



HIV Prevention Planning Council and HIV Health Service Planning Council

INTEGRATED PLAN WORK GROUP

Tuesday, January 26th, 2016

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

4:00-6:00 pm

Committee Members Present: Ben Cabangun (Chair), David Gonzales, Darryl Lampkin, Chip Supanich, Eric Sutter, Linda Walubengo

Committee Members Absent: Kate Monico Klein [A], Nan O'Connor [E], T.J. Lee [A]

Others Present: Michael DeMayo, Dean Goodwin, Kevin Hutchcroft, Oscar Macias, Tracey Packer, Robert Whirry

Support Staff Present: Ali Cone, Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 4:07 pm by CS Molnar. Everyone introduced themselves.

2. Review/Approve January 26th 2016 DRAFT Agenda – VOTE

The Jan 26th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Public Comment

- None

4. Announcements

- None

6. Integrated Plan Scope of Work

- Dean Goodwin reported:
 - This is our first large project working together as representatives of one group. Exciting step for us as we move forward to merging as one council.
- Tracey Packer reported:
 - Convenient and symbolic that the requirements for the Integrated Plan happened at the same time the councils merged.
 - This is a good time and important for us to document all the successes of both councils.
 - Important for us to talk and think about Getting to Zero.
 - Fast Track Cities is also important to consider.
 - At the end of this, we should all be involved in Getting to Zero. Can be seen as separate from us but we are all doing the same work. Good idea to use Getting to Zero as our umbrella theme.
- Michael DeMayo reported on consultant responsibilities:

- We will help put together work that follows the guidance of HRSA and CDC of what the Integrated Plan should be. We will help facilitate that process and will assist with developing materials for your review.
- One or both of the consultants will be at every meeting.
- We will schedule monthly meetings between now and August to meet the Integrated Plan deadline in September.
- Robert Whirry reported:
 - Plans to be at every meeting and he will take the lead on writing.
 - Exciting to have a merged vision on Prevention and CARE.
 - It is a 5 year plan instead of a 3 year plan so we can think a little more far out.

7. Work Group Membership and Voting Structure- VOTE

- CS Molnar discussed that council staff had created a potential list of members based on the Doodle Poll. The membership will be established at this meeting. Inquired if the individuals in the room be considered members of the group and to be counted towards quorum.
 - CS Molnar asked CS Cone to connect with individuals who had initial interest in becoming members to see if they would like to join the group.
- CS Molnar explained that there are two formats in which the Work Group could decide on voting structure.
 - Prevention Council: Work group members are the only ones that can vote.
 - CARE Council: Work group members and any council member can vote
- CM Supanich spoke in favor of the Prevention Model voting system due to the scope and speed of the group that people attend every meeting possible.
 - **MOTION: Voting will be restricted to membership.**
 - **CM Walubengo seconds motion.**
 - **VOTE: Motion Passes. See column [1] for vote breakdown.**

8. Election of Co-Chairs- VOTE

- CS Molnar noted that ideally the Co-Chairs would consist of a member from the CARE Council and a member from the Prevention Council.
- **Ben Cabangun nominated himself for the Co-Chair position.**
- Tracey Packer commented that members who did not attend this meeting may want to be Co-Chairs.
- CS Molnar noted that it would be ideal to have a Co-Chair from Prevention and CARE Councils. Can potentially have one Co-Chair.
- Michael DeMayo inquired if it would be possible to have the CARE Co-Chair elected at the next meeting?
 - CS Molnar noted that it is possible, but there is no guarantee that more CARE members will attend the next meeting.
- Dean Goodwin noted that he feels we can move forward with one Chair due to Ben Cagungan's experience and the responsibilities of the position.
- CM Supanich volunteered to present, but does not want to be a Co-Chair.
 - **MOTION: Ben Cabangun as Co-Chair of the Integrated Plan Work Group**
 - **CM Sutter seconds motion.**
 - **VOTE: Motion Passes. See column [2] for vote breakdown.**

9. Review of CDC/HRSA Integrated HIV Prevention and Care Plan Guidance

- Robert Whirry and Michael DeMayo presented on the each section of the guidance:
 - Why have an Integrated Plan?

