

# HIV PREVENTION PLANNING COUNCIL

Minutes

July 13, 2006

The next HPPC business meeting will be held on **Thursday, August 10, 2006**

3:00 - 6:00 PM

Quaker Meeting House, 65 Ninth St, San Francisco

**Members Present:**

Angie Baker  
Gayle Burns  
Edward Byrom  
Chadwick Campbell  
Thomas Ganger  
Isela Gonzalez  
Emalie Huriaux  
Matt Jennings  
Janetta Johnson  
Billie-Jean Kanios  
Tom Kennedy  
Thomas Knoble  
Weihaur Lau  
Derrick Mapp  
John Newmeyer  
Tei Okamoto  
Tracey Packer  
Colin Partridge  
Ken Pearce  
Perry Rhodes III  
Chandra Sivakumar  
Frank Strona  
Abbie Zimmerman

**Members Absent:**

William Bland\*  
Michael Cooley  
Michael Discepola, Emeritus  
Dee Hampton  
Joani Marinoff, Emeritus  
Gail Sanabria\*  
Gwen Smith

**HIV Prevention Section:**

Dara Coan  
Vincent Fuqua  
Guillermo Gonzalez  
Ju Lei Kelly  
Betty Chan Lew  
Eileen Loughran

**Harder + Co.:**

Aimee Crisostomo  
(minutetaker)

**Guests:**

Michelle Bakken, Tenderloin AIDS  
Resource Center (TARC)  
Eiko Sugano, Connect to Protect  
Jeff Klausner, SFDPH STD  
Maricarmen Arjona, UCSF-CAPS  
Carolyn Hunt, UCSF-CAPS

**Process Evaluation Team:**

None present

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### Welcome, Introductions, and Announcements

Tracey Packer, the government co-chair for HPPC, called the meeting to order at 3:05 PM, and welcomed everyone in attendance. Tracey began the meeting by noting that today's meeting focuses on the work of the council and gaps in services. As part of today's focus, she asked attendees to introduce themselves and state a goal for HIV prevention for next year. The following announcements were made:

Kathleen Roe, process evaluator, is unable to attend today's meeting. Frank Strona will distribute and collect completed evaluations.

Tracey announced the following absences: Gail Sanabria, William Bland, Lisa Reyes, and Israel Nieves.

Tracey made the following announcements: (1) the council requested the sign for rules of engagement be hung up during council meetings. HPS staff could not find it (since we moved), but will bring it to the next council meeting; and (2) HPS has funds to send two council members to two days of the upcoming harm reduction conference in Oakland; interested members should submit his/her name to HPS for a drawing. Emalie passed out brochures of the conference, "2006 National Harm Reduction Conference - Drug User Health: The Politics & the Personal."

Gayle Burns announced that the Native American AIDS Project is having a spaghetti dinner next week 7/20, as a fundraiser for a Health & Wellness Pow Wow during World AIDS Day in San Francisco. Six dollars provides dinner, a drink, and dessert. Donations are also greatly appreciated.

Thomas Knoble is working on a translation of Roberts Rules that is more culturally sensitive and accessible. Anyone interested in working on this may follow-up with Thomas.

Ju Lei Kelly, HPS staff, is working with the state of CA on an integration project that brings Hepatitis C testing at various agencies. She asked council members to contact her if the agencies they represent are interested in the project.

Aimee F. Crisostomo, from Harder+Co., updated the council regarding the HPPC needs assessment. Last month, the HPPC approved a prioritized population - people who receive an AIDS diagnosis one year or less after receiving a positive HIV test (or "late-testers"). The project team at Harder+Co. is working on the interview questions and recruitment plan. Invitations to participate in the needs assessment will be made available to council members at their next committee meetings. Aimee asked members to contact her if their agencies have the space capacity to host interviews and if they know someone who might be eligible and interested in participating in a pilot test.

### Review and Approval of Minutes of June 8

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Tom Kennedy made a motion to approve the minutes of the June 8 meeting, which was seconded by Billie Jean Kanios. No changes or objections were raised. The minutes were approved with Angie Baker and Frank Strona abstaining.

### General Public Comment

Jeff Klausner addressed the council regarding the number of syphilis cases in San Francisco. He passed out a document illustrating two charts. The first chart shows the numbers of syphilis cases in SF since 1999 when the epidemic started. Most syphilis cases are among MSM and gay men. He stated that there seems to be an absence of sustained syphilis transmission among heterosexual men & women and overall, the syphilis epidemic looks like it is decreasing albeit slowly.

