

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

September 28, 2006

**Members Present:** Edward Byrom, Thomas Ganger, Isela Gonzalez, Perry Rhodes III, Tracey Packer, Frank Strona, and Abbie Zimmerman.

**Members Absent:** William Bland, Gayle Burns, and Emalie Huriaux.

**Professional Staff:** Dara Coan (HPS), Clare Nolan (Harder & Co), Eileen Loughran (HPS), Israel Nieves-Rivera (HPS), Michael Paquette (HPS), Kathleen Roe (Process Evaluation) and David Weinman (note taker).

#### 1. Welcome and Announcements

Co-Chair Perry Rhodes III called the meeting to order at 3:05 PM. He asked attendees to introduce themselves and make announcements.

- Dora Coan announced that work continues on the Gap Analysis worksheet.
- Tracey Packer announced that Vincent Fuqua had surgery on his knee and is doing well. He will be out until November.

#### 2. Public Comment

There was no public comment.

#### 3. Approval of Minutes from 8/24/06

Motion was made and seconded to accept the minutes from the 08/24/06 meeting. No objections were raised. The minutes were approved.

#### 4. Committee Business

Perry distributed the documents entitled, "*Process Evaluation Memorandum*," and "*Process Evaluation (Survey Results)*," and "*Participant Dialogue Boxes*," copies of which had been emailed to all members. Discussion followed.

##### Community Comment / Facilities

- Frank suggested establishing a comfortable location for public comment speakers to stand and present.
  - ⇒ Kathleen Roe suggested using a portable podium.
  - ⇒ David Weinman noted past discussion of using a freestanding microphone.
- Israel reminded the members that guests distribute handouts through the Co-Chairs and do not pass things out themselves.
- Kathleen noted that this group has become very comfortable with the space, and members tend not to stay at the table, which could be a problem with new members
  - ⇒ She also noted that there was a lot conversation on the side, which she explained as a result of the overall comfort level rather than being disrespectful.

##### SF Community Planning Process: Overall

- Israel highlighted that there are real differences between SF and other community planning processes around the country: while in SF, the comments might mention the room's temperature and that the cookies are running out, elsewhere they have real difficulty recruiting members.
- Kathleen noted that the group's process evaluation scores are, "Stellar."

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⇒ She questioned if SF is ready to take the process to a new level.

#### California Needle Exchange Legislation

- Israel reported that Emalie Hurlaux was concerned that the sponsor of the legislation dealing with Needle Exchange withdrew the bill before the Governor could act on it.
  - ⇒ Emalie has asked the Steering Committee and/or HPS to investigate.
- It was also noted that Council member Thomas Knoble suggested the Steering Committee issue a letter in support of the bill.
- Perry asked what the Committee wants the HPS to do.
- It was suggested that the Council needs to know what has happened and why.

It was moved and seconded that the HPS determine what has happened to the bill and draft a letter expressing the Council's support of the legislation. The motion was approved by consensus.

- Perry suggested the action be reported to HPPC in the Steering Committee written report.

#### Other

- Tracey observed that the meeting felt long.
  - ⇒ She suggested considering how much members are asked to deal with when structuring meetings and building agendas in the future.
- Perry indicated that he had difficulty keeping members' questions on-point.

Tracey announced that as per the Membership Committees' written report, letters have gone out both in acceptance and declination of new member applications

#### **5. Follow-up Race /Ethnicity estimates**

Dara Coan circulated a document entitled, " **\*\*\*DRAFT\*\*\* Plausible Estimates of Population Size, HIV Prevalence, and HIV Incidence for MSM by Race/Ethnicity.**" She explained that Willi McFarland wasn't able to attend this meeting. She provided background including:

- ⇒ The estimates were put together from a combination of sources.
- ⇒ Willi called these "Plausible", rather than "Consensus" or "Best" estimates because the estimates are believable, but they have more limitations compared with the Consensus estimates.

#### Discussion of the Plausible Estimates

- Israel suggested the conversation be framed by the question, " *What do we want to use the information for?*"
- Ed asked why the data was compiled, and commented that the estimates are very dissimilar to the Consensus Estimates.
  - ⇒ Dara explained that some members asked for detailed information on ethnicity and age.
  - ⇒ She also noted that the race/ethnicity estimates did in fact reconcile with the overall consensus estimates.
- It was suggested that this information could better inform priority setting.
- Ed said the Plausible Estimates just raise process questions, without answering other questions.
- Tracey said that these estimates reflect what HPS thinks is happening, but questioned if these numbers could reasonably be used to set priorities.

