

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 25, 2006

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

**Members Absent:** Perry Rhodes III

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Clare Nolan (Harder & Co), Lisa Reyes (HPS), Kathleen Roe (Process Evaluation), and David Weinman (note taker).

#### 1. Welcome and Announcements

Co-Chair Gayle Burns called the meeting to order at 3:10 PM. She asked attendees to introduce themselves and to make announcements.

- It was announced that Council member Thomas Knoble was hit on his head and seriously hurt during a mugging. He went home from the hospital on 05/24/06, and is now doing well.

#### 2. Public Comment

There was no public comment.

#### 3. Approval of Minutes from 4/27/06

Motion was made and seconded to accept the minutes from the 04/27/06 meeting. No objections were raised. The minutes were approved.

#### 4. Needs Assessment

Eileen Loughran distributed the document entitled, "*SurveyMonkey*," with the results of the poll regarding the 2006 needs assessment. She also distributed a document with the proposed motion to the Council as explained below.

Motion was made and seconded that the Steering Committee moves "*The HPPC approve late testers for a needs assessment. The sample will include, but not be limited to, MSM and people of color.*" Comment and discussion ensued, including the following (by topic).

##### Definition of Late Testers

- Frank Strona and Eileen suggested that the presentation include the definition of 'Late testers' from Survey Monkey:
  - "*Late testers (ALL BRPs) - People who tested HIV - positive for the first time one year or less before they received an AIDS diagnosis. (In other words people who find out their HIV status late in the course of the disease.)*"
- Kathleen Roe questioned the capitalization of the term, 'Late testers,' as it implies the creation of a group as opposed to referring to people who test late.
- Tracey observed that the term 'Late testers' comes from the AIDS Office's HIV/AIDS Statistics & Epidemiology section and doesn't have particular meaning in the general population.
  - ⇒ She also noted that this department has applied for a National Institute of Health grant to study this group. She emphasized that this study would be much more comprehensive than the needs assessment.

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#### Populations Expressly Included

- Clare Nolan and Thomas Ganger explained that the wording was intended to ensure members that "MSM" and "People of Color" are not being ignored.
- Tracey suggested that listing some of the groups to be included could easily open up discussion about other groups not specifically listed.
- Lisa Reyes said that the wording threw her off and it was not clear.
- Vincent Fuqua suggested providing examples of populations to be included parenthetically. Amendment was offered to strike the sentence, "*The sample will include, but not be limited to, MSM and people of color.*" The amendment was accepted by consensus.

#### The Presentation to Council

- Ed Byrom suggested including the SurveyMonkey results in the presentation to make it as clear as possible why 'late testers' was chosen.
- Clare suggested the presentation include: the definition of late testers, Survey Monkey results, and motion.
- Clare's suggestion was agreed upon without dissent.

The motion regarding the Steering Committee's proposal to the HPPC was approved as amended.

#### 5. **Review of May 11<sup>th</sup> HPPC Meeting**

Kathleen brought members' attention to the document entitled, "*Process Observations: May 11, 2006 HPPC Meeting*," which had been sent to all members in advance of the meeting. Her additional comments included the following.

- During some of the discussions the feeling in the room was intense, but the problem really wasn't a big deal, and the Council's processes dealt with it.
- Overall this was a good meeting of a mature group that continues to find its way.
- Noting that she was not in attendance for the whole meeting she asked if people expressed that they were uncomfortable with members talking over each other.
  - ⇒ Gayle responded that there were comments to that effect.
- She suggested that someone check in with Chadwick Campbell, the presenter of the Community Member Attendance Policy presentation, to ensure he's okay.
  - ⇒ It was determined that Chad had been checked with and is fine.
- The discussion was healthy and showed the Council is able to discuss things openly.

#### Comment and Discussion

- Frank noted he wasn't there, but that at previous meetings he has observed that members don't fight the way they used to, are less confrontational, and look to the end result.
  - ⇒ He questioned if something isn't lost when attention is too focused on end results and lacks the vigorous process of discussion and review.
- Vincent added that this year's Council is more talkative, and asks more questions, than in previous years.
  - ⇒ He offered that members are feeling more comfortable with the process and are realizing that they don't have to agree with what is put up on the screen.
- Emalie Hurliaux said that she found some people's tone to be a little unfair, and that she was uncomfortable.

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- ⇒ Eileen agreed with Emalie and added that there was a tone of impatience.
- William Bland suggested acknowledging known issues before any discussion.
- Lisa suggested displaying the 'Respectful Rules of Engagement' poster at all meetings again and perhaps revisiting/reviewing its contents.
- Gayle said that the discussions didn't seem disrespectful to her, adding that last year the Council was too quiet and that at least people are speaking up this year.
- Kathleen pointed out that the attendance policy discussion demonstrates how a single word can cause a big deal.
  - ⇒ She added that this highlights members' reliance on the staff review of presentations.
- Kathleen also noted that attendance has often been a contentious issue.
  - ⇒ She added that Kevin Roe commented that as the CARE and Prevention Councils move closer together there is likely to be more discussion of HIV illness related absences.
- Kathleen highlighted the difficult balance facilitators need to find: ensuring people participate, hear what is being said, and don't talk over each other.
- Tracey noted that the facilitation got away from the Chair briefly at one point.
- Gayle suggested reminding members of the rules and to show each other respect.
- In response to Lisa's question Kathleen said that how Co-Chairs handle presentations has been discussed that the HPPC agreed that the Co-Chair introduces the presenter, moves away during the presentation, and rejoins the presenter during questions and answers.
- Kathleen noted that the Council took a big step when the Steering Committee took responsibility for the content of the Council's meetings.
- Frank offered that Council members should take responsibility when someone is being inappropriate or disrespectful by suggesting they tone down what they are saying.
  - ⇒ He added that this shouldn't be left only to the facilitators.

