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EXECUTIVE COMMITTEE MEETING MINUTES
August 12, 1999

Present: Chris Booth, Brian Slattery, Kelly Wallace, Karen Wuopio, John Zukaitis

It was decided that the next Commission meeting will be in October. Several items were suggested for the agenda. The status of various committees was discussed. Kelly Wallace proposed creating two ad hoc committees—a legislative/governmental issues committee and a World AIDS Day committee.
AGENDA

* Vote Required

I. Call to Order, Anonymity, Ground Rules, Introductions

II. Review of Agenda

III. Appointments and Resignations

IV. Review of June 24, 1999 Minutes*

V. Public Comment/Input (5 minutes max.)

VI. Commissioner Open Time (5 minutes max.)

VII. Chair Report-Wallace
    -Discussion of Committees
    -Executive Directors’ meetings

VIII. Staff Report-Wuopio
    -Update on By-laws
    -Update on Monitoring Process

IX. San Francisco HIV Health Services Planning Council Report-Wallace

X. Committee Reports-
    • Prevention and Education/Local Implementation Group-Booth
    • Housing Committee-Wallace
    • MMS/HIV Clinic Committee

XI. AIDS in Prison-Zukaitis

XII. Discussion of HCV
    -What is County’s response? -What is the community doing?

XIII. Old Business

XIV. New Business-Brown Act inservice
    -Form 700
Present: Bristol, Bateman, Booth

The HIV/AIDS Services Program monitoring process which includes a visit to the Housing Authority was described by Chris Booth. Roy Bateman expressed concern about the monitors getting confused by the contract ending dates and the fact that the contract didn’t represent a year of funding like for other program’s being monitored.

Roy Bateman reported that the Marin Continuum of Housing and Services proposes to rehabilitate or build 60 units of transitional housing (stays limited to 2 years) at Hamilton, at a cost of about $10 million. A major potential funding source is federal low-income housing tax credits, which could provide $4 million to $9 million. Tax credits require an intensely competitive application process. If the transitional housing receives any HOPWA funds, even a token amount, its tax credit application will be considered for a relatively noncompetitive pool of tax credits (for nonprofit homeless assistance projects). Even a small amount of HOPWA funds could leverage a huge amount of tax credits for the transitional housing, and in exchange for a HOPWA contribution, we could get an agreement for one or more units to be set aside for people living with HIV.

Kate Bristol said that there seems to be some question as to the need for permanent (long-term stay) housing for people with HIV in Marin since the community seems satisfied with long term rental assistance. However, there seems to be a need for a few units of transitional housing for people with HIV who, usually because of substance abuse or mental health issues, have difficulty maintaining their tenancy without support services. Kate said there needs to be more thought about whether the very limited level of services the Continuum plans to provide at the transitional housing will be sufficient to meet these tenants’ needs. Kate will arrange for the Continuum to discuss this issue, so that a recommendation might be brought to the AIDS Commission. The next meeting of the Housing Committee will be November 18th.
Present: Bristol, Bateman, Booth

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HIV PREVENTION COMMUNITY PLANNING GROUP MEETING* AGENDA
October 18, 1999
**3:00-5:00**
Marin Treatment Center Conference Room

1. Introductions/Announcements
2. Review Agenda
3. Minutes from Previous Meeting
4. Public Time - Open Forum
5. State, County, and Grantee Updates
6. Review of Contractor’s Quarterly Reports
7. Special Topic for Discussion
   - Epidemiology Report-Joyce Chang, County Surveillance Coordinator
8. Old Business
9. Topic for Next Quarter
10. Next Meeting Date
HIV PREVENTION PLANNING GROUP MEETING MINUTES
August 30, 1999

Present: Chris Booth, Eric Gwiazdon, Alysanne Taylor, Barry Benda, Dina Raevsky, Dana Francis, Heather Gould, Nancy Moody, Pam Scoggins, Yvonne Thurmond, Laura Gaughan, Butch Zein, Susan Quigley, Philo Hagen

Minutes from Previous Meeting - Alysanne Taylor corrected the minutes to reflect that she was the one who distributed information about the opening of the Helen Vine Detox Center. She stated that the minutes were correct as they were written on funding authority but she called the State Office of AIDS for clarification and was informed that the County makes prevention funding decisions based on the recommendations of the LIG. The LIG must sign a letter of concurrence that it agrees with the decisions or a letter of non-concurrence if the majority of the Group does not agree.

