

HIV Community Planning Council
COMMUNITY ENGAGEMENT COMMITTEE
Wednesday, October 1st, 2025
Zoom Meeting
3:00-4:30 pm

Committee Members Present: Franco Chevalier, Lee Jewell, Thomas Knoble, T. J. Lee-Miyaki, Laura Thomas

Committee Members Absent: Jesus Guillen [LOA], Derrick Mapp [A], Charles Siron [E], Richard Sullivan [E]

Others Present: Natalie Basha, Beth Neary, Stephen Spano

Support Staff Present: Kira Perez, Kat Tajgeer

Minutes

1. Introductions and Welcome

The meeting was called to order at 3:02 pm by CM Chevalier. Everyone introduced themselves and quorum was established.

2. Review/Approve October 1st, 2025 DRAFT Agenda – VOTE

The October 1st, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve September 3rd, 2025 DRAFT Minutes – VOTE

The September 3rd, 2025 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. HCAP Report

- Stephen Spano shares this month's HCAP report and highlights a few cases. The first case they highlight is one involving a client who is experiencing mobility challenges and having trouble getting connected to paratransit services and in-home supportive services (IHSS). HCAP was able to obtain a referral to an additional case management service from another HIV provider, as well as an intensive case management referral. Spano highlights this case to show that case management services seem to be at an all-time high-capacity level and has noticed that response times have increased. Spano highlights another case in which a client has reported cognitive decline, mobility issues, and challenges with remembering whether they have taken their medication. Spano suggested a referral to a residential care facility for the chronically ill (RCFCI) that could help with medical support services, but the client declined the referral.
 - CM Lee-Miyaki asks if there is a way to reach out to the Department of Disability and Aging Services (DAS) to see what they can do?
 - ❖ Spano says for better or worse system, they have noticed the HIV system of care seems to be more robust than it is for folks with other disabilities. He notes that DAS can support to some extent, and they are working to partner more with DAS.

7. Needs Assessment/COLA Update – VOTE

- CS Perez notes that last month they voted on a COLA target, which was HIV+ with immigrant experience. She notes there was a lot of buzz around this target population and is wondering if the Committee would like to vote to make this the Needs Assessment target instead.
 - CM Chevalier asks for clarification around what the Needs Assessment does versus the COLA.
 - ❖ Perez says the COLA is more general because of the smaller number of participants and typically recruits 10-12 participants. She adds that the Needs Assessment is typically bigger and has a higher number of participants.

The Committee moves to approve the Needs Assessment target to be those who are HIV+ with immigrant experience by consensus, refer to column (3).

- CS Perez notes the Committee does need to consider and vote on new COLA targets. She opens the floor for discussion.
 - Stephen Spano asks what information is needed of participants and if there is any personally identifiable information that is collected?
 - ❖ CS Perez says both the COLA and Needs Assessment are completely confidential. She says typically all that is collected that is identifiable is a first name, but the rest of the data collected is confidential.
 - CM Chevalier suggests cis women as a COLA target. He mentions the recent uptick in cases in the population.
 - CM Lee-Miyaki asks if there are any populations of interest from previous Needs Assessment that we might want to look at.
 - CM Thomas suggests people who inject drugs (PWID).
 - CM Jewell asks if CM Chevalier has any recommendations for where staff could outreach to for cis women.
 - ❖ Beth Neary suggests the Women Center of Excellence at Ward 86 and UCSF Parnassus.
 - CM Lee-Miyaki suggests having two COLA target populations, in case it is not possible to get a focus group of cis women together.

The Committee moves to approve the first COLA target to be cis women at risk for HIV by consensus, refer to column (4).

The Committee moves to approve the second COLA target to be people who inject drugs both at risk for and living with HIV by consensus, refer to column (5).

8. Next Meeting Date & Agenda Items – VOTE

The next Community Engagement Committee meeting will be scheduled for November 5th, 2025 via Zoom.

9. Adjournment

Meeting was adjourned at 3:48 pm by CM Chevalier.

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)

October 1, 2025

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

1.	Franco Chevalier (Co-Chair)	P	Y	Y	Y	Y	Y					
2.	Jesus Guillen	LOA	-	-	-	-	-					
3.	Lee Jewell	P	Y	Y	Y	Y	Y					
4.	Thomas Knoble	P	A	A	Y	Y	Y					
5.	T. J. Lee-Miyaki	P	Y	Y	Y	Y	Y					
6.	Derrick Mapp	A	-	-	-	-	-					
7.	Charles Siron	E	-	-	-	-	-					

