time allotted for training.
  - ⇒ He highlighted the contrast between this and earlier sessions in which the comments were mostly about internal council relationships.
- Frank suggested that if this facilitator is used again, survey members with specific questions about her strengths and weaknesses, which should be shared with her.
  - ⇒ He added there is value to consistency.
- Tracey said that the Co-Chairs have discussed incorporating exercises into regular meetings.
- Gayle said that as a facilitator and Co-chair this was the most successful training the Council has had.

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- Israel noted that Isela Gonzalez used techniques from the training in her facilitation of the SFLI meeting, which, he added is the purpose of such training.
- William suggested having a handout summarizing key points of the training sessions.
- Eileen Loughran said that there would be follow-up on the questions from the small group work. The Health Education & Planning team will answer the questions, and send them out to the Council members.

#### 5. Approval of Community Members to Committees

Eileen distributed packets of information from the Membership Committee comprised of:

- ⇒ Committee Meeting Attendance: Community Members (draft);
- ⇒ Committee Assignments for HPPC Members;
- ⇒ Community Member Applications for HPPC Sub-Committees (overview document); and
- ⇒ Copies of Community Member Nomination Forms for the following nominees:

<u>Name</u>	<u>Sub-Committee</u>
Jennifer Awa	SF Leadership Initiative
Michelle Bakken	Points of Integration
Walter Chang	SF Leadership Initiative
Dave Hook	Strategies & Interventions
Alix Lutnick	Strategies & Interventions
Breonna M'arce	SF Leadership Initiative
Maria M. Ortega	Strategies & Interventions
Stephan Oxendine	SF Leadership Initiative
Koji Sakakibara	SF Leadership Initiative
Shawn Taylor	SF Leadership Initiative
Yvonne Waldon	SF Leadership Initiative
Rakli Wilburn	SF Leadership Initiative

Due to the personal and confidential nature of the contents of these materials the packets were returned to Eileen at the end of the meeting.

#### Applicants for Community Membership

Discussion followed:

Ju Lei Kelly and Thomas noted that each Committee would have about 13 members, with the inclusion of the nominated Community Members.

- Frank noted that a CARE member told him that he wanted to apply to POI and was told that it was closed to new membership some time ago.
  - ⇒ Vincent noted that the CARE Council has limited its participation to three members.
  - ⇒ Tracey added that CARE Council members may apply as Community Members.
- Ed asked if members are being moved from one Committee to another to fulfill PIR (Parity, Inclusion, and Representation) requirements.
  - ⇒ Tracey explained that the Membership Committee reviewed the Committees' composition and reports PIR equity in the Committees as comprised.

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- ⇒ It was also noted that Membership looks at the expertise members bring to Committees and balances that with ethnic representation.
  - William asked if any applications were denied and he was told that none were rejected.
  - William expressed discomfort with the Committee configuration because Community Members could outnumber the Council members on some Committees.
  - Eileen explained that on SFLI, She and Israel share 1 vote, there the community member/council member voting is balanced.
  - Ed expressed concern that this is being pushed through too quickly.
    - ⇒ Thomas explained that there is a time limit based on the Council's vote last year.
- Motion was made and seconded that the Community Members as listed be approved. The vote was by voice. The motion was approved with one dissent and Ed Byrom abstaining.

#### Committee Meeting Attendance: Community Members

Motion was made and seconded to accept the Committee Meeting Attendance Policy for Community Members. Discussion ensued including the following.

- Ed asked and was told that the draft was not distributed to members prior to the meeting. Ed offered an amendment that language be added that Community Members not be removed from membership, or lose their vote in committees due to HIV illness related absences.
- Emalie said that if the policy includes HIV it should include all chronic conditions.
- Thomas suggested that a policy to exempt absences due to HIV and chronic disease for Community Members shouldn't be enacted before amending the Council's attendance policy.
- Ju Lei said that a reason for having a Committee policy is to have a record if that person later applies for Council membership.
- Kevin said that this has come full circle, that when this was policy was in place in the past there were a lot of attendance issues.
  - ⇒ He suggested allowing absences for "life threatening" illness.
- Gayle said that if people miss a lot of meeting they should not have voting privilege.
- Frank noted that absences impact Committees' ability to obtain quorum and get work done.
  - ⇒ He added that motivated Community Members would participate with or without a vote.
- Tracey and Israel noted that the Council would probably raise this issue when it reviews its attendance policy at the end of the year.
  - ⇒ Eileen pointed out that Steering agreed to let the Council's policy run for a year, to see how it works, before considering changing it.
- Emalie suggested talking to the HRC (Human Rights Commission) about appropriate language. Ed withdrew his amendment.