State, County, and Grantee Updates - Alysanne Taylor reported that she and Barry Zack recently attended a statewide California HIV Planning Group (CHPG) meeting. The Group received good public comment that was acted on in the committees. She reported that more funding will be put into communities of color. Based on the funding formula used no additional money will come to Marin. In an unprecedented action, the Group wrote a letter to Governor Davis in support of needle exchange.

Alysanne Taylor distributed a flyer urging individuals to write a letter to Governor Davis urging him to support AB 518. She also distributed a flyer with the current sites for the San Francisco needle exchange program. Laura Gaughan distributed a news release which described the increase of smoking opiates in a younger age group. Pam Scoggins asked how many of the clients at Marin Treatment Center were from special populations. Laura responded that they were getting more blind individuals, they have a few who are deaf, some with physical disabilities, and none with developmental disabilities. Those with major mental disabilities comprise approximately 15% of their client population. Laura Gaughan reported that less than 1% of her 200 clients have disabilities. Alysanne Taylor reported that when she had the needle exchange she had no blind or deaf clients but did have some with developmental disabilities.

It would be helpful to know the numbers in the special populations particularly those infected with HIV/AIDS. Dina Raevsky stated that she had worked for the Bureau of AIDS in Maryland and although the deaf community is small it would be important to look
at the ratio of those infected to uninfected in the population rather than just the raw numbers. She would like to help with determining these numbers.

**Review of Contractors’ Quarterly Reports**-Chris Booth described a series of meetings that had been held from April to the present with Philo Hagen, Teresa Ashby, Susan Quigley, Myel Jenkins, and now Lizette to discuss how best to reach high risk youth and how the two programs funded to do so, Marin AIDS Project and Huckleberry Youth Programs, could coordinate and/or collaborate in their HIV prevention efforts. The first several meetings concerned the sites where presentations would be made to reach high risk youth and the outcome was a memorandum detailing which agency would provide prevention at which sites. The most recent meeting began a discussion as to where to do street outreach to high risk youth and possible ways to coordinate or collaborate in these efforts. It should be noted that Marin AIDS Project will be the agency responsible for reaching gay teens.

**Special Topic for Discussion**-Dana Francis announced that he was asked to sit in for Marylou Scavarda for this part of the meeting because she was out of town. He commented that we were always in the chicken and egg debate—are there interested members of special populations out there and we just don’t have materials to reach them or are they just not there. He commented that Marin’s mini-grant was a good first step in that we bought audiotapes, teach-a-bodies, etc. to reach these populations if they presented themselves.

The Marin Special Populations Action Team needs to determine how to spend the next year’s $1,000 mini-grant. Another meeting should be scheduled to finish up the discussion that begins today because the application is due on September 24th. The application is similar to last year’s but includes an instrument which is a combination needs assessment plus competency standards. Respondents will self report on problems in reaching special populations. From a review of the results technical assistance can be provided so that special populations can be better served. This assessment should be finished by the beginning of October and then Marin will have from the beginning of October through the end of March to spend the funding.

Dana Francis asked the Group to tell about their experiences with the previous grant in Marin. The Group described the materials which were distributed to prevention agencies and to 3 libraries. Laura had used the audiotapes and Nancy Moody had referred calls for materials to the Matrix library. Some of the funds went into the development of a brochure for the developmentally disabled. It was originally going to be distributed by the California AIDS Clearinghouse but a national group is now interested in its distribution.

