

HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

June 22, 2006

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

Members Absent: Tracey Packer and Frank Strona

Professional Staff: Dara Coan (HPS), Aimee Crisostomo (Harder & Co), Vincent Fuqua (HPS), Eileen Loughran (HPS), Israel Nieves-Rivera, and David Weinman (note taker).

1. Welcome and Announcements

Co-Chair Perry Rhodes III called the meeting to order at 3:12 PM. He asked attendees to introduce themselves and to make announcements.

- Dara Coan announced that HPS is working on a new Evaluation Plan based on the 2004 Prevention Plan. They have held several meetings with providers.
 - ⇒ She asked providers wishing to have input into the process to contact her.
- Aimee Crisostoma reminded members that Harder & Co is conducting a technical support survey and asked them to complete the surveymonkey online questionnaire.

2. Public Comment

There was no public comment.

3. Approval of Minutes from 05/25/06

Motion was made and seconded to accept the minutes from the 05/25/06 meeting. No objections were raised. The minutes were approved.

4. Review of June 8th HPPC Meeting

The document entitled, "*PROCESS EVALUATION MEMORANDUM*," was distributed, copies are available to absent members upon request. Comments and questions followed (by topic).

Robert's Rules of Order Training

- Perry commented that it was nice to have someone go over the process.
- Ed Byrom, and others, said that they didn't like the trainer's approach.
 - ⇒ And several people said that they simply didn't like the trainer.
- Gayle Burns said that the trainer mentioned that he had "*winged it*."
- Chadwick Campbell and others commented that the trainer did not fully answer questions.
- Israel Nieves-Rivera asked if members have a better sense of how Robert's Rules works.
 - ⇒ Several members said that they did, and there were no expressions to the contrary.

Meeting Room Facilities

- Vincent Fuqua suggested closing the door at around 5:00 to lessen street noises.
- Gayle noted what a good job the HPS professional staff did handling the disturbance from the person who wandered in.
- Israel noted that there have only been two incidents in which someone wandered in off the street and noted this is a public place in a well-traveled location.
- Vincent said that attendees should be reminded to mind their possessions.

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2006 Needs Assessment

- Isela commented that the motion was clearly presented.
- Dara observed that this is the first time the whole Council was involved in the discussion regarding planning an assessment and asked members if, in their views, the process worked.
 - ⇒ Gayle and others expressed that they liked the process.
 - ⇒ She noted that there are a lot of new Council members unfamiliar with how the HPPC does need assessments, and how they are used.
 - ⇒ Perry expressed support for the process, particularly as the whole Council may not have bought into 'late testers' without its involvement in the decision making process.
 - ⇒ He added that he wouldn't want to do this every year.
- Israel explained that recommendations for assessments usually come from a Committee.
 - ⇒ Dara noted that the Membership Committee proposed options, but it has a lot on its plate this year.
- Eileen noted that there was a lot of passion put into the discussion resulting in members having more ownership in the decision.
- Ed suggested that use of Robert's Rules in a group as large as the Council would make using this process easier in the future.
- Emalie Huriaux said that due to the process she feels confident she could defend the decision should anyone question why this population was chosen.

HIV Prevention Funding

Perry asked members their views on the presentation, if all of the data was 'overkill' and/or if it could have been presented better.

- ⇒ Several members said they liked the presentation and that it was well organized.
- Emalie said that she couldn't recall much of the presentation, that perhaps it was too long, had too many graphs, and not on a good place on the agenda.
 - ⇒ She suggested future presentations are in summary form, and, "*Snappier*."
- Isela noted that Marise Rodriguez several times referred to having done a good job meeting the HPPC's goals and that she should have provided some background on those goals and priorities.
- Dara observed that Marise's view that a good job was done meeting goals is from an HPS perspective, adding that it may not necessarily be the HPPC members' view.
- Gayle suggested that there were a lot of questions not addressed due to time restraints.
 - ⇒ Perry said that he didn't recall members wishing to ask questions, or anyone wishing to make comments that didn't have an opportunity to do so.
 - ⇒ He added that part of the reason given for working in small groups was to ensure everyone could raise their questions, and that members decided against that approach.

Cooperative Agreement

- Ed said that the presentation felt somewhat rushed, particularly in the jam-packed agenda.
 - ⇒ He added that he thought Tracey Packer did a good job within the time restraints.
- Perry explained that the topic will be discussed on several agendas and suggested that it be moved forward on the agenda next time it is discussed.