Ed offered another amendment that Community Member attendance policy be put off for now and included in the review of the Council's policy in December.

- Tracey said that it is important to have a policy, as there isn't one now. Ed withdrew this amendment.

The question was called. There was no objection to closing discussion. The vote was by show of hands. The motion passed 8-1, with no abstentions.

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#### 6. Committee Updates

Co-Chairs: Federal, State and City provided by Tracey Packer and Frank Strona.

- Tracey explained that there has been no movement on the Director's position.
- She noted that the HPS has hired a Health Educator, Dara Coan, to start 04/03/06.
  - ⇒ Dara will take the lead on evaluation, including work being done with providers on data collection and PEMS (Performance Evaluation Monitoring System).
- Tracey reported that the SF HIV Health Planning Work Group is looking at how services are presently being provided as a model vis a vis the national situation.
  - ⇒ The group came up with a Statement of Purpose, copies of which were distributed.
  - ⇒ The current participants will serve as the Steering Committee for this project.
- She announced that two RFP Alternative Solicitations have been issued, one for Needle Exchange for Youth, and second for HERR (Health Education and Risk Reduction) for Youth.
  - ⇒ They are online at the DPH website or phone 995-9086 for information.
- She noted that in March the HPPC reports in writing to the CDC on what was done last year.
  - ⇒ Report will include information from the Community planning group questionnaire from the Survey Monkey with answers aggregated.
  - ⇒ Responding to Emalie's question, Tracey said that new members should reply.
- Frank reported that the CHPG (CA HIV Planning Group) meets 03/29/06 in Fresno.
  - The meeting will include its new governance document.
  - ⇒ CHPG has a new website.
  - ⇒ The public will be able to submit comments and questions up to two weeks before CHPG meeting - giving the group time to distribute.
  - ⇒ CHPG have a lot of new participants this year.
- Tracey said that the SFDPH has gotten a 2.9% cut in funding from the CDC which has been absorbed and will not affect services.
- Tracey highlighted California proposed legislation AB2280, offered by Representative Leno, which, after careful review, the SFDPH opposes as requirements for counseling are too low.

Community Liaison/Membership Committee provided by Thomas Ganger

- Thomas noted that the Membership Committee's work is covered elsewhere in the agenda.
- Eileen added noted that Harder & Co will be conducting a Needs Assessment on a population, rather than a neighborhood. Clare will meet with the committee in April to flush out some ideas.

San Francisco Leadership Initiative (SFLI) Committee provided by Isela Gonzalez

- Isela noted that the SFLI Committee's work is covered later in the agenda (#7 & 8).

Points of Integration between Prevention and Care (POI) Committee provided by Ed Byrom

- The Committee is enthusiastic about their work plan.
- The group will have a presentation in April on Late Testers from Maree Kay Parisi and from Thomas Knoble at a future meeting.

Strategies & Interventions Committee provided by Emalie Huriaux

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- Had a lively discussion, and will continue discussing, the strategy of interventions being linked to testing.
- They are discussing how to amend the Plan's Strategies & Interventions chapter, with an eye to keeping it simple as well as including information on how to write proposals.
- Each member is looking at two or three strategies or interventions, will make recommendations to Israel, and the Committee's work will follow from these recommendations.

#### Follow Up Items

- Lisa Reyes is out of the office until April 11, 2006.

