



## HIV Prevention Planning Council and HIV Health Service Planning Council

### JOINT LEADERSHIP WORK GROUP

Thursday, March 24, 2016

San Francisco AIDS Foundation  
1035 Market Street, Swing Space  
4:00-6:00 pm

---

**Work Group Members Present:** Chuck Adams, Elaine Flores, Paul Harkin, Ron Hernandez, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

**Work Group Members Absent:** Jack Bowman [A], Michael Discepola [A], Cicily Emerson [A], Wade Flores [E], David Gonzalez [A], Bill Ledford [E], T.J. Lee [E], Rachel Lozada [A], Aja Monet [A], Laura Thomas [A]

**Others Present:** Dean Goodwin, Ken Hornby, Kevin Hutchcroft, Yvette Leung

**HHSPC Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

**HPPC Support Staff Present:** Oscar Macias

---

### *Minutes*

#### 1. Introductions

The meeting was called to order at 4:14 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve March 24<sup>th</sup> 2016 DRAFT Agenda – VOTE

The March 24<sup>th</sup> 2016 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve February 25<sup>th</sup> 2016 Draft Minutes- VOTE

The February 25<sup>th</sup> 2016 DRAFT Minutes was reviewed, and approved by consensus.

#### 4. Public Comment

- None.

#### 5. Announcements

- CM Smithwick noted that this is his last meeting as a Council Member.

#### 6. Debrief of March 10<sup>th</sup> Full Council Meeting:

- CS Jordan reported on the Full Council Meeting evaluations.
- Council members were pleased that the naming activity was able to be accomplished at the meeting. There was some concern that there was not enough representation from both Prevention and Care to make this decision.
- There were comments made around the sound quality of the room, lack of attendance and facilitation organization.
- Some Council Members made comments that they were unsatisfied with the whole meeting. The Co-Chairs would like for Council Member's to reach out individually to improve the process for them.

## 7. SFDPH Staff Update

- CM Loughran reported:
- A syringe disposal box has been placed at the Eureka Valley Library.
- The US Conference on AIDS is currently accepting abstracts that are due on April 8<sup>th</sup>. It might be worth creating something about the merged Council that we can share nationally. The conference will be held in Hollywood, Florida in September.
- Dean Goodwin reported:
- HHS received Part B funding for the amount we asked for (340,000) starting April 1<sup>st</sup> for this fiscal year.

## 8. Council Staff Update

- CS Molnar reported that the membership application is available and due on April 10<sup>th</sup>. A fillable PDF will be sent out.
- Council members do not need to provide references or a letter of support.
- Council staff will re-send the Survey Monkey for the Full Council meeting time and date.

## 9. Personal Liability- VOTE

- **MOTION: Council members shall not be personally liable for any debt, liability, or obligation of the Council. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Council may look only to the funds and property of the Council for payments of any debt, damages, judgement or decree, or of any money that may otherwise become due or payable to them from the Council.**
- Dean Goodwin noted that CHEP and HHS discussed Council Member's personal liability with the Community Director of Health and she affirmed that Council Members do not have direct personal liability. Contracts are done through the RFP process.
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

## 10. Application- VOTE

- The group reviewed the council member job description of both the HPPC and HHSPC.
- Council staff consolidated the mandated responsibilities, additional responsibilities, qualifications, eligibility and term length of both Councils.
- **MOTION: To approve the council member job description as written.**
- **CM Pearce moves to approve the motion.**
- **Co-Chair Supanich seconds the motion.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- The group discussed appointed seats regarding the membership application.
- CS Molnar noted that there was questions/concerns about appointed seats filling out a membership application. It is Council staff's opinion that appointed seats need to fill out demographic information. It may look odd if certain applications are only filled out partially.
- CM Loughran noted that the State representative has a partial application and would like to know more about that. She expressed that it feels strange to have to fill out an application when her council membership is required by her job.
- CS Cone noted that the State representative will now fill out an entire application because she would be a voting member.
- The group discussed that mandated seats would not be required to fill out experience and relevant work because it is redundant (Pg. 7-8).

- **MOTION: CM Pearce moved that for the first go around everyone both appointed and non-appointed seats will fill out the application up until page 6 including the signature on page 8. After the Council is in full swing we will address the issue of if appointed seats need to fill out pages (7-8) in the future.**
- **CM Sutter seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**
- The group decided to move the conversation regarding the application process for appointed seat to the Policies and Procedures Work Group.

## 11. Policies and Procedures Group

- CS Molnar reviewed the Policies and Procedures Work Group.
- The P&P Work Group voted/passed the following policies/procedures (Quorum, Proxy, Abstentions and Voting Majority/Super Majority)
- Co-Chair Lopez discussed the Co-Chair re-vote. A Council staff member from Prevention and Care were voted to be the new Co-Chairs of the work group.
- CM Siron noted that at the first P&P meeting there were more Prevention members than Care members present. There were Care Council members who were present who were unable to vote because they have not been approved by the Mayor. In the past, if there is not enough representation, the Co-Chair vote would be tabled until the next meeting.
- CS Molnar reiterated that this does not happen normally. PLWH members could not make the initial meeting due to health issues.
- Dean Goodwin suggested reaching out to the former Co-Chairs to express how they are valued and appreciated by the Council.
- Yvette Leung noted that this was an emotional vote for Council Members. She suggested discussing ways in which the group will handle disagreements.
- CS Molnar noted that he was proud of how people discussed the matter. People were supportive and no one was disrespectful. The Co-Chairs were replaced by staff, which made it less of a personal vote.
- Co-Chair Lopez discussed having a retreat, which would be a good opportunity to go over rules of engagement.
- The group discussed where policies will go when motions are made (Steering, Joint Leadership and Full Council).
- Dean Goodwin suggested creating a policy to address how the Council handles a re-vote and adding motions to meeting agendas.
- CS Cone suggested bringing the policy of agenda setting to the next P&P meeting, which would be a blanket way to address the issue.
- **MOTION: Ali Cone and Jose-Luis Guzman as the Co-Chairs of the Policy and Procedures Work Group.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

## 12. Discussion of Issues

- The group discussed providing trainings on Robert's Rules (if that is what the Council votes to have) and Rules of respectful engagement.
- The possibility of having presentation from both Councils on how they function now in regards to motions was discussed.
- The group discussed having a retreat before June.

### 13. Adjournment

- The meeting was adjourned at 6:00 by Co-Chair Supanich

<b>Date: March 24, 2016</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y				
<b>Chip Supanich</b> (Council Co-Chair)	P	Y	Y	Y	Y				
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y				
<b>Wade Flores/ Bill Ledford</b> (CCA) [Proxy: Linda Walubengo]	E/E	Y	Y	Y	N				
<b>Ron Hernandez</b>	P	Y	Y	Y	Y				
<b>Michael Smithwick</b>	P	Y	Y	Y	Y				
<b>T.J Lee/ Charles Siron</b> (Membership)	E/P	Y	Y	Y	Y				
<b>Ken Pearce/ Cicily Emerson</b>	P/A	Y	Y	Y	Y				
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	Y				
David Gonzalez (Community Co-Chair)	A	-	-	-	-				
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	A	Y				
Jack Bowman (At-Large)	A	-	-	-	-				
Paul Harkin (At-Large)	P	Y	Y	Y	-				
Aja Monet (At-Large)	A	-	-	-	-				
Laura Thomas (At-Large)	A	-	-	-	-				
Michael Discepola (At-Large)	A	-	-	-	-				

---

Ayes	11	11	10	09				
Nayes				1				
Abstain			1					
Recusal								
Total	11	11	11	10				