The second chart illustrates number of syphilis cases by HIV status. About 2/3 of cases are among men w/ HIV infection.

Jeff then handed out abstracts that will be presented at the upcoming International AIDS conference. He shared that he feels strongly that researchers need to be held accountable particularly for research that is publicly funded; part of that is sharing the information and research findings with the community. He noted that academic professionals may have a harder time with sharing information with the community than health departments because of the competition for resources and career advancements.

### Member Response to Public Comment

One member asked a question regarding unsafe sex practices among partners, use of condoms, and transmission of syphilis to partners. Jeff responded that it is known that syphilis transmission can occur through oral sex; also, there are cases where syphilis transmission occurs among HIV concordant partners and where one partner is HIV positive and the other's status is unknown. Jeff emphasized that they try use the opportunity to engage someone who is HIV positive and has syphilis by offering risk reduction counseling and case management. The STD unit is also working with Los Angeles Co. to look at the impact of the syphilis epidemic on HIV transmission.

Tracey thanked Jeff for sharing the research abstracts with the council. She noted that as a Council, it is important to think about what is being presented at the conference. She mentioned that there are people from DPH who will be attending the International AIDS Conference.

- ⇒ Tracey will find out what her colleagues at DPH will be presenting and will bring it back to the council.

### HPPC Co-Chairs/Steering Committee Written Report

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The HPPC Co-Chairs Report was distributed to the council. Tracey highlighted the item regarding the community member attendance policy. HPPC currently has an attendance policy for HPPC members. HPPC members have requested that an attendance policy for community members be developed as well. The Membership/Community Liaison committee is charged with developing this policy and presenting it to the full Council for approval. The committee recommended that the attendance policy for council members be reviewed in December. Review of this policy can help in developing an appropriate community member attendance policy which can be brought to the full HPPC for a vote in early 2007.

### Cooperative Agreement Overview

Co-Chair Tracey Packer conducted the presentation entitled, "*2007 Cooperative Agreement Application*" which provided an overview of the requirements for the annual application to the Centers for Disease Control and Prevention (CDC). The Powerpoint presentation had previously been sent to all members and is available through Betty Chan Lew at HPS.

Tracey provided updates regarding the Cooperative Agreement (CA) Application thus far:

- HPS has received the guidance for the interim progress report which states September 1<sup>st</sup> as the deadline.
- In the past, the deadline has usually been September 15<sup>th</sup> which gives HPPC more time and at least one more meeting to create a Letter of Concurrence.
- Israel Nieves, HPS, is responsible for writing the Interim Progress Report (IPR).
- HPPC's role is to set the priorities for 2007 (What do you think should be done in prevention next year?) and to review the interim progress report

**UPDATE: The CDC has since revised the deadline for the IPR to September 15, 2007. This gives the HPPC ability to review the entire document and vote on concurrence before the IPR is sent to CDC.**

### What is the Letter of Concurrence?

Tracey talked about the Letter of Concurrence which is a letter submitted by HPPC to CDC stating whether HPPC thinks that the Cooperative Agreement (IPR) is reflective of the HIV Prevention Plan. The three options that HPPC can take are 1) concurrence, 2) concurrence w/ reservations, and 3) nonconcurrence.

In response to a question, Tracey responded that in 1996, the HPPC submitted a letter of concurrence w/ reservations. There were reservations regarding how outreach was being conducted.

CDC pays attention to any concurrence with reservation and nonconcurrence and offers technical assistance.

### Where does the 2007 Interim Progress Report begin?

Indicators are set by CDC.

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San Francisco develops a target measure for each indicator (Where do we want to be at the end of the year?) for the 2007 IPR. At the end of the year, HPS will report on the actual numbers met for each indicator.

### What data did you use to set the measures?

Willi McFarland's consensus data can be used to set some of the target measures. Tracey added that it is possible to revise target numbers.

Abbie posed a question about how people who are out of county are reached and counted. Tracey agreed that this is an important consideration. She noted that Counseling & Testing data can be separated by zip codes. This information is brought back to each county. However, it is difficult to ensure that all tests are located by residence. She mentioned that there is a need for more coordination with other counties such as Alameda and Marin. This could be a goal for 2007.

Further discussion regarding this issue continued. Thomas thought that San Francisco is better off than most of the state of CA because SF has larger numbers of people to count. Frank added that on a state level, migration has been an important discussion. He stated that people come to SF for services.

