

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 26, 2006

**Members Present:** Gayle Burns, Emalie Hurliaux, Thomas Ganger, Isela Gonzalez, Tracey Packer, Perry Rhodes III, and Frank Strona.

**Members Absent:** Edward Byrom.

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

#### 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.

- Clare Nolan announced that the final update to the consensus data is ready and will be presented to the Steering Committee later this year and then to the Council next year.
- Emalie Hurliaux distributed copies of a flyer entitled, "*What Can San Francisco Learn from the First Legal Safer Injection Facility in North America*," a forum to be held Monday 11/13/06 from 12-1:30 pm. Copies of the flyer are available to absent members upon request.
  - ⇒ She noted that the forum is free, but that pre-registration is required.

#### 2. Public Comment

There was no public comment.

#### 3. Approval of Minutes from 9/28/06

Motion was made and seconded to accept the minutes from the 09/28/06 meeting. No objections were raised. The minutes were approved.

#### 4. Committee/Co-chairs Business

Gayle distributed the document summarizing the various Committees' progress entitled, "*Committee Reports for Steering Committee October 26, 2006*," copies of which are available to absent members upon request. Discussion included the following.

##### Reschedule November (Steering Committee) meeting

It was moved and seconded that the Steering committee's next meeting will be held on 11/16/06 as the regular date is a public holiday. There was no objection. The motion was approved.

##### Update on Attendance: Letters to be sent

Eileen Loughran explained that she and Betty Chan Lew had noted who was absent from Committees and Council since last month's update to the Committee and that letters have been sent to members in jeopardy.

- Tracey Packer noted that Colin Partridge wrote from Viet Nam acknowledging receipt of such a letter.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 26, 2006

#### Update on attendance policy work group

Israel Nieves-Rivera and Michael Paquette explained that the Work Group will meet twice: on 11/08/06 (2:00 - 4:00 PM) and 11/20/07 (3:00 - 5:00 PM).

- ⇒ The Work Group will review several years of attendance history and may propose amendments to the policy adopted for 2006.
- ⇒ Presentation to the Council will most likely be at the January or February meeting.
- ⇒ The expectation is that the first meeting will be consumed by people expressing their opinions and the second by making recommendations.
- ⇒ Participants of the work group are required to attend both meetings.
- Tracey asked members their opinions: does the HPPC asks too much of its members by requiring attendance at two meetings a month?
  - ⇒ Frank Strona said that although people are busy, this is not too much to ask.
  - ⇒ Perry said that this is not too much for regular members, however, when a member also attends the Steering Committee it may get to be a bit much.
  - ⇒ Frank suggested people serving on Steering might be given a "pass" regarding other attendance requirements.
- Tracey suggested members unable to attend the work group send ideas to Israel or Michael.

#### Review November 9<sup>th</sup> HPPC agenda

Gayle distributed the draft agenda for the 11/09/06 meeting, copies of which are available to absent members upon request.

- Emalie noted she will be at the Harm Reduction conference.
- Lisa Reyes noted that the UCHAPS objective statement is blank as she wasn't sure what to put there.
- Perry explained that as part of the UCHAPS presentation the intention had been to use the process it uses in advance of meeting with a CDC or other governmental figures in which questions and issues needing clarification are discussed.
  - ⇒ This would be an excellent demonstration of how UCHAPS works, he pointed out.
  - ⇒ He noted, however, that Mr. Chow will be at the HPPC meeting 11/09/06 and so they will have to come up with a different activity.
- Tracey explained that Walter Chow is the SF Project Officer at the CDC.
  - ⇒ She also explained that he will be here for several days, and may wish to ask questions of the Council. He will be preparing for Dr. Fenton's commencement as the head of STD and HIV sections of the CDC in February 2007.
- Israel suggested that there be question and comment sessions with both UCHAPS and CDC.
- It was determined that the four representatives of UCHAPS will give an overview of the Planning body. Eileen & Israel will work with Gayle & Perry to develop a presentation for the Council.

