

HIV Community Planning Council
COMMUNITY ENGAGEMENT COMMITTEE
Wednesday, November 2nd, 2022
Zoom Meeting
3:00-4:30 pm

Committee Members Present: David Gonzalez, Derrick Mapp, Richard Sullivan, Laura Thomas, Manuel Vasquez

Committee Members Absent: Lee Jewell [E]

Others Present:

Support Staff Present: David Crown, Dave Jordan, Kira Perez

Minutes

1. Introductions and Welcome

The meeting was called to order at 3:06 pm by CM Mapp. Everyone introduced themselves and quorum was established.

2. Review/Approve November 2nd 2022 DRAFT Agenda – VOTE

The November 2nd 2022 DRAFT Agenda were reviewed and approved by consensus.

3. Review/Approve October 5th 2022 DRAFT Minutes – VOTE

The October 5th 2022 DRAFT Minutes was reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. HCAP Report

- Stephen Spano was not present to report on HCAP. Council Members reviewed HCAP report on their own time.

7. Needs Assessment Update/COLA Targets

- CS Perez stated that there was not much to report as it is continually difficult to get participants for needs assessment. Finding it difficult to get focus groups together.
 - CS Jordan emphasized it is hard to get folks to participate, expressing an understanding as to why it is difficult. Frustrations stemming from lack of response and high turn-over from providers, causing a lack of consistency. Also, the transition of CS roles added a layer of difficulty.
- CM Manuel asked if we are able to reach out to medical providers to get more clients/patients to participate.
 - CS Jordan answered that it is not possible to contact service providers as it would violate HIPAA.
 - CS Jordan clarifies the process of how to gather participants through referrals from service providers or folks opting in on their own through drop-in services. As drop-in services are increasing, CS Jordan notes that folks are not coming in. A plan to re-asses strategy is mentioned.
- CM Mapp asks what populations we are looking at for current needs assessment.
 - CS Jordan answers we are asking PWLH in general. CS Jordan expresses we owe our due diligence to the most vulnerable populations; Transgender, Latinx, and others not specifically stated.
- CM Sullivan asks if we are able to recruit from the 4th floor Polk street location.

- CS Jordan answers that no referrals are coming in, and expresses that the providers are not engaging patients to encourage them to participate in COLA. Flyers are potentially not being passed out or picked up potential participants.
- CS Perez echoes that the follow through to get a focus group together from these providers is lacking.
- CS Jordan asks what staff can do in order to ensure the mandate of a needs assessment is fulfilled as the challenges of getting COLA reports and needs assessment as stated above.
 - CM Sullivan asks for clarification on the exact deadline for HRSA’s ask of the needs.
 - CS Jordan answers that HERSA is fairly understanding since this issue is happening across other orgs.
 - CM Mapp offers a social for SFAF Translife, to see if folks want to participate from that group.
 - CM Thomas offers contacts from SFAF Translife to help facilitate.
- Pushing back needs assessment COLA targets to February is discussed and approved by consensus. An emphasis to gather as much quality information as possible.

8. Next Meeting Date & Agenda Items – VOTE

No December meeting is planned. Next meeting will be January 4th 2023.

9. Adjournment

Meeting was adjournment at 3:42 by CM Mapp.

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)

November, 2 2022

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

1.	David Gonzalez	P											
2.	Lee Jewell	E											
3.	Juba Kalamka	LOA											
4.	Derrick Mapp (Co-Chair)	P											
5.	Richard Sullivan (Co-Chair)	P											
6.	Laura Thomas	P											
	Manuel Vasquez	P											

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Ayes										
Nayes										
Abstain										
Recusal										
Total										