

**HIV Prevention Planning Council (HPPC)**  
**Executive Committee**  
**Thursday, April 25, 2012**  
**3:00 - 4:30 PM**  
**25 Van Ness Avenue, Suite 650, San Francisco**

**Minutes**

**Voting members present:** Richard Bargetto, Jackson Bowman, David Gonzalez, Tracy Packer

**Voting members absent:** Jose Luis Guzman

**Staff present:** Eileen Loughran, Oscar Macias, Jenna Rapues

**1. Welcome, Announcements & Agenda Changes**

- Tracey opened the meeting at 3:14 PM
- The group wished David Gonzalez a happy birthday
- Eileen announced that she and Katie Bouche met with Captain Redmond at Southern Police Station. Capt. Redmond suggested that Katie and her staff meet with the cops that walk the beat on 6<sup>th</sup> street. This is scheduled for Tuesday, May 26<sup>th</sup>.
- Tracey announced an agreement has been reached that condoms will not be used as evidence in suspicion of sex work. A meeting is scheduled for mid-May to discuss how to roll this information out to the community. The executive group suggested working closely with FAP and Springboard.

**2. Public Comment**

- None

**3. Review and Approval of March 28<sup>th</sup> Executive minutes (Action item)**

- The March 28<sup>th</sup> Executive minutes were approved by consensus.

**4. Debrief April 11<sup>th</sup> HPPC Meeting**

- Members gave feedback on several key items and themes that stood out during the meeting.
- The group discussed that some members seem unclear on what their role is on the Council. This seems particularly true for the members on appointed seats.
- A suggestion was made to have a discussion or activity that would engage Council members in depth around the decision making process.
- The committee reviewed the process evaluation and highlighted some of the key points mentioned in the process evaluation.
- Next Steps:
  - Make some time in the July 11<sup>th</sup> Council meeting that engages Council members. For example, have Council members develop some questions they may have for Housing, STD, or Jail Health, etc.
  - A suggestion was made to schedule brief updates from the members on appointed seats. These updates could be brief (3 minutes) or more in depth.
  - Allow some time on the July agenda to discuss some future planning or discussion with members.

**5. Work Group & Council Timeline (Possible Action item/vote)**

- Community Engagement Planning
  - Transgender Advisory Group (TAG) Update
    - Jenna mentioned that the TAG last met on March 26<sup>th</sup>.

- Four topical areas were identified as priorities for a community engagement event highlighting San Francisco's trans communities; Mental health and substance use, Cultural competency, Enrollment & Market Place Explanation (Affordable Care Act), and Harm reduction
- David mentioned that the group could prioritize one topical area if parameters were given to the group; eg. time, space, target audience and format.
- A recommendation was made to consolidate Executive meetings feedback to TAG
- Goals of the community engagement event: skills development and skill share, visibility for the Council and activities, open dialogue, feedback loop and results oriented engagement process.
- Separate from the TAG, Affordable Care Act (ACA) mentioned as an interest from Council's feedback – current services and how it affects various communities.
- Tracey provided a quick overview of the Health Care Reform Task Force and their planning efforts
- It was highlighted that ACA was an area that needed to have more feedback and dialogue and that Council members have requested having a presentation or time to discuss.
- Committee members mentioned the following parameters for the Community Engagement event:
  - No longer than 3 hours
  - Budget needs to be approved by Tracey
  - Accessible to Community
- Action Steps: Staff will incorporate parameters into the Community Engagement Scope of Work

#### 6. Additional Business items (Possible Action item/vote)

- Oscar provided an overview of the draft mid-year Survey
- This will be sent out as a survey monkey tool.
  - The survey will be anonymous
  - The goal is to get Council feedback mid-Year reiterating the purpose of the Council and roles of the members
  - The goal is to have the survey out by May 1<sup>st</sup> in order to have results ready from members to review at the July Council meeting
  - A suggestion was made to change all questions to likert scales with open comment fields in the end
  - Oscar will make the changes and have members review by April 30<sup>th</sup> for approval to send out by May 1<sup>st</sup>.
- Tracey announced that Bill Blum will be stepping down from his seat on the Collaborative Planning Work group. It was recommended that David Gonzalez fill the seat. David agreed and will begin attending the group on May 9<sup>th</sup>.
- It was highlighted that the DPH representative for the UCHAPS are Israel and John Melichar. Eileen is the alternate. Eileen and Israel will attend the Baltimore meeting in June with Jose Luis and David.
- Tracey led the review of the July 11<sup>th</sup> HPPC agenda which includes:
  - Budget update
  - Update on Integration of Efforts
  - Discussion on Results of Mid-Year Survey
    - ✓ Allow enough time to brainstorm with members how to have a better more inclusive planning process.
  - **Follow-up:** Continue discussion on agenda and if we should have a break out session/activity that will engage Council members in current Council activities and priorities.

#### 7. Closure, Summary, & Evaluation

- Tracey asked members to share their experience (delta/plus) in today's meeting:
  - Jackson – Went really well, felt good and felt productive with the meeting
  - Richard – Felt like everyone contributed, no change for future meeting

- David - Thankful to have rich and in-depth discussions
- Oscar – Great discussion
- Jenna - Discussion but keep in parameters
- Eileen- We have a lot going on-but great discussion today.
- Tracey – everyone contributed

## 8. Adjournment

- Meeting adjourned at 4:25PM

*Minutes prepared by Jenna Rapues reviewed by Eileen Loughran.*

DRAFT