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5. Committee Updates

In addition to information in the distributed document entitled, "*Committee Reports June 22, 2006*," copies are available to absent members upon request, the following was discussed.

UCHAPS (Urban Coalition of HIV AIDS Prevention Services) and HPLS (HIV Planning Leadership Seminar)

- Perry provided his commentary on the meetings, including the following.
 - ⇒ The UCHAPS meeting was very useful and he was impressed.
 - ⇒ There were several representatives of CDC available for discussions.
 - ⇒ The preparation for the meetings with CDC representatives was excellent.
- Israel added further information, including the following.
 - ⇒ UCHAPS prepped well for discussions with Kevin Fenton of the CDC.
 - They will be sending out a summary of the meeting after it is reviewed by him.
 - Kevin Fenton particularly liked the discussion about prevention in the Prisons.
 - Discussions with Kevin Fenton were wide ranging and included the value of community planning, and DEBIs (Diffusion of Effective Behavioral Interventions).
 - ⇒ He outlined discussions with numerous other representatives from the CDC.
 - ⇒ The Substance Abuse and CDC sections of HHS (Health and Human Services) will send out a large quantity of Rapid Testing kits in the near future
 - The President asked for \$93 million for Rapid Testing, however, Congress appropriated only \$60.
 - ⇒ The Ryan White Act has not been re-authorized, but Congress will raise authorization again before adjourning.
 - ⇒ He will forward UCHAPS' URL (website address) to members for reference.
- Gayle observed that the representatives of the CDC don't really understand prevention and find the value of Harm Reduction to be contentious.
 - ⇒ She noted the suggestion to do a Council presentation on the work of UCHAPS
- In response to William Bland's question, Perry said that he wasn't impressed by the presentations at the HPLS.
 - ⇒ Perry and Gayle noted that SF does a lot of things that other areas don't, or can't, do including numerous research projects.
 - ⇒ Israel added that a presentation by Shelley Facente and Teri Dowling from HPS counseling & testing addressed the importance of evaluation and good data collection systems.
 - ⇒ William asked for copies of what was presented.
- Perry said that UCHAPS workshop went well and thanked Eileen for her work in its preparation.

Membership and Community Liaison Committee- provided by Thomas Ganger

His comments are covered in the written Committee Reports document.

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

As noted this Committee met immediately before the Steering Committee.

- The Committee continued its brainstorm of themes relative to HPPC's objectives.

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- Members are coming up with activities for each of the prioritized themes as homework, before the next meeting.
- Kevin Roe reported that the evaluation surveys' results have been very positive.
- She highlighted that this is a very large Committee with more community members than Council members.

POI (Points of Integration) - provided by Ed Byrom

In addition to the information on the written report his comments included the following.

- The Committee expressed interest in pursuing CDAPS (California Disclosure Assistance and Partner Services) in ways that are SF-specific.
- The Committee made a presentation to the CHPG's (California HIV Planning Group) POI task force.
 - ⇒ They received good feedback and the discussion was informative.
 - ⇒ There is a lot of activity on State level, much of which in line with what SF is doing.
 - ⇒ The State's committee has published a "*Guidelines and Principles*" document, copies of which will be provided for use in SF.
- The Committee discussed the literature review conducted on late testers, noting that it would be interesting to compare national to SF data findings about youth and other groups.

Strategies and Interventions - Emalie H

In addition to the information on the written report her comments included the following.

- The Committee members will continue brainstorming regarding structural interventions.

6. Review July 13th HPPC Agenda

A Draft Council Agenda was distributed, copies are available to absent members upon request. Comments and questions included the following (by agenda item).

Cooperative Agreement Overview

- Israel explained that the CDC is still reviewing the Cooperative Agreement.
 - ⇒ Dara added that there probably won't be a draft available in time for the Council meeting (07/13/06), however, the Council should be able to talk about the agreement in general, as well as the overall process.
- Perry reminded the members of the recommendations from Council (06/08/06) to review the documentation going to the CDC in small groups by expertise.
- Israel reviewed last year's experience where there was only a month to review the documentation due to CDC's late delivery of its Guidance.
- Israel asked if the Council should divide during the meeting, or decide how to divide up the documentation at the meeting?
- Dara suggested that the Steering Committee propose to the HPPC how to divide it up and have the Council discuss and vote on that suggestion.
- Israel explained that although the specifics are not as yet set, there would be certain components of the IPR (Interim Progress Report) that no doubt will be included:
 - ⇒ What was done the first half of this year (January - June 2006).
 - ⇒ What is planned for next year.
 - ⇒ Review of the CDC Performance Indicators.