#### **5. Review of October 12<sup>th</sup> HPPC Meeting**

Kevin Roe distributed the documents entitled:

- "*Participants Dialogue Boxes*," (10/12/06);
- "*Process Evaluation Memorandum*" (10/24/06); and
- "*Process Evaluation ... Three Words*" (10/12/06).

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 26, 2006

Copies of these documents had been sent to all members in advance of the meeting.

His comments included the following.

- ⇒ Public comment is a part of our meeting structure at the beginning of the agenda. We need to be consistent with our procedures, for example where the public stands to make a comment, whether or not to use a microphone, etc.
- ⇒ Most indicators remain fairly high, and none of the comments were completely negative.
- ⇒ The Council's difficulties may boil down to some small glitches - highlighted below.

#### 2. Frame Of Reference

Perhaps start all presentations with a couple of slides providing background - where SF has been, and where SF wants to go. This is a visually oriented group, and so it would be best if it is graphically interesting.

- ⇒ The POI presentation at the November meeting (11/09/06) should be interesting and will really need to be carefully framed.
  - There may be people from the CARE Council in attendance and an explanation of how the HPPC does things may be in order as the CARE Council works very differently.

#### 3. Mistakes in Slides (Speaking of Slides...)

Typos in slides have happened before and the Committee should not make too much of the occurrence. Busy people will make mistakes, and the slides were reviewed by a number of eyes. Presenters should acknowledge the error and move on.

- ⇒ Israel noted that no one who reviewed the presentation noticed the typo and that the Council has used the same process successfully in the past.

#### 4. Committee Evaluation

The HPPC may need to look at other ways to do Committee evaluation; including one-on-one, or polling of members. There should be a way to get at committee issues that may be lost through the on-line survey process (such as Zoomerang).

#### 5. The need for three Co-Chairs and active staff backup

- ⇒ In response to the memorandum, Tracey observed that she and Gayle did not feel isolated, or embattled, although there were only two Co-Chairs at this meeting. Kevin questioned if there could be a stand-in/alternate Co-Chair, because when there are three they work better together to keep track of things.

#### 6. Be cool with the public

Kevin suggested that the best protection is to understand the support and protection afforded by the Co-Chairs and other members. Discussion followed.

- ⇒ Emalie suggested conflict resolution be part of the December training meeting.
- ⇒ She also suggested rules about engagement for the public, such as: if you violate these rules you will be asked not to come back for a period of time.
- ⇒ Perry suggested reminding people of the posted Rules of Respectful Engagement.
- ⇒ Tracey noted that the Council's Public Comment process is completely inline with the City's Sunshine Law.
- ⇒ Tracey suggested putting the Rules of Respectful Engagement on the front and/or the back of the public comment form.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 26, 2006

- ⇒ Tracey also pointed out that the HPPC must allow all people's participation as the meetings are open to the public.
- ⇒ Lisa suggested creating and making available to members a laminated card that addresses the tone of discussion, including what is appropriate between members.

#### The 10/12/06 Meeting's Mood

- Emalie observed that some of the tone felt hostile, that some members were angry, and the way some things were said was offensive.
- She suggested the mood and overall atmosphere of a meeting should/could be part of the evaluation process.
  - ⇒ Kevin suggested Emalie say something about a meeting's atmosphere in her evaluation form comments.
- Emalie suggested that conflict de-escalation could be a useful technique to help defuse contentious members of the public, as well as argumentative Council members.
- It was suggested beginning the year with some training in these techniques.
- Tracey thanked the presenters noting that it is difficult with antagonistic people in the audience, but that they all did a very good job explaining their points.
  - ⇒ In particular she commended Emalie who pointed out at the onset of her presentation that the atmosphere was hostile.
- She suggested that as presenters members could remind other members that they are colleagues.
- Frank questioned using a separate / professional facilitator for presentations - something they sometimes do at the State group - as it takes some pressure off Co-Chairs.
  - ⇒ Kevin and Tracey noted that the Council did that in the past, unsuccessfully.
- Gayle noted that she tried not to let some members take control of the meeting, and that overall she thought it went well.
  - ⇒ There were several comments in agreement that it was a challenging meeting, but that the co-chairs did a great job.

