

HIV Health Services Planning Council STEERING COMMITTEE MEETING

Meeting Date: March 18th, 2002
Meeting Place: 25 Van Ness Ave., Room 330A
Meeting Time: 5:00pm - 7pm
Members Present: Catherine Geanuracos; Toni Butler; Brad Hume; Kevin Johnson; Margot Antonetty; Susan Shea; Charlene Pugh; Elyse Graham; and Mjay Sanders.
Others Present: Michelle Long Dixon (HIV Health Services); Jim Illig (Project Open Hand); Laura Thomas (DPH); Richard Bargetto (HIV Consumer Rights Advocate); Russ Zellers (DPH-HHS); Eric Whitney (Council Coordinator); Edwin del Carpio (AEF); and Robert Owens (Council Admin. Asst. - Minutes).
Next Meeting: Mon., April 15th, 25 Van Ness, Room 330A, 5pm -6:30pm

Introductions/Announcements

Jim Illig announced that if people are going to the City Finance Meeting to fill out comment cards before the meeting starts.

Effective Meeting Facilitation Training – Susan Mooney – Compass Point

Susan Mooney, Compass Point presented a 45 minute training on Effective Meeting Facilitation. The topics covered were the role of the facilitator, setting agendas, and strategies for managing discussions. See Attachment A.

Committee Structure Proposal

Catherine Geanuracos handed out a Committee Structure / Prioritization Proposal, basing the committee structure around Prioritization focusing on a few sub-categories each year; services most needed from the community. Catherine Geanuracos discussed the standing committee set in her proposal and the Housing Committee. The committee discussed the role, strengths, and success of the Housing Committee and to model other service category committee around it, i.e. Primary Care, Mental Health and Substance Abuse Committees. The committee discussed the need to gain more information about other service categories and why the Housing Committee has been so successful. Catherine Geanuracos suggested to have members sign up for committee during the next council meeting and to monitor members attendance. The committee then discussed the role of the Community Action Committee. Charlene Pugh offered an amendment to Catherine Geanuracos' proposal to keep the Housing Committee. Catherine Geanuracos accepted the proposal. Laura Thomas stated that there is a need for the Housing Committee and that other services categories need the same attention, concerning Mental Health and Substance

Abuse issues; and to take advantage of outside existing councils and committees. The committee discussed having specific work groups for Prioritization concerning service categories.

Susan Shea discussed working with the standing committee for Prioritization, the goals, structure, and information needed. Jim Illig stated that the work groups for Prioritization should focus on the service categories that were almost eliminated and the effects if those programs were cut, i.e. Complementary Medicine and Transportation. Catherine Geanuracos tabled the discussion and decided to bring a more specific proposal to the next council meeting.

Prioritization Schedule

Catherine Geanuracos reviewed the schedule for Prioritization and would like a review from the AIDS Office on information concerning Mental Health and Substance Abuse issues. Michele Long Dixon announced that the AIDS Office has a limited time to respond, since they are in the process of writing contracts. Laura Thomas and the committee discussed the presentations, their content and when the presentations should be presented to the council, i.e. San Francisco, San Mateo, Marin, REGGIE, Needs Assessment, etc.. Catherine Geanuracos expressed a need for these presentations to focus more on the impact of cuts, future cuts, barriers to service, and the other funding sources used by ASO's.

Needs Assessment Task Force – Survey Interviews

Mjay Sanders reported that clients completed some of the Needs Assessment surveys quickly in order to receive the food voucher and believes that those surveys might be called into question. The committee then discussed the Needs Assessment survey process, the validity test conducted on the surveys, and how the surveys can show if the client read the surveys or not. The committee discussed the need for more information on how the process works and inquiring with the Needs Assessment contractors their concerns.

3-Year Plan Group

Catherine Geanuracos requested members to participate the 3-Year Plan Group process.

Grantee Assessment

Susan Shea request to how much money in the budget is for conducting the Grantee Assessment. Eric Whitney announced that he would know the answer by April 15th.

Adjournment