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- Clare Nolan suggested conducting an investigation using a separate data collection process to get better data regarding ethnicity and age.

There was discussion of the usefulness of the Plausible Estimates.

- Several members expressed reservations with using these numbers to set funding.
- Dara noted that while she and Willi felt they had done the best possible job they could given the data available, that their confidence that the estimates represent the "true picture" is maybe around 5 on a scale of 1 to 10. Dara noted that neither she nor Willi would be comfortable making funding allocations based on the Plausible Estimates.
- Abbie questioned the value of putting out estimates that the people who put it together aren't confident in.
  - ⇒ Tracey observed that Willi and Dara are experts in this sort of process of developing race/ethnicity estimates.
- Dara explained that the estimates presented today represent only race/ethnicity for MSM. They do not include age breakdowns for MSM or any estimates for the other BRPs.
  - ⇒ She highlighted that this process could not be used on some of the other BRPs because there isn't enough data from which to extrapolate ethnicity or age estimates.
- Tracey suggested the estimates might be helpful and informative in a narrative form and expressed in ranges rather than as a chart or table of data points.
- Israel and Dara noted that putting together even this part of the estimates took many hours.
- Perry suggested that it would be valuable for the whole Council to know how difficult this process is, as well as how questionable the results end up being.
- He emphasized that the intent is not to keep information from the Council or the community, but rather to be very clear about its limitations. This Committee, he added, must avoid any appearance of suppression of valid information.
- Kathleen suggested the Council participate in an exercise/game to extrapolate data so as to demonstrate pitfalls and difficulty of doing so.
  - ⇒ Tracey suggested it might be an exercise for the December team-building meeting.
- Dara expressed concerns that people might interpret the Plausible Estimates as "fact" if they were to be broadly distributed.
- Abbie suggested a discussion of what questions aren't being asked, including the difficulty of collecting certain data.
- Perry suggested the Co-Chairs discuss how to proceed to communicate this with the Council. Dara asked the Committee to confirm that she and Willi McFarland should not continue compiling Plausible Estimates at this time, until Co-chairs could further discuss the issue, and that the estimates would not be part of the Epi Update. The confirmation was moved and seconded. The motion was approved by consensus.
  - ⇒ The Committee thanked Willi and Dara for their efforts in this matter.

#### 6. Review Council/Committee Attendance

Israel provided background by reviewing the existing Attendance Policy, including:

- ⇒ If a member is absent (from Council meetings and/or assigned Committee meetings - excluding Steering and special meetings) five times in total, or three times in a row that member has lost voting privileges but is offered Emeritus status.

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- ⇒ There is no 'Leave of Absence' status.
- ⇒ In total a member has committed to attending 22-24 meetings (12 Council and between 10 and 12 Committee meetings).
- ⇒ Letters warning members that they are approaching the total number of allowable absences are to be sent after two consecutive absences, or three overall.
- ⇒ SF-STD Section and State AIDS Office representatives are exempted from the policy.

The following members have, or are to be, notified by letter that they are approaching the total number of allowable absences:

- ⇒ Gayle Burns, Chadwick Campbell, Thomas Ganger, Emalie Huriaux, Derrick Mapp, John Newmeyer, Tei Okamoto, Gwen Smith, and Abbie Zimmerman
- Abbie suggested that attendance information be compiled in a workbook that compiles / shows both Council and Committee attendance on the same worksheet.

#### 7. Review October 12<sup>th</sup> HPPC Agenda

Israel distributed a draft of the agenda for the Council Meeting 10/12/06 and provided explanation of the proposed flow of the meeting, including:

- ⇒ The SFLI presentation proposes a vision and the S&I's offers concrete steps;
- ⇒ The S&I Committee recommends doing a group exercise to clarify structural interventions.

#### Group Exercise

- Abbie explained that the S&I Committee suggests conducting an exercise that uses a river as a metaphor for different types of interventions.
- She added that the exercise should take only five or six minutes.
- Dara pointed out that the last Council meeting (09/14/06) was the first meeting this year without a small group exercise.
- Frank expressed concern with the objectives getting off-track by members asking questions about the process rather than the content.
- Tracey said that the S&I Committee's recommendations relate to structural interventions, and the exercise serves well to illustrate the nature of structural interventions.
- Perry said that Gayle Burns, who will facilitate the meeting, would be updated on the process and will be prepared to keep things on-track.
- Kathleen suggested the exercise would be good for new members.
- Dara and Tracey both noted that new member are only invited to the October meeting, but it is not part of their provisional period (November and December).