## 6. Committee Updates

Co-Chairs: Federal, State City Updates provided by Tracey Packer

Tracey highlighted the media attention paid to SF General Hospital changing its procedures to allow oral consent for HIV testing, without requiring pre-test counseling or written consent.

- ⇒ She highlighted that the HPS was not informed of this in advance and that several providers called when it was reported in the media.
- ⇒ There will be a public forum on this issue 6/5/06 sponsored by Fiona Ma and the Board of Supervisors.
  - Tracey noted that it will be interesting to see the public's opinion on this.
- Frank said that this testing procedure will impact the patient/doctor relationship.
  - ⇒ He noted that this also raises questions about the government's appropriate and acceptable involvement in HIV testing.
- In response to William's question Tracey said that the DPH no longer has a direct role in HIV testing at General Hospital, although it once sponsored a program there.
- In response to Ed's request for an explanation of the reasoning behind the change to oral consent for testing Tracey and Isela offered the following.
  - ⇒ There is an administrative burden for the physicians in getting written consent.

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- ⇒ It is valuable to find people that have recently seroconverted, or that are unaware of their HIV (+) status.
- ⇒ In the past the Lab wouldn't test the blood until they had the consent form in their hand , which caused a lot of difficulty, and often caused several blood draws
- ⇒ Likewise the counseling requirement often delayed provision of medical services.
- Ed suggested sending Council members' information on this topic including the details about the 6/5/06 Tracey pointed out that people testing HIV (+) is contacted by the STD Section to ensure they are connected to services.
- Tracey suggested a meeting about test results disclosure, including the medical model.
  - ⇒ Frank provided an overview of the medical model as used by the STD Section.
  - ⇒ He noted that the model has been very effective (+90%).
- Tracey observed that programs funded by the HPS have been under a lot of pressure to have people testing HIV (+) use a medical model similar to the one used by the STD Section.
  - ⇒ Counselors are being trained to encourage clients to contact their partners or have third part disclosure;
  - ⇒ The success of such disclosure will be evaluated and may be required in the future.
  - ⇒ The HPPC should weigh-in on the medical model's applicability to HIV prevention.
- William suggested putting testing consent and disclosure on a future HPPC agenda.

#### Federal Issues:

- ⇒ Israel Nieves-Rivera is the new Government Co-chair of UCHAPS,
- ⇒ There was discussion about PEMS in association with the UCHAPS meeting.
  - Many of the participants expressed reservations about the system.
  - PEMS won't be implemented this year.

#### HPS:

- Dara Coan has taken over supervision of the HPS' evaluation efforts.
  - ⇒ On 06/01/06 there will be a forum to review evaluation needs.
  - ⇒ As PEMS is incomplete, the data collection specifications are wide open, which enables SF to make it fit local needs.
  - ⇒ All Providers are invited to the forum, or Dara can meet with them separately.
- In response to William's question Tracey explained that programs should continue to collect data on the three PEMS forms and that the HPS will scan the forms into a database that is presently being developed.

#### Membership/Community Liaison Committee provided by Thomas Ganger

- Results of the training needs questionnaire conducted of Council members highlighted these issues:
  - ⇒ The RFP Process - what part does the HPPC play?
  - ⇒ Roberts Rules of Order - training will be conducted during the June HPPC meeting.
  - ⇒ What does the CARE Council do - a presentation to the HPPC will be scheduled.
  - ⇒ What the HPS does- an information packet will be developed for distribution at the end of the year for both existing and new members.
  - ⇒ Acronyms - What are they and what do they stand for? This may be included in the December Teambuilding component.

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- ⇒ Index Cards at Council meetings- for questions, comments and suggestions will continue to be available. The responses will be written up in the co-chairs report.
- The Committee discussed the possible need for a policy about the balance of Council to community members on committees and if there should be a limit on the size of committees.
  - ⇒ Process Evaluation consultant(s) will observe a meeting of the SFLI Committee to view the committee dynamic.
- Responding to Frank's question, Tracey explained that the HPPC's PIR calls for membership to have the same composition as the local epidemic.
- It was explained that the Membership Committee hasn't met since the Council meeting (05/11/06) and so its recommendation regarding the community member's attendance policy could not be raised again until the July Council meeting (7/13/06).
- Eileen announced that the Membership committee is meeting on 6/12/06 and will give an update on the attendance policy at the 6/22 Steering committee.

