

HIV Community Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, January 5, 2017

Human Rights Commission

25 Van Ness Avenue

8th Floor, Suite 800

3:00-5:00 pm

Work Group Members Present: Chuck Adams, Cesar Cadabes, Ron Hernandez, Charles Siron, Linda Walubengo

Committee Members Absent: Elaine Flores [E], T.J. Lee [A], Jessie Murphy [E], Ken Pearce [E]

Others Present: Kevin Hutchcroft, Nyisha Underwood

Support Staff Present: Ali Cone (Co-Chair), Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:06 pm by Co-Chair Cone. Everyone introduced themselves and quorum was established.

2. Review/Approve January 5th 2017 DRAFT Agenda – VOTE

The January 5th, 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve October 6th 2016 DRAFT Minutes – VOTE

The October 6th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Co-Chair Election-VOTE

- CS Cone announced that Jose Luis Guzman requested to bring this agenda item to the group to discuss his role as Co-Chair of this work group based on his new role as the Council's Government Co-Chair.
- **MOTION: Co-Chair Siron moves to have Jose Luis Guzman and Ali Cone remain Co-Chairs of the Policy & Procedure Work Group.**
- **CM Hernandez seconds the motion.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

7. Policy & Procedure Review- VOTE

- The group reviewed policies from the Prevention and Care Councils.

Development of Comprehensive Plan

- The group reviewed the Development of Comprehensive Plan policy of the HHSPC.
- The Committee adjusted the policy's name to "Development of the Integrated Plan."
- The group adjusted the policy to include Prevention and Care language.
- This policy will be brought to Steering for review with input on how the plan will be monitored.

- **MOTION: To approve the amended Development of the Integrated Plan policy.**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**

Grantee Assessment

- The group reviewed the Grantee Assessment policy of the HHSPC.
- The Committee removed that the assessment will be reviewed at the annual Steering retreat from the policy.
- **MOTION: To approve the amended Grantee Assessment policy.**
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

UCHAPS

- The group reviewed the UCHAPS policy of the HPPC.
- The Committee decided to create a job description for the UCHAPS representative.
- The group requested to have Co-Chair Guzman create a program description for the policy.
- **MOTION: To approve the amended UCHAPS Representative policy.**
- **VOTE: Motion passes. See column [4] for a vote breakdown.**

LTCCC Representative

- The group reviewed the LTCCC Representative policy of the HHSPC.
- **MOTION: To approve the LTCCC Representative policy.**
- **VOTE: Motion passes. See column [5] for a vote breakdown.**

Agency Requests for Letters of Support

- The group reviewed the Agency Requests for Letters of Support of the HPPC.
- After reviewing the policy, the group decided to not adopt the policy because it is no longer relevant to the Council.
- **MOTION: To not adopt the Agency Requests for Letters of Support policy.**
- **VOTE: Motion passes. See column [6] for a vote breakdown.**

Researchers' Requests for Letters of Support

- The group reviewed the Researchers' Requests for Letters of Support of the HPPC.
- **MOTION: To approve the Researchers' Requests for Letters of Support policy.**
- **VOTE: Motion passes. See column [7] for a vote breakdown.**

Internal & External Communication

Media Contact & Public Information

- The group reviewed the Internal & External Communication policy of the HPPC and the Media Contact & Public Information policy of the HHSPC.
- The group decided to work off of the HHSPC policy.
- The title of the policy was changed to "Public Communications." The group removed sections that are no longer relevant to the Council.
- **MOTION: To approve the amended Public Communications policy.**
- **VOTE: Motion passes. See column [8] for a vote breakdown.**

Council Cultural Humility Statement

- The group reviewed the Council Cultural Humility Statement policy of the HHSPC.
- The group requested that this statement be an appendix item.
- **MOTION: To approve the Council Cultural Humility Statement.**
- **VOTE: Motion passes. See column [9] for a vote breakdown.**

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, February 2nd 2017 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

8. Adjournment

- The meeting was adjourned at 5:00 pm by Co-Chair Cone.

**Policy & Procedure Work Group
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)

Date: January 5, 2017	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Chuck Adams	P	Y	Y	Y	Y	Y	Y	Y	Y	Y
Cesar Cadabes	P	Y	Y	Y	Y	Y	Y	Y	Y	Y
Elaine Flores	E	-	-	-	-	-	-	-	-	-
Ron Hernandez	P	Y	Y	Y	Y	Y	Y	Y	Y	Y
T.J. Lee	A	-	-	-	-	-	-	-	-	-
Jessie Murphy	E	-	-	-	-	-	-	-	-	-
Ken Pearce	E	-	-	-	-	-	-	-	-	-
Charles Siron	P	Y	Y	Y	Y	Y	Y	Y	Y	Y
Linda Walubengo	P	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kevin Hutchcroft	P									
Nyisha Underwood	P									
Ayes		5	5	5	5	5	5	5	5	5
Nayes										
Abstain										
Recusal										
Total		5	5	5	5	5	5	5	5	5