After much discussion the ideas for spending this year’s grant include getting more audiotapes, another set of teach-a-bodies and HIV prevention presentations to groups from the special populations where they congregate like at guide dogs and MCIL. Advertisements could be developed to get people in to use the resources we have already purchased. Prevention providers would like the sensitivity trainings like what the group...
received before to be given to new staff members including peer educators from TAAP, HIVA and Huckleberry Youth Programs and test counselors. Alysanne Taylor pointed out that those trainings could be obtained through requests for technical assistance from the State Office of AIDS. Dana Francis reported that Marin was the only place where test site people were interested in learning about special populations. Dina Raevsky suggested the need for videotapes for the deaf in sign language and subtitled in languages other than English. She said the Deaf AIDS Center has equipment for the deaf so she doesn't want Marin to spend money on something if they have it there. Butch Zein and Dina Raevsky can help us locate deaf community here.

Dana Francis clarified what the membership of each SPAT should be. They are supposed to have representatives from the County Health Department, subcontracting agencies, four consumers from the special populations and 4 special population providers. The next meeting of the SPAT to finish the discussion of the mini-grant application will be September 10th from 11:30 a.m. to 1:30 p.m. at the County offices located at 161 Mitchell Blvd., Suite 200, San Rafael.

The special topic for discussion at the next meeting will be an epidemiology report by Joyce Chang. The Group would like information on community AIDS cases, HIV seroprevalence, and Hepatitis C data. It would be nice to get an estimate of the number of those from special populations in this data. Dina noted that in Maryland and Georgia they count the deaf. Marin could set up a model on how to write an testing intake form friendly to special populations to obtain information about special populations. The next meeting has been set for October 18th from 3:00 to 5:00 at Marin Treatment Center.

Chris Booth reported that as part of a larger County monitoring process, prevention providers will receive site visits in October. Alysanne Taylor noted that the money previously set aside for a consultant had still not been allocated and would need to be in order for it to be allocated in a timely manner. The group needed to think about how it would recommend that this money be allocated. Alysanne Taylor urged members to follow the County Prevention Plan. Chris Booth suggested that the money could also be used to provide prevention to HIV positive since approval for the use of the money in this way came after the Plan was written.
# August 1999

*Marin AIDS Advisory Commission*

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Printed by Calendar Creator Plus on 7/16/99
MARIN AIDS ADVISORY COMMISSION MEETING MINUTES
June 24, 1999
161 Mitchell Blvd., San Rafael
12:00-2:00 p.m.

Roll Call

Absent: Milton Estes, Martha Metzger, Richard Wolf [3]
STAFF: Alysanne Taylor
GUESTS: Anne Diedrich, Margaret Hallett, Peter Hansen, Sandra Lew, Mari-Ann Rivers, Pier Schwartz

The meeting was called to order at 12:10 p.m. by Co-Chair, Barney Pia. He described the ground rules and anonymity policy. He asked individuals to introduce themselves.

UPDATE ON BOARD APPROVAL OF BY-LAWS: Mari-Ann Rivers

Mari-Ann Rivers, Deputy County Counsel representing the Board of Supervisors for Marin County, came to report that she has reviewed the changes the AIDS Commission is requesting to make in the existing by-laws. Her attention was especially focused on the conflict of interest section. Mari-Ann is now preparing written comments to bring before the full Commission for approval. She expressed a desire to work on this task with a representative from the Commission. Her intent is to bring the proposed by-laws into accordance with the Brown Act and the law. Gregory Giorgi and Kelly Wallace volunteered to work with her on this document. Mari-Ann suggested that applicants to the Commission who cannot be appointed under the existing by-laws, in the interim, be encouraged to participate on a committee of the Commission. Mari-Ann also suggested the Commission consider having a presentation made on the Brown Act. Barney Pia expressed concern that the Commission had been unable to appoint new Commissioners due to the year long delay in getting new by-laws approved by County Counsel. Four applications were being held up and he had received complaints from the applicants and a member of the Board of Supervisors.
APPOINTMENTS AND RESIGNATIONS: None

REVIEW OF MINUTES:

The following motion was seconded and passed unanimously:

To accept the minutes of February 4, 1999 without amendment.