#### 7. **Discuss CDC Recommendations for HIV Testing**

The documents entitled, "*Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings*," and, "*Comments on CDC's Revised Recommendations...*" were distributed. Israel explained discussion of the former and recommendations for the later document comprised the bulk of the SFLI meeting earlier that day. He also explained that SF UCHAPS representatives discussed these guidelines with Dr. Branson of the CDC at the UCHAPS meeting in February. Comments are due to the CDC by 03/29/06. The SFLI recommended comments to these guidelines were outlined by Isela including:

- Patients should have the *opportunity to accept* HIV testing.
- Providers should ensure that patients are fully aware that they have the option to accept or decline HIV testing.
- Any written or verbal information provided about HIV screening should be accessible to patients who have limited English proficiency and/or speak a language other than English.
- Referrals for HIV testing, counseling, support, and prevention services should be culturally appropriate.
- To ensure that patients are indeed linked to care, providers in medical settings should establish strong referral networks with other clinical providers and community-based organizations.
- Providers in health care settings should participate in ongoing trainings on HIV counseling and support.
- Linkage to care from health care settings where HIV screening is conducted should be supported through additional funding for community-based organizations that provide HIV care, counseling, support, and prevention services.
- If there are large numbers of HIV (+) people discovered, assurance that there will be adequate funding for services; and
- Discussion with insurers ensuring they will pay for the additional tests entailed in screening.
  - ⇒ She explained that the CDC, will not actively enforce the guidelines, but will assume that a patient will at some point sue for not getting tested and as a result doctors/insurers will be careful to include HIV tests.

Motion came from Committee to accept the recommendations. Harder & Co and the HPS SFLI staff person will work on incorporating these comments on the CDC's form and will distribute a

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draft to Steering & SFLI members for feedback on 3/27/06. The final document must be sent to CDC 3/29/06 (EST). The vote was by show of hands. The motion passed without opposition or abstention.

#### 8. UCHAPS Update

See #7 above.

#### 9. HPPC Year Plan

##### Parking Lot

Copies of the draft 2006 HPPC Parking Lot were distributed. Gayle asked for comment.

- Frank requested the first item be amended to read:  
*Explore and develop technological conference including on-line outreach standards, and other ways to integrate technology in STD and HIV prevention.*
- It was explained that additions to the Parking Lot should be raised at the HPPC meeting 04/13/06.
- It was also explained that the Council has decided to have the Parking Lot open for its first two meetings each year, and that Steering decides how to address each item.
  - ⇒ It was also noted that members of Steering can make recommendations for the Council's agendas at any time.

##### Draft Agenda for 04/13/06 Meeting

A draft agenda for the 04/13/06 meeting was distributed. Discussion followed.

- William suggested including, or reinitiate having, objectives under each agenda item.
  - ⇒ Tracey said that she used to do that, but little attention was paid to the objectives.

Discussion followed about the content of the agenda, including the following:

- Moving Frank's presentation to the end of the meeting, while being sure it is not skipped.
- Ensuring Willi McFarland's presentation has sufficient time on the agenda because it ran 15 minutes over at the Steering Committee last month. It is a lot of information, and there are usually a lot of questions so sufficient time must be allotted.
  - ⇒ Willi will be asked to do a slightly abbreviated presentation.
- The group discussed the appropriateness of working in small groups after Willi's presentation, to ensure all members' questions are aired.
  - ⇒ And possibly time-limiting small groups' report back to the whole Council.
- Ensure that meeting information is distributed well in advance of the meeting.
  - ⇒ It was noted that the brown bag luncheon was held and only two people showed up.
- The Co-Chairs' report will be submitted to the Council in writing.
- Willi expects the Council's review and approval, or amendment at this meeting.
- If necessary, reviewing the Parking Lot and acceptance of the 02/09/06 minutes can be moved to the 05/11/06 Council meeting.
- Agenda should include that April is STD Awareness Month.
- It was suggested moving Public Comment to after the small group report back.

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- ⇒ Sometimes the public's comment and questions are answered in the presentation, or by issues raised in the small group work.
- ⇒ It was, however, noted that some Public Comment may not relate to the Consensus data.
- Asking members what data, if any, was expected or surprising.

#### 10. Evaluation and Closing

The meeting adjourned at 5:03 PM.

The minutes were prepared by David Weinman and reviewed by Eileen Loughran, Vincent Fuqua and Gayle Burns.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 04/27/06  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A***