Tracey reviewed sample indicators related to Community Planning; Counseling, Testing, & Linkages; and Health Education/Risk Reduction. She stated that HPPC's job is to review the target numbers for 2007 for each indicator. There are about 25-30 indicators. She asked the council whether we want to be more realistic in setting numbers. Dara emphasized that is important to determine how to make each indicator show the success of HIV prevention in SF.

Some members expressed concern that as numbers go down, we lose funding accordingly.

Tracey added that in developing target measures, we need to be true to ourselves. She encouraged the council to state what we believe are the major issues in SF. For example, we always tell CDC that data and studies show that needle exchange is a highly successful intervention, but they refuse to fund it.

Tracey reviewed the HPPC Review Process as follows:

- Review requirements and discuss indicators today, July 13
- Discuss priorities for each section at the next Steering Committee meeting on Thursday, July 27. Tracey emphasized that if you're not on Steering, you're welcome to come on July 27 to participate.
- Committees to discuss sections in August and provide feedback
- We write the Cooperative Agreement (IPR)

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- Feedback from HPPC full council meeting on August 10 and Steering Committee on August 24
- 2<sup>nd</sup> draft by Sept. 8 presented to the full Council
- Vote on letter of concurrence at full Council meeting on Sept. 14

HPPC members are encouraged to contact HPS staff members, Israel Nieves, Dara Coan, and Tracey Packer, regarding this process and providing input on the Cooperative Agreement (IPR).

Frank Strona suggested that the two community co-chairs draft a letter to CDC stating the HPPC will not be able to submit a letter of concurrence by September 1<sup>st</sup> because this is not enough time to get meaningful input from the HPPC. Frank stated that it is important for HPPC to inform CDC early on so that HPPC can stick to a reasonable timeline. Other members agreed.

- ⇒ The council agreed that the community co-chairs submit a letter to the CDC stating that HPPC will not be able to submit a Letter of Concurrence by September 1<sup>st</sup>.

Eileen Loughran, HPS, added that she has received calls from other members of UCHAPS agreeing that the timeline set forth by CDC is tight. UCHAPS will be communicating with CDC about this issue. The point is that if CDC wants to hear from community planning groups (CPGs), they need to allow more time that ensures substantive involvement and input on the development of the IPR from CPGs.

Abbie suggested moving the meeting break to now. Council members voted to take a break and resume with the Membership/ Community Liaison Committee presentation after the break.

### **Membership / Community Liaison Committee Presentation**

Ju-Lei Kelly (HPS) introduced this agenda item. The Membership/Community Liaison committee decided to do a presentation to the full council in order to encourage council members to actively participate in the recruitment drive which begins today.

An informational brochure entitled, "SF HIV Prevention Planning Council: An Overview of the Community Group Responsible for HIV Prevention Planning in SF" and membership applications were distributed. Ju-Lei noted that applications are accepted throughout the year. Some applications have already been received; HPS staff will follow up with these applicants to schedule an interview.

Committee members Chadwick Campbell and John Newmeyer conducted the presentation entitled, "*Membership/Community Liaison Committee: The Recruitment Process*" which

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provided an overview of the HPPC recruitment process. This Powerpoint presentation was sent to members prior to the meeting and is available through Betty Chan Lew with HPS.

The presenters reviewed the membership recruitment timeline, principles of community planning, the recruitment process, and presented identified gaps as reviewed by the committee.

The following is an overview of the presentation:

- The committee reviewed demographic gaps in the council based on information from member applications
- Identified gaps include youth, IDU, ethnic identities such as API, Latino/a, MTF TG expertise, expertise in domestic violence (Slide 7 of 10)
- Application deadline is the August 11
- HPPC members are encouraged to participate - members can pick up an application today, spread the word about the recruitment drive, participate in the interview process, become a mentor to new member, and/or participate in new member orientation.

### Questions & Comments:

The council discussed how demographic gaps were determined. Basic demographics of current members and everyone's expertise were considered. Tracey suggested that it can be subjective based on people around the table.

Ken Pearce offered a suggestion that there should be more people who are HIV+ identified as members of the council. Abbie Zimmerman suggested that there should be incentives available for young people to participate. She added that HPPC should push for more youth involvement on the council.

Tracey clarified that in the HPPC policies and procedures handbook, it is specified that honoraria up to \$600 per year based on department rule are offered for youth HPPC members and for those who are not supported to be here (e.g., as part of one's job). Abbie suggested that this information be more visible in the recruitment materials as well as for current members.

