

HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

August 24, 2006

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

Members Absent: Tracey Packer

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

Guest: Eiko Sugano

1. Welcome and Announcements

Co-Chair Gayle Burns called the meeting to order at 3:05 PM. She asked attendees to introduce themselves and make announcements.

- Aimee Crisostomo reminded attendees that Harder & Co is recruiting for the 'late testers' needs assessment and asked members to contact her with appropriate candidates.
- Emalie Huriaux announced that she will begin a new job at the Harm Reduction Coalition beginning 10/03/06.
- Emalie also reminded attendees of the upcoming "*Ladies Nigh*" event 08/25/06. She also distributed announcements of the benefit for the DOPE (Drug Overdose Prevention and Education) project Sunday 08/27/06 at Mr. Smith's.
- Frank Strona announced that the STD Prevention and Control Section are rolling out a new health program, "*The Buck Squad*." Announcements will be distributed in the near future.

2. Public Comment

There was no public comment.

3. Approval of Minutes from 07/27/06

Motion was made and seconded to accept the minutes from the 07/27/06 meeting. No objections were raised. The minutes were approved.

4. Committee Business

Gayle distributed the documents entitled, "*Process Evaluation Memorandum*," and, "*Participant Dialogue Boxes*," copies of which had been emailed to all members. She said that she wanted to discuss three things from those reports: Temperature in the Meeting Room, Dogs, and the Moment of Silence. Kathleen Roe added that she wanted to discuss handling of topics discussed by the Steering Committee prior to Council. Discussion followed including the following.

Temperature in the Meeting Room

- Israel Nieves-Rivera explained that once the room temperature is set HPS can't change it.
 - ⇒ Nonetheless, he explained, Betty Chan Lew is looking into this.
- Kathleen suggested staff sit in different parts of the room to gauge the differences in temperature around the room.
 - ⇒ She noted that the room temperature has been mentioned on the evaluation form numerous times, and this should be acknowledged by co-chairs at the next meeting.

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- ⇒ She suggested that there could be an announcement from Co-Chairs about the room's temperature being set, and that we can not change the control.
- ⇒ Frank suggested using give-away battery fans.

Dogs

- Kathleen reiterated from the memo that some people might be afraid of dogs. She recommended the Steering Committee talk about this and come to an understanding, or policy, because someday someone might bring a really scary dog.
- Gayle suggested this be addressed by the Co-Chairs.
- Perry Rhodes III noted that at least one of the dogs that have been at meetings is a "Companion dog," and suggested having an area in the room for people with their dogs.
 - ⇒ Some discussion followed about the practicality of having a separate area for members who bring dogs with them.
- Israel and Eileen said the Quaker Meeting House's policy about dogs is being checked in to.
- He questioned if the Council could ask people not to bring dogs.
 - ⇒ Frank and Ed Byrom noted that the law forbids banning "Care dogs" from public meetings.
 - ⇒ Frank questioned if Council members are actually considered members of the public.
- Kathleen mentioned that muzzling dogs often does not eliminate a person's fear of dogs.
- Emalie noted that a lot of homeless women she works with couldn't be in the meeting room because they are frightened of dogs because they have been bitten in the past.
- Emalie suggested that if there is a rule it should be one rule for all.
- Kathleen said that dogs may help members feel comfortable in the space.
 - ⇒ Ed Byrom noted that a "Care animal" or a "Service animal" can include many things.
 - ⇒ Israel questioned if there is a difference between "Care" and "Comfort" animals.
- Israel suggested that the Council needs to balance members' comfort with what is appropriate.
- Ed said that he doesn't want Steering to be a policing agency, and that things should be kept as simple as possible, while observing the legal issues and Quaker House's rules.