- Streamline communication, coordination, and implementation of needed HIV prevention and care services to improve health outcomes along each stage of the HIV Care Continuum
- Engage a broader group of stakeholders in jurisdictional HIV prevention and care planning
- Maximize federal and state/local HIV prevention and care investments
- Integrated planning is the process by which HIV care and prevention planning groups work together to:
 - Review information about the HIV epidemic in the jurisdiction
 - Assess needs and service utilization data to inform decisions
 - Provide recommendations and allocate resources for HIV prevention and care services to address the HIV epidemic
 - May be accomplished through collaborating on joint projects, sharing planning products, cross representation on planning bodies, or unified prevention & care planning bodies
- The Guidance:
 - Executive Summary
 - Section I: SCSN/Needs Assessment
 - Section II: Integrated HIV Prevention and Care Plan
 - Section III: Monitoring and Improvement
 - Section IV: Submission and Review Process
 - Funded entities are expected to submit the Integrated HIV Prevention and Care Plan to HRSA and CDC by September 30th, 2016.
 - Workgroup Timeline
 - Present at a Joint Council Meeting in August 2016
- Tracey Packer noted that HIV Prevention Cooperative Agreement application is due in September. That is the timeline we should be using. We also need to get a letter of concurrence. The resources need to match the plan.
- CS Molnar noted that this balances out with the CARE Council's mandates. This could all take place during an all day summit.
- Michael DeMayo stated that the plan should be frozen and completed by August. We would have two drafts completed by August that you review as a workgroup.
- CS Molnar noted that the former All Titles Conference is occurring the last week of August, which is usually when we have our Summit. We should look at the 3rd Friday of August as a possible Summit date.
- Michael DeMayo noted that if we plan any community involvement or focus groups we would need to plan that fairly quickly because we would need it before the first draft.
 - CM Supanich noted that the CARE Council has a PLWH workgroup that could be a resource for reaching consumers.
- Tracey Packer noted that the plan is for the jurisdiction (EMA). It is for all 3 counties, we need to find a way to link San Mateo and Marin. Some of the metrics have already been developed by Getting to Zero.
 - Robert Whirry noted that we have San Mateo represented and Cecily who can represent Marin has expressed interest in joining the group.

10. Initial Discussion of Information and Input Needs

- The group reviewed the potential data and information gaps essential to developing the Plan.
 - Robert Whirry inquired if there is additional data that we need to gather that we don't already have.

- Michael DeMayo suggests to review the jurisdictional plan, Part A application and then email topics that interest you. We will send out Prevention and Care Plans.
 - The group suggested potential topics: Holistic approaches, tobacco cessation, STD's, rapid linkage to care, PREP, viral suppression, PEP, changing benefit landscapes, innovative approaches for hard to reach medically indigent populations, transgender services, social isolation, the care continuum, the homeless population, outbreak prevention plans and preparedness.
- The group reviewed the potential groups or individuals whose input may be essential to the Plan.
 - Robert Whirry inquired about PLWH involvement strategies.
 - CS Molnar inquired about where focus groups would fall in with the timeline.
 - Robert Whirry is unsure based on the scope of work. If there is a new idea, we may need more time. Do people feel that we should have a process to gather input from consumers?
 - Dean Goodwin suggested community advisory boards to present the information and get some feedback.
 - Michael DeMayo suggested that we could have community focus groups where we would present once it is near completion.
 - CM Supanich noted that if at the next meeting we come up with target populations we can do focus groups the following month.
 - Robert Whirry noted narrowing it down to target populations instead of consumers would be easier. We can also have two meetings with the focus groups to get initial and final feedback.
 - CM Supanich noted that the data may line up with the CARE Councils needs assessment data.
 - Robert Whirry suggested setting up a Drop Box to put data sources in.
 - The group discussed having an epidemiology presentation at the next meeting and it was decided that it was not necessary.

11. Next Steps

- Workgroup Assignments were discussed.
 - Minute taking was discussed. It was clarified that CS Stumm will be taking minute notes.
 - Robert Whirry noted that he will send out Part A grant and jurisdiction documents.
- The group discussed an ongoing meeting dates.
 - Michael DeMayo discussed a timeline to create deliverables and meeting structure.
 - Robert Whirry discussed the possibility of having longer meeting times when needed.
 - the retreat.
 - CS Molnar inquired if the fourth Tuesday from 3-6 work for the group? The 23rd of Feb and the 22nd of March
 - A Doodle poll of the last three Fridays in April for the retreat will be sent out.
 - Robert Whirry would like to be on the Full Council Agenda in July.
 - Tracey Packer suggested presenting groundwork at the March Joint Leadership Meeting so people feel included and informed.

12. Evaluation and Closing

- The group discussed if the work group wants a formal evaluation.
 - Chair Cabangun suggested Plus/ Delta Evaluation
 - Pluses:
 - The group laid solid ground work.

- The agenda was structured nicely.
- The ideas generated were a high point.
- Liked that this group framed our upcoming work as a merged council.
- Appreciate that the two consultants are working well together.
- It was helpful to have a starting list.
- Deltas:
 - Disappointed in council member turn out.
 - Joint Leadership needs to sit down and figure out the council calendar.
 - A depository is needed for documents associated with this work group.
 - The group discussed using different platforms and will send out invitations once it is decided.

13. Adjournment

- The meeting was adjourned at 5:54 pm by Chair Cabangun.

Date: January 26, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chip Supanich (Council Co-Chair)	P	Y	Y						
Eric Sutter (Council Co-Chair)	P	Y	Y						
Matthew Miller	A	-	-						
T.J. Lee	A	-	-						
Linda Walubenga	P	Y	Y						
Ben Cabangun (Co-Chair)	P	Y	Y						
Darryl Lampkin	P	Y	Y						
Nan O'Conner	E	-	-						
David Gonzalez	P	Y	Y						
Kate Monico Klein	A	-	-						
Michael DeMayo									
Dean Goodwin									
Kevin Hutchcroft									
Tracey Packer									
Robert Whirry									
Osacar Macias									

Ayes		6	6						
Nayes									
Abstain									
Recusal									
Total		6	6						