



HIV Prevention Planning Council and HIV Health Service Planning Council

JOINT LEADERSHIP WORK GROUP

Thursday, April 28, 2016

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

Work Group Members Present: Chuck Adams, Jack Bowman, Michael Discepola, Elaine Flores, Wade Flores, David Gonzalez, Paul Harkin, Andrew Lopez (Co-Chair), Eileen Loughran, Ken Pearce, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

Work Group Members Absent: Ron Hernandez [E: Proxy Chip Supanich], T.J. Lee [E], Aja Monet [A], Laura Thomas [A]

Others Present: Dean Goodwin, 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 4:05 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

2. Review/Approve April 28th 2016 DRAFT Agenda – VOTE

The April 28th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve March 24th 2016 Draft Minutes- VOTE

The March 24th 2016 DRAFT Minutes was reviewed and approved by consensus.

4. Public Comment

- None.

5. Announcements

- Co-Chair Supanich announced that our friend and Care Council member Bill Ledford has passed away. The group honored Bill with a moment of silence.

6. Four Agreements

- The group reviewed the Four Agreements (Be impeccable about your word, Don't make assumptions, Don't take anything personally, Always do your best).

7. Council Staff Update

- The Doodle poll indicated that the new meeting time and date will be the 4th Monday from 3:30-6:30 pm.
- Co-Chair Lopez would like a breakdown of Prevention and Care members who participated in the Doodle poll.

- The membership applications are ready to be turned into the Mayor's office, all appointments should be approved by June.

8. SFDPH Staff Update

- Dean Goodwin reported that SFDPH has hired a new staff person Joseph Cecere coming on board to replace Celinda's position. He will be starting sometime in May.

9. P&P Bylaws- VOTE

- The group discussed the bylaws developed by the P&P workgroup.

Quorum:

- The quorum policy requires 25% of the membership present must be PLWH at all Council meetings.
- **MOTION: To approve the quorum policy as written.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

Voting and Majority:

- The group discussed that a proxy is only used for people that are positive. Abstentions are based off of the Prevention policy.
- CM Bowman inquired about if someone has a long-term illness could they qualify for proxy.
- Council staff clarified that the Care Council has discussed this in the past. Council members wanted to restrict a proxy to just HIV positive members. The excused absence policy extends to all members.
- **MOTION: To approve the Voting and Majority policy as written.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

Motions:

- The policy is mostly instructional and adopts the democratic rules of order. This section was taken from the Prevention manual. The P&P workgroup thought this would also be helpful as a training manual for new members.
- **MOTION: To approve the Motions policy as written.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Committee Names

- The group discussed the names of the new merged Council's Committees.
- The group reviewed the Steering/Executive Committee's functions of the Care and the Prevention Councils.
- The group decided that the name the Steering Committee explained the function of the group without being exclusive.
- **MOTION: CM Bowman moves that the standing leadership committee will be the Steering Committee.**
- **CM Discepola seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**
- The group discussed the name for the Community committee. The Care Council name is Community and Consumer Affairs and the Prevention Council name is Community Engagement.

- CM Loughran noted that the CDC uses Community Engagement which would be beneficial from a funding perspective.
- **MOTION: CM Bowman moves to name the Community Committee the Community Engagement Committee.**
- **CM Siron seconds the motion.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**
- The group discussed the membership committee's functions.
- **MOTION: The group will call the membership committee the Membership Committee**
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**
- The group discussed the committee known as Government and Provider Affairs
- **MOTION: CM Pearce moves to name the Committee, Council Affairs.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**
- The group decided to keep the names of workgroups as is.
- The group discussed whether work groups can be considered "home" committees.
- PLWH Advocacy group will not be considered a workgroup but an ad-hoc group.
- The workgroup discussed the attendance of appointed seats. Some appointed seats feel that they cannot make a time commitment to make all required meetings due to their work schedule.
- Appointed seats attendance will be discussed at the Policy and Procedure Work Group.