Moment of Silence

- Perry indicated that he liked the moment of silence, but would not support doing it at every meeting. He added that it seems to happen at meetings on a quarterly basis.
- Ed said that seems to help center members and get them ready for the intense discussions that followed.
- Israel pointed out that everything added to the agenda takes time away from the business portion (as much as 45 minutes).
- Isela suggested an icebreaker and the moment of silence at the same meeting is too much.
- Emalie suggested having moments of silence at the first and last meeting of each year, but not at all meetings.
- Ed suggested inclusion on the agenda of an icebreaker or moment of silence be based on available time.
- Israel pointed out that the Council voted to include an icebreaker at their meetings.
- Kathleen said that the moment of silence is more powerful when it is done in place of an icebreaker.

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- Frank suggested combining the moment of silence and the icebreaker by having members share something with the person next to them rather than the whole Council.
- The group agreed that there should be either a moment of silence or an icebreaker but never both at the same meeting.

Council Topics Discussed by the Steering Committee

- Kathleen observed that there were a couple of people who seemed a bit lost during the Cooperative Agreement discussion, that experienced members often talk fast and in shorthand, forgetting that some people might not follow the discussion.
 - ⇒ She suggested that the Buddy System (mentors) be reactivated before the annual Cooperative Agreement discussion and vote.
 - ⇒ She also suggested the Council take a break after the presentation but before the discussion to give Buddies / Mentors an opportunity to discuss what was presented.

Kathleen invited discussion to clarify Steering Committee members' responsibility at the Council during discussion on the Cooperative Agreement.

- Perry suggested that Steering should have a united voice at Council.
- Frank suggested that we could have framed the discussion highlighting that Steering had reviewed the IPR, including all that went in to reviewing and approving it.
- Israel pointed out that this year the HPS actually sent members more drafts and information about the Cooperative Agreement than in the past.
- He and Perry expressed support of reminding members about the Buddy System prior to the Cooperative Agreement discussion.
- Gayle voiced support for the idea of a break between presentation and discussion.
- She also pointed out that the only member to abstain, was gone for part of the lead-up to the Cooperative Agreement discussion and vote.
- Vincent suggested having a full-Council roundtable discussion of the Cooperative Agreement so as to ensure all members are heard from, even the shy ones.
- Kathleen explained that a couple of members' comments indicated that they felt 'out of the loop' (or that they didn't have enough information) and that this could start a bit of a buzz.
- Kathleen suggested the whole Steering Committee be up in the front of the room for presentations on the big issues; which could also help the facilitator(s).
- Dara said that the staff made an extraordinary effort to ensure members have access to information in advance of the meeting.
 - ⇒ Perry thanked the staff noting that there was more information available this year than in the past.
- Gayle suggested that it is also incumbent on the members of Council to pick up the phone and ask questions on things they don't understand.
- Ed suggested reminding Council members from time to time who sits on Steering.
 - ⇒ Perry suggested that this Committee's members' place-cards / nametags could include, "*Steering Committee Member.*"
- Kathleen said that the presentation was fun and very good particularly since Tracey was thrown into doing it at the last minute.
- She suggested that in the future a slide be included framing the discussion, including the opportunities people have had to read it and where it is in the whole timeline.

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- William Bland suggested that there also be something defining, or reminding members about key concepts and terms; i.e. Incidence, Prevalence

It was agreed that this was, overall, a good council meeting.

Strategies and Interventions Recommendations

Emalie explained that one of the things that came up at the joint Strategies and Interventions and SF Leadership Initiative Co-Chairs' meeting was the recommendation that HPPC Co-chairs send a letter supporting Universal Health Care in SF, including HIV prevention services. This was recognized as a motion and seconded. Discussion followed.

- Ed asked for clarification of the implementation of SF's Universal Health Care program.
 - ⇒ It was noted that it may be in place, and/or that the Mayor is expected to sign it.
- Israel and Isela said that the Committees' Co-Chairs had also agreed that while the letter should express kudos, the program should include HIV prevention and care.

Vote to authorize the Steering Committee support of co-chairs sending a letter to the City of SF as described was by show of hands. The motion was approved unanimously.