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PUBLIC COMMENT/INPUT: None

COMMISSIONER OPEN TIME:

Kelly Wallace announced that Marin will have a float in the Gay Pride Parade being held in San Francisco on Sunday, June 27. The contingent will be a collaboration of a number of Marin based organizations including the Marin AIDS Project. Mary Taverna reported that on July 13 and 14 there will be a staff person from the State Office of AIDS conducting a site visit at Hospice of Marin.

CHAIR REPORT: None

STAFF REPORT: Wuopio

Karen Wuopio, Acting Chief of HIV/AIDS Services, provided an update on CARE Title I funding. Marin’s portion of the Title I funds have been allocated for the coming fiscal year and the budget for these funds, by service category, has been submitted to San Francisco. She distributed a copy of this budget as it will be included in the County’s CARE contract.

Earlier in the year medication adherence was identified by Dr. Estes and confirmed by the Commission as an emerging need. As a result, Karen reported that, for the coming fiscal year $15,000 has been awarded to the Marin AIDS Project to develop a pilot program to address this important issue. It is anticipated that a medical practitioner will train both case managers and benefits advocates as to how to discuss medication adherence with their clients. A program is to be developed by a panel of providers, advocates, and peer mentors.

Karen announced that $20,000 for a pilot program for mental health services has been awarded to the Family Service Agency (FSA) who will be providing psychotherapy and psychiatric evaluation and medication monitoring. Margaret Hallett, Executive Director of FSA, presented the Commission an overview of the
agency and its programs. She introduced Anne Diedrich and Pier Schwartz, psychotherapists who will be working in the program. Anne explained the program design and expressed their desire to have the Commission provide input on how to best advertise the new service and help get the word out in the community.

In conclusion, Karen reported that she and Chris Booth are currently reviewing the monitoring process and plan to monitor all contracts for the 1998-99 fiscal year. Contractors should be receiving a letter, timeline and forms in September with site visits anticipated to occur in October.

SAN FRANCISCO HEALTH SERVICES PLANNING COUNCIL: Wallace

Kelly Wallace reported that San Francisco will be requesting level funding for the next fiscal year. Marin currently has a request in for supplementary funding to purchase computers which will be voted on Monday in San Francisco. Planning Council meetings are now held the fourth Monday of every month from 4:30-7:30 p.m. at San Francisco city hall.

ELECTION OF SLATE OF OFFICERS:

The following motion was seconded and declared by acclamation:

To elect John Zukaitis as Chair of the Commission and Kelly Wallace as Vice-Chair with the two members agreeing to serve as Co-Chairs.

Kelly Wallace thanked retiring Co-Chairs, Barney Pia and Gail Theller for providing leadership for the Commission.

COMMITTEE REPORTS:

a) HIV Prevention and Education Local Implementation Group- Taylor

Alysanne Taylor referenced the minutes of Local Implementation Group (LIG) meeting and provided an update on the work of the statewide HIV Community Planning Group and its recent efforts around CARE and Prevention integration. Barney Pia expressed interest that the Commission be actively involved with the Group in Marin. Alysanne encouraged participation and suggested the Commission consult with Dave Martin, the LIG co-chair, to revive the Prevention and Education Committee of the Commission to collaborate with the LIG.

b) Housing Committee-Wallace

Kelly Wallace reviewed the memorandum of June 16, 1999 issued by Roy Bateman and highlighted Roy’s summary of the Committee recommendations.
The Commission reviewed and accepted the information presented in Roy Bateman’s memo.

OLD BUSINESS:

Brian Slattery requested that Hepatitis C be placed on the next agenda with a presentation as to what the Health Department and Community plans are related to HCV. Karen Wuopio responded that she will ask Dr. Holly Batterman to attend the next meeting to speak on the subject.

Gregory Giorgi stressed the importance of the Commission getting community input and involvement on an ongoing basis. He suggested revival of the HIV+ Committee with a modification to make it accessible and interesting to the public.