#### 6. **Review of UCHAPS Recommendations**

Israel provided background on UCHAPS including that it is currently an organization of CDC directly funded urban jurisdictions of which SF is a member. He distributed the document entitled, "*DRAFT SF Review of UCHAPS HIV Testing Document*," copies of which are available to absent members upon request. He explained that the document lists the four specific UCHAPS recommendations that the HPPC hasn't previously taken official positions on. He noted that these bullet points are the actual wording of current UCHAPS proposals. (They are repeated here for clarity.)

- |   |
|---|
| <ul style="list-style-type: none"><li>• <i>Expanding targeting based on geography and race/ethnicity in high prevalence areas/zip codes (&gt;XXX%HIV positivity rate).</i></li></ul>  |
| <ul style="list-style-type: none"><li>• <i>Establish a high-risk category for woman who reside in high prevalence areas with no other reportable risk. Evidence has shown that some groups, such as African American men or women, who test HIV positive do not identify with any behavioral risk and thus, do not test or test late into their AIDS diagnosis.</i></li></ul> |

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 26, 2006

⇒ Emalie asked if this targeting would be beyond the BRPs, and Israel said that it would be and that providers asking for funding would be asked to look at the epidemic this way

- *Development of a CTL intervention for repeat testers where counseling may be streamlined as it may serve as a barrier given the goal of the client to learn their HIV status regardless of counseling.*

⇒ Israel explained that some people get tested repeatedly, and NYC is experimenting with separate units of service for testing and counseling.

- *Decreasing the data burden in certain settings by developing a condensed client information form for certain venues and/or populations [e.g., habitual repeat testers].*

⇒ Frank asked for clarification and Israel explained that this is the way UCHAPS has worded the recommendation.

Israel explained that the HPS has reviewed these recommendations, finds them all reasonable, and recommends SF support them. There was consensus to accept these recommendations as proposed.

#### 7. **Brainstorm on Scope of working for 2007**

Israel explained that in addition to the standing committee (Membership/Community Liaison) and the continuing joint committee (Points of Integration) there would be two more committees for 2007. Tracey added that the Council might have a pre-Plan committee, as SF should write the next plan in 2008 and publish it in 2009. After some ground rules were explained, members brainstormed possible committees for 2007.

- ⇒ Evaluation
- ⇒ Develop better collaboration between funded CBOs (Community Based Organizations)
- ⇒ Late testers
- ⇒ Testing in medical settings
- ⇒ Pre-Plan
- ⇒ Gap analysis
- ⇒ Develop collaboration between prevention and drug treatment, mental health, and other ancillary/contributory risk factors
- ⇒ The "SF HIV Health Planning Work Group"
- ⇒ Points of Integration (POI)
- ⇒ Missed opportunities
- ⇒ Substance use
- ⇒ Incarceration and HIV (Mayor's task force)
- ⇒ Syringe access / disposal
- ⇒ Safer injection facilities
- ⇒ Exploration of Transgender Health Center
- ⇒ Narrative of why people sero-convert when they know the risks
- ⇒ High-risk negatives

Tracey the HPS planning staff will work on this list and try to condense it into proposed committees for 2007 for presentation at the next Steering Committee meeting (11/16/06). If members have any suggestions before then, they are encouraged to email them to Eileen.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

October 26, 2006

- Tracey explained that the HPPC's bylaws permit a maximum membership of 37, which is what the Council will be at on January 1, 2007.
- Frank then asked if there could be more Committees.
  - ⇒ Some discussion followed regarding the practicality of such and it was agreed to take the idea into consideration.
  - ⇒ The group discussed how membership tends to drop off throughout the year. If there are too many committees, they may end up being too small.

#### 8. Closure and Evaluation

Israel noted that there will be a Survey monkey survey regarding community planning and he asked members to please take the time to response.

Gayle thanked the group, and noted the meeting adjourned at 4:48 PM.

The minutes were prepared by David Weinman and reviewed by Eileen Loughran, Israel Nieves-Rivera, and Gayle Burns.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 11/16/06  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330 A***