5. **Project STOREE Update**

Dara distributed the document entitled, "*Re: PEMS forms and new evaluation requirements.*"

This was sent to service providers as an explanation of changes in process and to announce the meeting on this topic 08/11/06. She also distributed the documents entitled, "*Project STOREE San Francisco Tells Our Real Experience Through Evaluation,*" and, "*DRAFT Core Variables.*" Copies of these documents are available to absent members upon request.

- She explained that because the CDC has put PEMS on hold and ELI is not operational SF has an opportunity to create a data system that is meaningful to local goals and objective.
- Describing local goals and objectives is the purpose of the Core Variables document. The Core Variables relates to data that SF wants providers to collect; although how to collect it is left to the providers.
- Deadline for feedback from providers was set at 08/25/06, but she can take comments from Steering Committee members until 08/30/06.

Questions and Comments

- Isela asked if the PEMS form asked about HIV status.
 - ⇒ It was noted that one form did, relating to groups, but others didn't.
 - ⇒ Israel added that this probably would have been in the CDC's next wave of data collection requirements regarding individuals.
- Frank suggested including sexual activity as a variable, because providers are saying that clients who have been sexually insertive as a harm reduction strategy are reporting finding they are nonetheless sero-converting.
- Dara explained that the draft is not comprehensive list, but a place to start and it will need to get more specific.

6. **Cooperative Agreement (IPR)**

Gayle explained that the final draft of the IPR was emailed to members on Monday 08/21/06 and that members were asked to send comments or questions to Israel. Members were also invited to this meeting. Israel then distributed the document entitled, "*Update on Performance*"

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Measure for 2007 IPR," copies of which are available to absent members upon request. His comments included the following.

- The document focuses on questions raised and provides clarifications and updated data since the 08/15/06 draft.
- Indicator B.2 has been altered for consistency.
- Indicator H.1 answers do not directly correspond to those for Indicator H.2 because H.1 does not include PWP, H.2 does.
 - ⇒ For clarity, PWP numbers are provided on the distributed document and when combined with H.1 are equivalent to responses for H.2.
 - ⇒ Ed suggested reiterating that the answers respond only to the questions asked, which is why there seems to be some inconsistency.
- The Community Planning section now provides data on non-voting members of the Council and its committees -- Community Members.
- HERR
 - ⇒ Question 1 - asked was if there have been new services started between January and June 2006, and there wasn't as all new services started in 2005, since the RFP.
 - ⇒ Question 2 - For the first time every, a question was included that asked about the impact and importance of Needle Exchange.
 - ⇒ Question 4 - These interventions are not DEBIs, but came from the CDC's compendium.
 - ⇒ Question 5 - Group data is not included because the CDC told him that they didn't want data on groups.
- Prevention with Positives - members were asked to review and send questions to Israel.
- Collaboration and Coordination - collaborations highlighted include: Hepatitis C, the STD Prevention and Control Section, and Drug Testing.

Motion was made and seconded to approve the narrative section of the IPR as presented. There was no further discussion. The vote was by role call with the following results:

Member	Vote
William Bland	NA
Gayle Burns	Yes
Ed Byrom	Yes
Thomas Ganger	Yes

Member	Vote
Isela Gonzalez	Yes
Emalie Huriaux	Yes
Perry Rhodes III	Yes
Frank Strona	Yes
Total Yes/No	7/0

The motion was approved unanimously.

Budget Presentation

Israel distributed copies of the presentation entitled, "*Interim Progress Report Budget Summary,*" copies are available to absent members upon request. His additional comments included the following.

- Slide 2 - The amount shown is what SF actually received from the CDC.
- Slide 3 - HPS has three funding streams: Federal (CDC), State, and City. The CDC pays for the bulk of the Administrative expenses.
- Slide 4 - The contractual money has gone out on the RFP.
- Slide 6 - Stipends are sometime provided for new recruits and young people.

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- The full budget document is very large and there have been budget explanation meetings in the past, but they have never been well attended.

