



HIV Prevention Planning Council and HIV Health Service Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, May 5th, 2016
Human Rights Commission
25 Van Ness Avenue
8th Floor, Suite 800
2:00-5:00 pm

Work Group Members Present: Chuck Adams, Richard Bargetto, Cesar Cadabes, Wade Flores, Elaine Flores, Ron Hernandez, Eileen Loughran, Jessie Murphy, Ken Pearce, Linda Walubengo

Committee Members Absent: David Gonzalez [A], T.J. Lee [A], Matthew Miller [E: Proxy Ron Hernandez], Charles Siron [E: Proxy Ken Pearce]

Others Present: Dean Goodwin, Kevin Hutchcroft

Support Staff Present: Ali Cone (Co-Chair), Jose Luis Guzman (Co-Chair), Dave Jordan, Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 2:05 pm by Co-Chair Guzman. Everyone introduced themselves and quorum was established.

2. Review/Approve May 5th 2016 DRAFT Agenda – VOTE

The May 5th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve April 7th 2016 DRAFT Minutes – VOTE

The April 7th, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Policy & Procedure Review- VOTE

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

Council/Committee Co-Chairs

- The work group reviewed the Council Co-Chair job descriptions from both Councils. Council staff explained that the job descriptions are similar but the HPPC has a maximum lifetime length of service for a Community Co-Chair as 60 months.
- Council staff will merge the HPPC and HHSPC Council Co-Chair policies and exclude the length of service for a vote at a later date.

Appointed Seats

- The group reviewed the appointed seat policy of the HHSPC and the HPPC.

- **MOTION: CM Murphy moves to name the 8 organization or department representatives in the policy. To require appointed seats to come to Full Council Meetings and make attendance at committee meetings recommended but optional. Appointed seat attendance at committee meetings will not be counted towards attendance requirements. The possibility of having an alternate for an appointed seat will be removed.**
- **CM Pearce seconded the motion.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

Committee Description

- The group reviewed the committee descriptions of the HPPC and the HHSPC.
- **MOTION: CM Pearce moves to approve the committee descriptions as written.**
- **CM Bargetto seconded the motion**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**
- The group discussed adding the P&P work group as an option for a home committee.
- The list of committee membership will be brought to the May 26th Joint Leadership work group to vote on.

At-large Seats

- The group discussed the number of at-large seats.
- **MOTION: CM Adams moves to have 4 at-large members.**
- **CM W. Flores seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

LTCCC Representative

- The group reviewed the LTCCC job description. The policy was tabled until more information about if a LTCCC representative would be provided to the Council.

Steering Committee

- The group discussed having the two co-chairs from a committee share a vote.
- **MOTION: CM Pearce moves that the co-chairs of the standing committees will be members of the Steering Committee.**
- **CM Cadabes seconds**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

CAEAR/UCHAPS Representative

- The group reviewed the CAEAR and UCHAPS Representative policy.
- The group decided to table the UCHAPS Representative policy.
- The language of the CAEAR representative policy was adjusted to remove the requirement of evaluation of the representative by the Council.
- **CM Pearce moves to approve the CAEAR policy as amended.**
- **CM Murphy seconds the motion.**
- **VOTE: Motion Passes. See column [5] for a vote break down.**

Council Member Expense Reimbursement

- The group reviewed the expense reimbursement policies of the HHSPC and the HPPC.

- The group decided to have Council staff and HHS ask the project officer whether expense reimbursement will be allowed using non- Ryan White funds.

Public Comment

- The group reviewed the public comment policy of the HPPC and the HHSPC.
- The different methods are that members of the public can speak during public comment periods (HHSPC) or members of the public will fill out public comment registration form and speak when indicated by a Council Co-Chair (HPPC).
- The group requested to have The Brown Act posted on the public sign-in sheet, noting that Council Members will not respond to public comment during Council meetings.
- **CM Pearce moves to adopt the HHSPC public comment policy to start and evaluate how it is working at a later date.**
- **CM Cadabes seconds the motion.**
- Council staff will wordsmith the public comment policy and bring it to the next meeting for review.
- **VOTE: Motion Passes. See column [6] for a vote breakdown.**

7. Next Meeting Date & Agenda Items

The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, June 2nd 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

8. Adjournment

- The meeting was adjourned at 5:05 pm by Co-Chair Cone.

Date: May 5, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Chuck Adams	P	Y	Y	Y	Y	Y	Y		
Elaine Flores	P	Y	Y	Y	Y	Y	Y		
Wade Flores	P	N	Y	Y	Y	Y	Y		
Ron Hernandez	P	Y	Y	Y	Y	Y	Y		
T.J. Lee	A	-	-	-	-	-	-		
Ken Pearce	P	Y	Y	Y	Y	Y	Y		
Matthew Miller	E	Y	Y	Y	Y	Y	Y		
Charles Siron	E	Y	Y	Y	Y	Y	Y		
Linda Walubengo	P	Y	Y	-	-	-	-		
Eileen Loughran	P	Y	Y	Y	Y	Y	Y		
Jessie Murphy	P	Y	Y	Y	Y	Y	Y		
Richard Bargetto	P	Y	Y	Y	Y	-	-		
David Gonzalez	A	-	-	-	-	-	-		

Cesar Cadabes	P	Y	Y	Y	Y	Y	Y		
Ayes		11	12	11	11	10	10		
Nayes		1							
Abstain									
Recusal									
Total		12	12	11	11	10	10		