

HIV Community Planning Council
COMMUNITY ENGAGEMENT COMMITTEE
Wednesday, July 10th, 2024
Zoom Meeting
3:00-4:30 pm

Committee Members Present: Franco Chevalier, Ed Chitty, Jesus Guillen, Reina Hernandez, Lee Jewell, Richard Sullivan

Committee Members Absent: Juba Kalamka [LOA], Thomas Knoble [E], Derrick Mapp [A], Charles Siron [E], Gwen Smith [LOA], Laura Thomas [A]

Others Present: None

Support Staff Present: Kira Perez, Kat Tajgeer

Minutes

1. Introductions and Welcome

The meeting was called to order at 3:03 pm by CM Sullivan. Everyone introduced themselves and quorum was established.

2. Review/Approve July 10th, 2024 DRAFT Agenda – VOTE

The July 10th, 2024 DRAFT Agenda was reviewed and approved.

3. Review/Approve June 5th, 2024 DRAFT Minutes – VOTE

The June 5th, 2024 DRAFT Minutes were reviewed and approved.

4. Announcements

- None.

5. Public Comment

- None.

6. Needs Assessment/ COLA Update

- CS Perez updates the group that outreach for the Needs Assessment and COLA is underway. She notes that there is a focus group scheduled on July 17th with Black Brothers Esteemed at the SF AIDS Foundation, which should have about 20 participants. She updates the group that there have been multiple 1:1 interviews completed already, and notes participants were referred by Shanti Project and a few reached out via flyers.
 - CM Guillen asks how participants are chosen for the Needs Assessment.
 - ❖ CS Perez explains that Community Engagement committee votes on what target population they'd like to focus on. This year the committee selected the Black/African American community as the target population for the Needs Assessment, and youth were chosen as the target population for the COLA. She explains that these target populations were aligned with the populations that are underrepresented and needed for Council recruitment.
 - CM Guillen asks for further clarification around what the COLA is.
 - ❖ CS Perez explains that a COLA is similar to a Needs Assessment in that it is designed to assess the needs of the communities that we're serving, but on a smaller scale than a Needs Assessment.
 - CM Jewell explains the process further, noting that it is a contractual requirement of the HCPC to get input from the community and find out what is going on in the community.

- CM Guillen asks about the selection process for the organizations that Council Staff work with to plan focus groups.
 - ❖ CS Perez notes that Council Staff does a lot of outreach to different organizations, and often are looking for organizations that have established support groups that Council Staff can drop into.
- CM Reina Hernandez asks what Council Staff does to mitigate bias within focus groups that are done at existing support groups and community based organizations (CBOs)?
 - ❖ CS Perez notes that Council Staff is very aware that folks who are in support groups are most likely already engaged with the system of care. She highlights that Council Staff works to do outreach to engage individuals who are not involved with an organization. She notes this can be harder to field folks who are eligible to participate in the Needs Assessment/COLA and discusses the eligibility requirements.
- CM Sullivan asks if any youth have been contacted or interviewed for the COLA.
 - ❖ CS Perez says not yet, but it is in progress.
- CM Reina Hernandez asks if there are incentives for participants.
 - ❖ CS Perez notes that all participants are given \$30 Safeway gift cards. She notes that participants who are part of focus groups are also provided with food during the focus group.

7. Next Meeting Date & Agenda Items – VOTE

The next Community Engagement Committee meeting will be scheduled for August 7th, 2024 via Zoom.

8. Adjournment

Meeting was adjourned at 3:20 pm by CM Sullivan.

Community Engagement Committee

HIV Community Planning Council

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

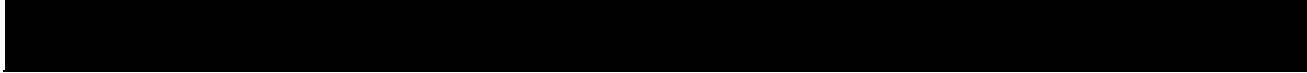
Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

July 10th, 2024

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

1.	Franco Chevalier	P	Y	Y								
2.	Ed Chitty	P	Y	Y								
3.	Jesus Guillen	P	Y	Y								
4.	Reina Hernandez	P	Y	Y								
5.	Lee Jewell	P	Y	Y								
6.	Juba Kalamka	LOA	-	-								
7.	Thomas Knoble	E	-	-								
8.	Derrick Mapp (Co-Chair)	A	-	-								

9.	Charles Siron	E	-	-								
10.	Gwen Smith	LOA	-	-								
11.	Richard Sullivan (Co-Chair)	P	Y	Y								
12.	Laura Thomas	A	-	-								



Ayes		6	6								
Nayes		0	0								
Abstain		0	0								
Recusal		0	0								
Total		6	6								