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- Israel highlighted that the IPR relates only to CDC funded activities.
- Ed suggested HPS put together responses to questions that were in previous year's Cooperative Agreement/IPR for the Council to review.
 - ⇒ Isela said that she suspects that it would be a lot of work.
- Isela suggested informing members that the document is coming, and that it is very large.
- Israel said that he will be at the CDC in Atlanta the week of 06/26/06 and that he may have a better idea of what is coming after his meetings.
 - ⇒ He noted that the CDC has already indicated that the IPR will be "streamlined" although he is not sure what that means.
 - ⇒ He expressed his hope to get a sense of which sections are likely/not likely to change.
- William pointed out that the SF HPPC has a very good relationship with the DPH, and asked if the Council needs to set up a process to review the Cooperative Agreement or if it should trust DPH and only reviews the document's final version.
- He also suggested having a few people review specific parts of the agreement and then report to the whole Council.
- In response to a question it was explained that the deadline would be in mid September.
- Gayle suggested the HPS make an informational presentation to the Council based on IPR and what was generally contained in the Cooperative Agreements in the past.
- Emalie suggested that it would be good to use this part of the Council's agenda to lay out and agree upon the process, and provide background on the agreement's components.
 - ⇒ Dara added that the presentation could lay out a process for getting it done, and provide an outline of probable content, highlights; and issues that need specific HPPC input; such as: change in incidence ranking based on Willi McFarland's consensus data.
 - ⇒ Israel pointed out that the SF HPPC may need to approve prioritizing things with perspectives other than those in CDC's Guidance, as has been the case in the past.
- Israel questioned if there is an hour's worth of information as yet.
 - ⇒ Dara responded that it would take an hour to review and discuss those things proposed.
- Israel said that right now the best the HPS can do is make assumptions of what will be in the Cooperative Agreement, and explain the HPPC's core values/principles.
 - ⇒ He added that members could also discuss the agreement with the HPS outside of the Council meeting at the HPS' office.
- Isela suggested that a lot of time be reserved for questions in the agenda.
- William suggested distributing copies of the presentation on the elements of the Cooperative Agreement from last year.
- He also suggested having a copy, or copies, of last year's Cooperative Agreement available for members' perusal at the Council meeting.
- Gayle noted that last year there were brown-bag lunches to review the agreement

Membership/Community Liaison Committee Presentation

- Emalie suggested the Cooperative Agreement be given only 45 minutes as the Membership presentation might need more time than allotted on the draft agenda.
 - ⇒ Thomas responded by explaining that the presentation is intended as an explanation of the process and that ten minutes was sufficient last year.

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- In response to another question, Thomas indicated that the Committee would have a quorum at their next meeting, prior to the Council meeting 07/13/06.

Gaps and services

- Dara provided background on this agenda item including the following.
 - ⇒ It is a follow-up to Marise Rodriguez's presentation.
 - ⇒ It is an opportunity to compare what was planned, to what was funded.
 - ⇒ The HPS will put the numbers into a form that is easier to see where gaps might be.
 - ⇒ Looking at the number of programs addressing prioritized subpopulations could be used to compare planned and funded services.
 - Whereas the numbers of clients reached comes from providers' projections.
- Emalie suggested breaking into small groups to review this topic by BRP.

There was general agreement on this suggestion.

- William suggested that rather than just looking at the number of programs, the presentation include the interventions
 - ⇒ Israel explained that such information is available, but may not be apparent.
- William suggested that it would be useful to be able to look at programs/interventions reaching subpopulations on a continuing basis, especially prioritized groups.
- Dara suggested looking at the overall at this Council meeting and focusing on more specific groups at another time.
- Eileen pointed out that there are 28 Council members and suggested that some of the small groups look at more than one BRP, particularly by combining the smaller BRPs.

There was general agreement on this suggestion.

7. **Closure and Evaluation**

- William asked if there are other upcoming conferences that DPH will present at.
 - ⇒ Vincent said that he is not aware of any at which the HPS will present.
 - ⇒ Eileen added that the Counseling and Testing unit of HPS is presenting at the International Conference.

Perry reminded people to complete the Zoomerang evaluation. The meeting Adjourned at 4:30 PM.

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

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 07/27/06
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A***