Committee Meeting Dates and Times:

- The process for meeting dates and times was discussed.
- The group discussed meeting at the previously scheduled time and discuss if a new date and time is necessary.
- **MOTION: CM Discepola moves to have the group decide when the first meetings are via a Doodle poll. At the first meeting the time and date will be decided by a vote.**
- **CM Siron seconds the motion.**
- Council staff will send a poll to determine Council member's home committees.
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

Committee Voting Structure:

- The group discussed committee voting structures. Members of the group voiced concern of whether any Council member could vote at any meeting.
- Care Council members expressed that this policy has worked for their Council.
- Yvette Leung noted that if you have a contentious topic to choose to not vote on that topic today.
- Council staff clarified that motions go through all committees if it involves resource allocations.
- CS Molnar noted that the Care council established a middle ground to address the potential issues. A motion made by a non-committee member needs to be seconded by a committee member.
- **MOTION: CM Siron moves to have all attendees in each committee meeting have voting privileges.**

- **CM Siron seconds the motion.**
- **VOTE: Motion Passes. See column [8] for a vote breakdown.**

Staggering terms of Co-Chairs:

- The group discussed staggering the terms of Co-Chairs.
- **MOTION: CM Siron moves to have (2) 1 year terms for Co-Chairs.**
- **CM Sutter seconds the motion.**
- **AMMENDED MOTION: Co-Chair Supanich moves to amend the motion: To have (2) 1 year terms and (1) 2 year term for the Council's three Co-Chairs.**
- CM Siron and CM Sutter agree to the amendment.
- **VOTE: Motion Passes. See column [9] for a vote breakdown.**

10. Finalize May 23rd Joint Full Council Meeting Agenda- VOTE

- The group reviewed the May 23rd Joint Full Council meeting agenda.
- The group discussed dissolving individual councils at the May Joint Full Council meeting.
- **MOTION: CM Siron moves to approve the dissolving both Councils.**
- **CM Bowman seconds the motion.**
- **VOTE: Motion Passes. See column [10] for a vote breakdown.**

11. Onboarding Discussion

- The group reviewed the merged Council's mandated activities.
 - Service category prioritization and resource allocation, including carry-forward dollars.
 - Letter of Concurrence to the CDC.
 - The Integrated Plan.
- The group discussed having a series of trainings to prepare for mandated activities at the August Summit or a day-long retreat of team building activities.
- The group discussed potentially having 15 minute trainings before or after the Full Council meetings. The series of trainings would encompass the mandated activities so everyone can be on the same page. Council members can pick and choose which training they feel they need.
- CM Sutter suggested having a member from Care and Prevention pair up to mentor each about each other's former Councils.
- CM Loughran noted that mentors can sit next to each other at Council meetings. This will also foster community building.
- The group discussed the possibility of creating a workgroup to discuss Council culture and values.
- The group discussed pulling out the HHS presentations at the June Full Council meeting and make it a separate training.
- The Care Council will cancel its May Steering Committee meeting which will be replaced by an additional Joint Leadership meeting to discuss the merged Council's schedule/agenda.
- The group discussed having another Joint Leadership Work Group meeting on May 26th from 4-6.

12. Adjournment

- The meeting was adjourned at 6:29 by Co-Chair Supanich.

Date: April 28, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Wade Flores (CCA)	P	Y	Y	Y	Y	A	Y	Y	A	A	A
Ron Hernandez [Proxy: Chip Supanich]	E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
T.J Lee/ Charles Siron (Membership)	E/P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ken Pearce (GPA)	P	Y	Y	Y	Y	Y	Y	Y	A	A	Y
Andrew Lopez (Community Co-Chair)	P	Y	Y	Y	A	Y	Y	Y	Y	Y	Y
David Gonzalez (Community Co-Chair)	P	Y	Y	Y	Y	Y	Y	A	-	-	-
Eileen Loughran (Governmental Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Jack Bowman (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Paul Harkin (At-Large)	P	Y	Y	Y	Y	Y	Y	Y	Y	-	-
Aja Monet (At-Large)	A	-	-	-	-	-	-	-	-	-	-
Laura Thomas (At-Large)	A	-	-	-	-	-	-	-	-	-	-
Michael Discepola (At-Large)	P	-	Y	Y	Y	Y	Y	Y	Y	Y	-
Ayes		12	13	13	12	12	13	12	10	7	9
Nayes										2	
Abstain					1	1		1	2	2	1

Recusal											
Total		12	13	13	13	13	13	13	12	11	10