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

- The Committee is trying to come up with vision for each objective identified by the HPPC.
- Focus is being given to Health Education, Specific Populations, and Documenting Success.
  - ⇒ Frank noted that the Committee has reviewed a lot of possible action and has focused its brainstorming on those three issues.
- This is the largest committee HPPC has ever had, but it will also be a productive committee.
- Frank noted that the Committee's discussions could not be as rich and wide-ranging if it were not for the support it gets from the HPS staff.
- Eileen observed that because the Committee is so large there is a lot of preparation.
- Tracey pointed out that this is Isela's first facilitating role and that she was great.
  - ⇒ The attendees expressed appreciation to Isela with applause.

#### Points Of Integration (POI) Committee - provided by Ed Byrom

- The Committee is reviewing information on late testers.
- A presentation from Thomas Knoble is scheduled for the next meeting.
- They are making a connection with the corresponding committee at the state level.
- They will make a presentation on SF POI at the CHPG.

#### Strategies and Interventions Committee - provided by Emalie Huriaux

- The Committee reviewed the Strategies and Interventions Chapter of the 2004 Plan and decided not to amend it at this point, rather leave that for the writing of the next plan.
- The 2006 Committee will focus on Structural Interventions (SI).
- The Committee's deliverable will be something to help providers do SI, including how to do things that aren't fundable from City sources.
- There will also be some focus on street outreach.
- William asked if the Committee would address the restrictions on street outreach discussed at the last Steering Committee meeting (04/27/06).
  - ⇒ Vincent and Emalie said that the Committee would look at integrating what was discussed but would not get into defining street outreach, which is defined in the Plan.
  - ⇒ Emalie also observed that the Committee's conversations on street outreach came up organically, without knowledge of the presentation made to Steering.

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#### 7. California CPG meeting 6/21 & 6/22

Eileen pointed out that Frank had suggested making presentation(s) to the California CPG, as part of Public Comment. Frank explained the time restraints, including:

- ⇒ Presentations must be submitted to and approved by the CPG's Steering Committee; and
- ⇒ Written requests for Public Comment should be made two weeks before the meeting.
- Tracey asked if there is something that SF does that would be particularly helpful, or are there some issues the HPPC wants to address to the State; such as the ELI data system.
- Frank suggested it could be valuable to discuss publishing SF's accomplishments as models.
- He added that the State is in as much a quandary as everyone else about data collection.
- Kathleen suggested thanking the State for the help it has provided.
  - ⇒ Tracey said that she would particularly like to thank Kevin Farrell and Gail Sanabria for their support.
- Emalie said that she would like to address the State's support of syringe exchange.
  - ⇒ Frank indicated this would be very helpful.

#### 8. Review June 8<sup>th</sup> HPPC Agenda

A draft agenda for the 06/08/06 meeting was distributed. Questions and comments followed.

- William suggested that there be some an explanation of the community members' attendance policy being on the July agenda due to Committee scheduling issues.
  - ⇒ Kathleen suggested attaching a note to the 06/08/06 agenda when it is distributed.
- Tracey said that the HPPC's role in the RFP process needn't be its own agenda item, that it could be a preamble to the HPS funding presentation.
- She also suggested the Cooperative Agreement should also be a short announcement or explanation of what will be discussed at the July meeting.
- Isela suggested sending members materials about the proposed Needs Assessment in advance of the meeting.
  - ⇒ Tracey added that such material should include background on the need that would be reviewed and what the HPPC can expect to gain by the assessment.

#### The 25<sup>th</sup> Anniversary

- William noted that June 5<sup>th</sup> is the 25<sup>th</sup> anniversary of the first AIDS case and suggested it be acknowledged, or commemorated at the meeting.
- It was suggested it be noted in the agenda and/or incorporated into the icebreaker.
- Frank suggested the icebreaker be attendees writing something commemorating the anniversary on index cards, and then putting the cards together on butcher paper to be shared and viewed during the break.
- Kathleen added asking attendees to put on the back of the index cards where they were in June 1981 and then later putting the responses together into a document, noting that something similar was done in the past and the result was very powerful.
- Kathleen asked if the Council should put something together about people who have passed.
  - ⇒ A circle of empty chairs, a single empty chair, notes, flowers, and candles were proposed as a commemoration to those who are no longer with us.

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⇒ However, it was noted that such commemorations could be too emotional, and that it probably couldn't be done in a few minutes.

#### 9. Evaluation and Closing

- Gayle explained that at the 05/11/06 meeting she had wanted to have a drum ceremony to honor Chata Ashley and Mike Pendo as well as all of the people working in HIV/AIDS. As the drummers were not available she hopes the '*Honor Song*' ceremony sufficed.
- She observed that people elsewhere in the country think differently than in SF. She expects that in the future there are things that SF is going to have to do whether we want to or not. She added that her trip Washington DC gave her a new appreciation of what is being done in SF, and she is really proud of every member of the HPS and the HPPC.

Meeting adjourned at 5:00 PM.

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

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 06/22/06  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330 A***