NEW BUSINESS:

Gail Theller requested clarification on the Needle Exchange Program of Marin (NEPOM) moving from one agency to another. Dave Martin reviewed the Marin AIDS Interfaith Network’s (MAIN) relationship with NEPOM and that he felt the program would be best housed with the Marin AIDS Project (MAP). Gail requested that MAP give an update on needle exchange at the next meeting. Dave Martin stressed the importance that the community continue to actively support needle exchange. Marc, Brian and Alysanne provided an update on AB518, the current needle exchange bill, which will soon be awaiting a vote on the Senate Floor.

The following motion was seconded and passed unanimously:

To allow Brian Slattery to write a letter of support for AB518 on behalf of the Commission to Assemblywoman Mazzoni, Senator Burton and the Governor’s office and to recommend expansion of the syringe restrictions to permit syringes to be furnished for administration of any prescribed injectable medication, not just insulin and adrenaline.

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Gail Theller proposed that the Commission participate in the ACLU recognition of Milton Estes and his contributions in the area of AIDS. The group decided to commit to making a $100 donation. Those interested in participating may forward their contributions to Gail and Community Action Marin will issue a check.

The meeting was adjourned at 1:34 p.m.
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Printed by Calendar Creator Plus on 6/17/99
MARIN AIDS COMMISSION
Marin Co. HIV/AIDS Services Program
161 Mitchell Blvd., Suite #200--Conference Room, San Rafael
Thursday, June 24, 1999
12:00 p.m. - 2:00 p.m.
**PLEASE BRING YOUR OWN LUNCH**

**REVISED AGENDA**

* Vote Required
I. Call to Order, Anonymity, Ground Rules, Introductions

II. Review of Agenda

III. Appointments and Resignations

IV. Review of February 4, 1999 Minutes*

V. Public Comment/Input (5 minutes max.)

VI. Commissioner Open Time (5 minutes max.)

VII. Chair Report - Pia

VIII. Staff Report-Wuopio
- Update on Board Approval of By-laws
- Medical Adherence Program
- Mental Health Services
- Monitoring Process

IX. San Francisco HIV Health Services Planning Council Report-Wallace

X. Election of slate of Officers*

XI. Committee Reports-
• Prevention and Education Local Implementation Group-Taylor
• Housing Committee-Wallace
  -- Recommendation regarding HOPWA budget changes and strategy for future budget revisions*

XII. Old Business

XIII. New Business
MEMORANDUM

TO: Members of the Marin AIDS Advisory Commission

FROM: Roy Bateman, Community Development Coordinator

SUBJECT: Housing Opportunities for Persons with AIDS (HOPWA) Program Proposed Budget Amounts

DATE: June 16, 1999

For several months, the Housing Committee of the Marin AIDS Advisory Commission has been considering a proposal to revise the budgets for the use of Housing Opportunities for Persons with AIDS (HOPWA) Program funds to reflect current needs. The version most recently considered by the Housing Committee is dated January 21, 1999 and is attached to this memo.

At its April 15, 1999 meeting, the Housing Committee heard from representatives of Hospice of Marin about their projected needs for HOPWA funding. While Hospice used to spend HOPWA funds for in-home attendant care at a rate of about $180,000 per year, as listed as their projected annual spending rate in the January 21, 1999 table, their annual spending rate has recently increased. Hospice asked the Committee to consider raising their projected annual spending rate from $180,000 to $250,000, which is closer to the current spending level, due to increasing utilization of extended care hours (24-hour care). The extended care clients are all qualified for skilled nursing care, and the extra hours of extended care services enable these clients to remain at home, rather than being transferred to an outside facility. No clients have received extended care services for more than a four-month period, with most clients getting better or moving to a more supervised setting during that period. The Housing Committee considered (1) maintaining the January 21, 1999 budget projections and agreeing to re-evaluate all the numbers in a year, (2) cutting annual rates for other programs now in order to increase the allocation for In-Home Attendant Care, and (3) increasing the annual rate for In-Home Attendant Care without cutting rates for other projects. After discussion, the Committee chose the first alternative.