#### Other Comments

- Israel suggested that the agenda seems full and that other items should not be added.
- Tracey suggested adding the HIV Prevention for Positive conference in the written report from the Steering Committee.
- Tracey also said that there should be a call for HPPC community Co-Chair nominations, as Gayle Burn's current term ends with this calendar year.
  - ⇒ She added that it is important that members understand what the role involves.
  - ⇒ She suggested adding a little time to the Steering Committee report to Council.

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- Tracey also suggested adding time into the agenda to accommodate members filling out their evaluation form by starting the Summary, Evaluation, and Closure at 5:50 pm.
- Frank said that in the future the California HIV/AIDS Planning Group would send out a recap of each meeting, and asked when it should be presented to the Council.
  - ⇒ Tracey suggested it be sent to members and that Frank comment on it at the November Council meeting (11/09/06).
- Kathleen suggested adding a summary of SF's evaluation number in comparison to other jurisdictions to the UCHAPS reports.

#### Discussion of CDC's Revised Recommendations for HIV Testing of Adults, Adolescents, and Pregnant Women in Health-Care Settings:

- Ed suggested the Council discuss media coverage of the CDC's guidance calling for routine HIV testing in a medical setting. (He specifically noted the Bay Area Reporter's headline and story of 09/28/06).
- Clare suggested that this topic overlaps, somewhat, with the presentations.
- Tracey explained that that Teri Dowling, of the AIDS Office, provided a written statement in response to media requests.
  - ⇒ It included that the AIDS Office believes that people understand what tests are, what the results mean, and that it supports testing.
- Clare noted that in the S&I Committee suggested testing be part of routine medical service, without going into how that should be executed.
- Frank noted that SFLI Committee also has expressed support of testing in medical settings.
- Israel pointed out that the CDC's recommendation is to physicians.
  - ⇒ He added that the law in SF provides for a patient to Opt-In, the CDC's recommendation calls for patients only having the option to Opt-Out.
- Ed said that it is confusing and there should be a fact sheet.
  - ⇒ He added that the CDC thinks publicly provided testing has been a failure.

#### Linking Testing and Counseling

- Tracey noted that what has been done in SF regarding linkage between testing and counseling is a demonstrable success.
- Israel pointed out that UCHAPS is coming up with a position on counseling, or at least wants to, and SF was asked to bring the topic to the Council.
  - ⇒ Israel added that the Council has voted to always have counseling with testing and SF has worked on creating and maintaining strong linkages between the two.
- Israel questioned how to bring questions on this topic to the Council and questioned if a SurveyMonkey would be appropriate to address the various aspects of this topic.

It was agreed, by consensus, that the HPS would determine how to proceed on this issue, and come up with possible recommendations.

#### Council's Discussion of the CDC's Guidance

- Tracey questioned if the last 20 minutes of the agenda should be used to discuss this item in an attempt to synthesize the positions HPPC has have taken, particularly on linkage between testing and counseling.

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- ⇒ She pointed out that this is not a new topic to the Council and there have been several votes and agreements already made.
- Frank suggested Teri' Dowling's letter be copied to all members.
- Kathleen suggested that putting this item at the end of the agenda seems to trump the SFLI and S&I Committees' presentations.
- Israel explained that UCHAPS' suggestion was to determine if the HPPC agrees that everyone should be tested in a medical setting.
- Perry expressed concern adding this to the agenda at this late date, particularly as he presumes everyone will have a reaction to the CDC's recommendation.
  - ⇒ He suggested that it isn't necessary to respond immediately and that the Council should take time to consider the recommendation before responding.
- Eileen suggested the Co-Chairs/Steering Committee written report acknowledge the CDC's recommendation and note that it will be discussed at the 11/09/06 meeting.

It was agreed that the Co-Chairs would discuss this topic and propose to this Committee how to proceed on this topic.

#### 8. Closure and Evaluation

During the discussion above the Chair sought and was granted approval to extend the meeting by up to ten minutes. The meeting adjourned at 5:07 PM.

The minutes were prepared by David Weinman and reviewed by Eileen Loughran and Tracey Packer.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 10/26/06  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330 A***