

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE

Wednesday, August 5, 2020

Zoom Meeting

3:00-5:00 pm

**Committee Members Present:** Ben Cabangun, Lily Krutel, Ney Nascimento, Richard Sullivan, Laura Thomas, Lee Jewell, Eric Sutter

**Council Member Present:** Kevin Hutchcroft (Gov't Co-Chair), Thomas Knoble (Gov't Co-Chair)

**Committee Members Absent:** Orin Allen [A], Juba Kalamka [E], Helen Lin [A], T.J. Lee-Miyaki [E]

**Others Present:** Beth Neary (HHS), Stephen Spano (HCAP)

**Support Staff Present:** Melina Clark, David Jordan

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## *Minutes*

### 1. Introductions

The meeting was called to order at 3:03 pm by Co-Chair Cabangun. Everyone introduced themselves and quorum was established.

### 2. Review/Approve August 5<sup>th</sup> 2020 DRAFT Agenda – VOTE

The August 5<sup>th</sup> 2020 DRAFT Agenda was reviewed and approved by consensus.

### 3. Review/Approve July 1<sup>st</sup> 2020 DRAFT Minutes– VOTE

The July 1<sup>st</sup> 2020 DRAFT Minutes were reviewed and approved by consensus.

### 4. Announcements

- None.

### 5. Public Comment

- None

### 6. HCAP Report

- Stephen Spano updated the Committee on the HIV Consumer Advocacy Project (HCAP), including:
  - Medication delivery
  - Challenges around mail, residence being able to accept medication
  - Advocating to outside partners, and requesting reasonable accommodations for clients
  - Suggested inviting service providers to attend council meetings and committees to get a sense of the needs of the community.
- Stephen spoke to the necessity of clients being able to access their medication.
- The group discussed the logistics of presenting the report over zoom, including client confidentiality and the possibility of sharing a report with redacted client information.
- CM Jewell spoke to challenges clients are facing during the pandemic.
- CM Cabangun noted 3 action items to pass onto steering:
  - 1) Design a solution for sharing sensitive information virtually, 2) Determine if we have HCPC representation in the SRO collaborative, 3) Determine if there is an opportunity to engage with FOG re: service continuity during SIP.

**7. Needs Assessment and COLA Update**

- CS Jordan spoke to the Needs Assessment, including:
  - Combination of electronic and physical Safeway gift cards
  - Data collection
  - Ensuring one participant, one survey/gift card
  - Service category ranking
    - Combining categories, adapting dot exercise for virtual setting
- CS Clark spoke to the COLA, including:
  - Google forms vs survey monkey- Translation options
  - Format of weighted ranking

**8. Next Meeting Date & Agenda Items- VOTE**

*The next Community Engagement Committee meeting is tentatively scheduled for Wednesday, September 2<sup>nd</sup> 2020 at 25 Van Ness 8<sup>th</sup> floor Conference Room from 3-5 pm.*

**9. Adjournment**

The meeting was adjourned at 4:05 pm by Co-Chair Cabangun.

**Community Engagement Committee**

**HIV Community Planning Council**

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

**August 5, 2020**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]

1.	Orin Allen	A										
2.	Ben Cabangun	P										
3.	Lee Jewell	E										
4.	Juba Kalamka	E										
5.	Lily Krutel	P										
6.	Helen Lin	P										
7.	T.J. Lee-Miyaki	E										
8.	Ney Nascimento	P										
9.	Richard Sullivan	P										
10.	Eric Sutter (Co-Chair)	P										

11.	Laura Thomas	P										
	Kevin Hutchcroft	P										

<b>Ayes</b>										
<b>Nays</b>										
<b>Abstain</b>										
<b>Recusal</b>										
<b>Total</b>										