

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE

Wednesday, July 1, 2020  
Zoom Meeting  
3:00-5:00 pm

**Committee Members Present:** Ben Cabangun, Helen Lin, Lily Krutel, Ney Nascimento, Richard Sullivan, Eric Sutter (Co-Chair), Laura Thomas

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

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

**Others Present:** Stephen Spano (HCAP)

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

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## ***Minutes***

### **1. Introductions**

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

### **2. Review/Approve July 1<sup>st</sup> 2020 DRAFT Agenda – VOTE**

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

### **3. Review/Approve June 3<sup>rd</sup> 2020 DRAFT Minutes– VOTE**

The June 3<sup>rd</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:
  - There is no written report this month.
  - Not a lot of closes cases- report will look quite similar to last month.
  - Looking at some resolutions that will hopefully provide some systemic change.
  - There have been some issues with housing providers that have been opportunistic of the current pandemic, such as reducing services.
- CM Sutter spoke to partial service delivery.

### **7. Carry Forward Funding Allocation- VOTE**

- The group reviewed last year's Needs Assessment recommendations in light of the current carry forward recommendations:
  - One-time durable medical equipment
  - Augment mental health services to address issues around aging.
  - Intense case management for aging population

- The group agreed that one-time durable medical equipment seems like the most logical place for carry forward funds.
- Stephen Spano spoke to the need for dental care.
- CS Jordan spoke to vouchers.
- **MOTION: CM Thomas moves to recommend the HHS Carry Forward Recommendations for approval.**
- **CM Sutter seconds the motion.**
- **MOTION PASSES by roll call vote: See column [1] for vote breakdown.**

**8. Needs Assessment and COLA Update**

- CS Jordan noted that before Shelter in place CM Nascimento was working on translating a survey for the Portuguese speaking COLA. Council Staff is working on updating this process to adapt to shelter in place restrictions. The COLA will still be incentivized.
- CS Jordan reported:
  - He has reached out to Larkin and is coordinating getting a youth group together for a zoom call.
  - It may be more efficient to provide collaborating partners with survey and ask them to distribute.
  - Meal delivery services could be a great resource for clients given the shelter in place restrictions.
  - Working on adding qualitative component to survey.
- CM Sutter spoke to some clients not having addresses to deliver food to.
- The group settled on Safeway gift cards as incentive.
  - CS Jordan noted that the usual amount is \$25. Since we will reach less folks this year, we can increase the amount to \$50.
- CM Lin spoke to Safeway grocery delivery. At her work they contact each client, ask them what they want to order, arrange deliveries for each client. It's a lot to do for weekly support groups, but they do have a nice delivery service. Only for groceries, not for deli food.

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

*The next Community Engagement Committee meeting is tentatively scheduled for Wednesday, August 1<sup>st</sup> 2020 at 25 Van Ness 8<sup>th</sup> floor Conference Room from 3-5 pm.*

**10. Adjournment**

The meeting was adjourned at 4:32pm 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)

**July 1, 2020**

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

1.	Orin Allen	A	-									
2.	Ben Cabangun	P	Y									
3.	Lee Jewell	E	-									

4.	Juba Kalamka	E	-									
5.	Lily Krutel	P	Y									
6.	Helen Lin	P	Y									
7.	T.J. Lee-Miyaki	A	-									
8.	Ney Nascimento	P	Y									
9.	Richard Sullivan	P	Y									
10.	Eric Sutter (Co-Chair)	P	Y									
11.	Laura Thomas	P	Y									
	Kevin Hutchcroft	P	-									

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