Question and Comments

- Ed noted that that more than 66% of total funding goes to client services.
- William asked what the total budget is and what percentage comes from CDC.
 - ⇒ Dara and Israel said that they will get back to him with specifics.
- Isela suggested there be an introductory slide for this presentation.
- Israel suggested that the information go to members as a Survey Monkey, because when a presentation is sent out asking for comments there is rarely feedback of any kind.
 - ⇒ If there are things that members don't understand he can send out clarification, or he and/or Tracey can arrange to meet with them, face to face, or over the phone.
 - ⇒ Corrections and additions will be made based on members' feedback.
- Ed and Isela agreed that the Survey Monkey is an effective way to proceed.
- Frank said that the information in the presentation is sufficient, clear and direct.
 - ⇒ He suggested explaining the Survey Monkey as an opportunity for members to ask questions and get clarification.
- Emalie suggested the Survey Monkey include a statement recommending members phone Israel if there is anything they don't understand or have questions on.
- William asked that if the 2.9% budget cut game out of Administration Expenses, how its percentage of the total remained the same for several years.
 - ⇒ Israel will look into this and get back to him.
- Kathleen suggested a Frequently Asked Question (FAQ) page, including a pie chart of percentage of expense allocation.
- She also suggested that it could be helpful to have talking points with each slide.
- Israel noted that the Council would be asked for a letter of concurrence, or non-concurrence, once the budget is approved.
- Kathleen suggested including a list of all the steps necessary for the IPR with a checkmark next to those completed, so that members can see where this fits in the total process.
 - ⇒ Frank suggested the Survey Monkey include a statement that "This is what we've done thus far, and this is what members need to do."
- Question Posed: if members get a long email referring them to the survey will they stop reading the email's text?
- Isela suggested referring to a Word document members can print with explanations.
- Dara suggested the presentation could be worded like FAQ document.

7. **Gaps Analysis Update**

Dara provided background on the Gaps Analysis and distributed the document entitled, "*Gaps Analysis Worksheet*," copies of which are available to absent members upon request. She explained that this list is comprised of input from suggestions from both HPPC members and professional staff of the HPS. She suggested members distribute this to Committee members and staff and ask recipients to furnish information they have on each of the issues. Questions and comments followed including thoughts on moving forward.

- William asked about the overall purpose of the analysis.

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- ⇒ Dara explained that as part of the Community Planning Process HPPC / HPS check to see if it has missed anything.
- ⇒ She highlighted that it does not mean there are new funds available.
- William suggested the analysis go beyond whether a program exists into its extent and content, if it is individual or community level, and if it is effective.
 - ⇒ Dara said that she will try to put all of that into the grid.
- Frank said that we may get some preliminary data that needs to be followed up on and language that needs refining; for instance, "Low incarceration services" may be more appropriately "not enough incarceration services," or "not active enough ..." etc.
 - ⇒ Dara suggested she reword some of this.
- William suggested also sending requests for information to all funded programs in the community, as it would provide a wider perspective.
- Eiko Sugano suggested following the Plan's approach to issues rather than being general.
- She then asked about using incentives for prevention.
 - ⇒ Dara explained that in the last RFP a decision was made not to fund the cash incentive part of programs, although it isn't clear exactly what constitutes an incentive overall.
- Gayle said that the members' intent in identifying the gaps should not be changed and asked how long it would take to email members for clarification of their meaning.
- Dara suggested that the next step could then be to ask members for clarification.
 - ⇒ Emalie suggested including some examples of clarification needed.

8. Review Sept 14th HPPC Agenda

Copies of the draft agenda for the 09/14/06 Council meeting were distributed. Gayle asked for questions and comments.

- Isela explained that her presentation would 20 minute with the rest of the time being used for questions and comments.
- Eileen noted that the Cooperative Agreement / IPR will be conducted by Israel and co-chairs.
- Gayle noted that members of the CARE Council said that they really enjoyed HPPC meetings and were impressed by our process.
- The agenda was approved as is without further discussion.

9. Closure and Evaluation

Gayle reminded people to complete the Zoomerang. The meeting Adjourned at 4:52 PM.

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

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*THE NEXT MEETING IS SCHEDULED FOR THURSDAY 09/28/06
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE TBD*