The council continued discussion regarding the identified gaps which is also listed in the recruitment materials that were distributed. One member noted that people may challenge the list of gaps. Tracey emphasized that recruitment is broad and that it is not focused entirely on the identified gaps. Anyone who is interested in participating on HPPC should apply. Eileen reiterated that everyone who applies for the council is interviewed. The gaps do not make the recruitment exclusive. Eileen also emphasized that community members on the various committees, and emeritus members are encouraged to apply.

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- ⇒ The council agreed on a suggestion that the identified gaps be removed from recruitment materials and be used internally as guidelines. It was noted that seeing the list of identified gaps may hinder anyone who is interested from applying.

Other suggestions from the council regarding member recruitment included:

- Lower the reading level on the HPPC brochure. A software program called the Fry Test can help determine the reading level of any literature.
- Different brochures should be developed for different populations
- Include a picture of the council on the brochure
- Transgender-loving men/women should be added as part of the gaps list

Gayle Burns who is a member of the Membership/Community Liaison committee expressed appreciation for feedback from the council. She encouraged members to participate in the Membership/Community Liaison committee next year because it is often the smallest committee.

Other important information regarding recruitment includes:

- A PDF version of the membership application and brochure will be available next week.
- Membership application and brochure will be available on the website after July 20<sup>th</sup>.

### Gaps and Services

Eileen Loughran and Dara Coan conducted the presentation entitled, "*Gaps Analysis*" which informed the council on what a gaps analysis is and is a continuation of the discussion regarding the data presented by Marise last month.

Dara gave an overview of the small group exercise and explained the gaps analysis tool. The small group exercise will lead members in a gaps analysis and give members an opportunity to look at the data presented by Marise more closely. The gaps analysis may help identify what is missing in HIV prevention. Attendees were divided into five small groups: HERR (2 groups: BRP 1 & 3 and BRPs 2, 4-8), PWP (2 groups), and CTL (1 group).

Each group was asked to answer the following 4 questions:

- Were resources put where the HPPC said there were priorities?
- Are there enough resources in the priority areas?
- Where do you see gaps?
- What additional information do you need to assess whether there is a gap?



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Dara emphasized that this is the first time that HPPC is using this format to conduct a gap analysis and also talked about limitations (Slide 8 of 8). She stated that after the exercise, members may not find the format to be useful, but we can learn from the experience to develop other ways of conducting a gaps analysis in the future. She suggested members approach the small groups exercise as a test-run. Members will have an opportunity to give feedback afterwards.

### Comments & Questions:

After the small group exercise, Tracey asked the full council to identify anything that was helpful about the exercise or any limitations encountered by each group. The following points were raised:

- It would have been helpful to know how big a population is and how many are being served. It was difficult to determine whether the number of agencies serving a population is appropriate without knowing the population size.
- After reviewing the data on PWP services for MSM and gay men, one group concluded that they did not trust the data, based on their knowledge of the services and programs that are available.
- One group discussed the disconnect between front line staff and the grant writer of an agency to explain the discrepancy in the numbers that are reported and what is actually being done by the agency/program. Ju-Lei, HPS staff, concurred that there is a disconnect between what is contracted, what's being done, and what is actually being funded. Numbers do not reflect what programs are doing.
- One group mainly talked about the information they lacked at the time in order to do a gaps analysis. One member suggested that subjectively thinking about these things (gaps & services) along w/ our expertise would be more helpful in small group discussion.
- Another member emphasized that there is clear need for evaluation that links contract needs and shows what's being done outside of what you're being funded to do. Agencies are doing more than what the contract asks for and it's valuable to capture that. One member brought up the issue of underreporting. How can people report what they plan to do but also what they have done?
- One participant noted that in his small group, there was discussion on the need for training for agencies on how to fill out BRP forms.

Tracey concluded this agenda item by stating that the gaps analysis was a good opportunity and a pilot. It is a way to think about what we need to do in the future and how can we improve our work. Tracey added that today's meeting has been helpful in thinking about how

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prevention can enhance the processes already in place so that we know who we are reaching and the issues we encounter in prevention. The gaps identified today can be further researched and can be included in the CDC IPR.

### **Summary, Evaluation, and Closure of Meeting**

Tracey Packer reminded members to complete the evaluation form. The meeting adjourned at 6:00 PM.

Minutes prepared by Aimee F. Crisostomo. Minutes reviewed by Eileen Loughran, Dara Coan, and Tracey Packer.

The next HPPC business meeting, will be Thursday, August 10, 2006 at the Quaker Meeting House, 65 Ninth Street, San Francisco.