At its April 15, 1999 meeting, the Housing Committee agreed to forward the "Projected HOPWA Spending Rates and Budget Amounts," dated January 21, 1999, to the Marin AIDS Advisory Commission with the recommendation that the budget changes included in that document be adopted and forwarded to the San Francisco Redevelopment Agency for use in preparing contracts between the County of Marin and the San Francisco Redevelopment Agency for HOPWA funding from Fiscal Years 1996, 1997, and 1999, and for revising the Fiscal Year 1998 contract. The Housing Committee also asked that the AIDS Commission
direct the Housing Committee to, in six to twelve months, review spending rates (with particular attention to spending rates for the in-home attendant care program) and propose another set of HOPWA budget revisions.

The Housing Committee agreed that Hospice of Marin should continue to spend HOPWA funds for In-Home Attendant Care based on the needs of individual clients and according to the criteria currently being used by Hospice of Marin. Although the Committee agreed to move forward with budget numbers based on earlier projections that HOPWA funding for In-Home Attendant Care services would be spent at a rate of approximately $180,000 per year, the Committee specifically said that its action should not be interpreted as a message to Hospice to slow its spending or restrict its eligibility criteria to limit spending to $180,000 per year. In the next round of HOPWA budget adjustments, we can readjust budget levels so that all programs have unspent balances which would last approximately the same number of years for each program.

Attachment: Projected HOPWA Spending Rates and Budget Amounts, January 21, 1999

cc: Lisa Becher
    Chris Booth
    Kate Bristol
    Mary Taverna
    Gail Theller
    Kelly Wallace
## PROJECTED HOPWA SPENDING RATES AND BUDGET AMOUNTS

(Prepared by Roy Bateman, Marin County Community Development Agency, for the January 21, 1999 Meeting of the Housing Committee of the Marin AIDS Advisory Commission)

<table>
<thead>
<tr>
<th>Program</th>
<th>Projected Annual Spending Rate</th>
<th>Competitive Grant FY 95 (unspent balance of existing contract)</th>
<th>Formula Grants Received via San Francisco Redevelopment Agency</th>
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<tr>
<td>Long-Term Rental Assistance</td>
<td>$460,000</td>
<td>$189,335</td>
<td>FY 93 (unspent balance of existing contract)</td>
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<td>(Housing Authority)</td>
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<td>FY 94 (unspent balance after contract revisions requested 12/88)</td>
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<td>FY 95 (unspent balance of existing contract)</td>
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<td>FY 96 (proposed budget for new contract)</td>
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<td>FY 97 (proposed budget for new contract)</td>
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<td>FY 98 (proposed revision to existing contract)</td>
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<td>FY 99 (proposed budget for new contract)</td>
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<td>Short-Term Rental Assistance</td>
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<td>(Community Action Marin)</td>
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<td>In-Home Attendant Care</td>
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<td>(Hospice of Marin)</td>
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<td>Residential Care Facility Fees</td>
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<td>(Hospice of Marin)</td>
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<td>14,103</td>
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<tr>
<td>Reserve for County Administration</td>
<td>Maximum allowable is 3% of grant</td>
<td>28,832**</td>
<td>6,414</td>
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<td>(balance remaining from 2.7% of grant)</td>
<td>(balance remaining from 3% of grant)</td>
<td>23,794</td>
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<td>(balance remaining from 3% of grant)</td>
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<td>(balance remaining from 3% of grant)</td>
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<td>(balance remaining from 3% of grant)</td>
<td>(balance remaining from 3% of grant)</td>
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<td>(3% of grant)</td>
<td>(3% of grant)</td>
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<td>Total</td>
<td>$685,000*</td>
<td>$218,167</td>
<td>$6,414</td>
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<td>$426,834</td>
<td>$576,489</td>
<td>$670,928</td>
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<td>$715,312</td>
<td>$656,656</td>
<td>$638,250</td>
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# The $180,000 annual spending level is historical and does not reflect the current actual spending level for In-Home Attendant Care, which is closer to $250,000 per year. (This footnote was added at the direction of the Housing Committee at its April 15, 1999 meeting.)
NOTES:

Amounts shown on the "Total" line, except in the grey annual spending rates column, are unspent funds, either (a) the balance remaining from an active contract between the County of Marin and either HUD or the San Francisco Redevelopment Agency (SFRA), or (b) the amount that SFRA has allocated for a future contract. For the Competitive Grant, and for SFRA grants for FY 93, FY 94, and FY 95, the amounts shown are unspent balances of active contracts between the County and our funders. Because we have not yet begun spending funds from the FY 96, FY 97, FY 98, and FY 99 allocations, the amounts shown for those fiscal years are the total amounts of those grants. Proposed budget lines for the FY 96, FY 97, FY 98, and FY 99 HOPWA grants have been calculated to give each project the same number of years of cumulative unspent funds, measured as of 7/1/98, based on the projected annual spending rates.

Where unspent balances are listed, those numbers are calculated as of 7/1/98. Where a number of years is listed in the table, this is the cumulative number of years of spending that the unspent balances and future contract amounts shown above would last, using 7/1/98 as the starting point, based on the annual spending rates shown in the grey column.

*The total in the grey column excludes County Administration. County administration is included in all the other columns.

**If the full amount of County administration allowance from the Competitive grant is not needed for administration of the Competitive grant, then the surplus can be used for long-term rental assistance. The surplus may not be used to administer other HOPWA grants.

All allocations shown include both program expenses and project sponsor administrative expenses. For example, the $415,000 shown as the FY 99 allocation for long-term rental assistance consists of $385,950 for rental assistance and $29,050 for Housing Authority administration for its HOPWA rental assistance program.

The above table makes no allowance for future inflation or changes in the epidemic.

Numbers in italics are either proposed changes in budget lines of an existing contract (FY 98), or proposed budget lines for new contracts yet to be issued (FY 96, FY 97, and FY 99).

CONCLUSION:

Projected annual spending rates total $685,000 for programs plus about $20,000 for County administration, for an annual spending total of about $705,000. Our three newest annual HOPWA allocations are $715,312 (FY 1997), $656,656 (FY 1998), and $638,250 (FY 1999), a downward trend. Although projected spending will exceed the amount of our two newest annual grants, we now have a backlog of about four years of unspent allocations, so we can afford (at least for now) to spend at a higher rate than we receive each year.

RECOMMENDATIONS:

1. Ask the Marin AIDS Advisory Commission to authorize staff to request that the San Francisco Redevelopment Agency use the italized numbers in the above table to prepare contracts (when needed) for FY 96, FY 97, and FY 99 funding, and to prepare a revision to our FY 98 contract.

2. Do HOPWA budget planning yearly, with the next round scheduled for the period extending from August to December, 1999.

PREPARED JANUARY 6, 1998

DATAWORLD/AF/HOPWA/PC/005360 DOC.2138
HIV PREVENTION COMMUNITY PLANNING GROUP MEETING
May 24, 1999

Present: Philo Hagen, Teresa Ashby, Barry Zack, Dave Martin, Heather Gould, Alysanne Taylor, Yvonne Thurmond, Laura Gaughan, Susan Quigley, Alissa Ralston, Chris Booth

Announcements: Barry Zack announced that he has an opening for a full time bilingual survey interviewer. Dave Martin announced that MAIN is in a dialogue with MAP about moving the needle exchange program to that agency. He is currently working with Nancy Rubin with regards to their recent visit from the Sheriff’s Department. He is hopeful that AB518 will be passed. Alysanne Taylor reported that the bill had made it through the Assembly and was now in the Senate waiting for committee assignment. Laura Gaughan distributed information on the opening of the Helen Vine detox center run by Marin People Care under the auspices of Community Action Marin. Marin People Care ran the alternative homeless shelter for those who continued to use substances. She explained that Helen Vine was a mentally ill substance user who died and whose parents became active in Centerpoint. Philo Hagen announced that MAP is hiring a person to work half time as the needle exchange coordinator and half time for their SANE program. They are also hiring for a position in Marin City. The new Man to Man program coordinator is named Joe Wilson. The new person working half time for the Man to Man program and half time for Caliente is named Eric Gwiazdon.

State, County, and Grantee Updates: Barry Zack provided background information on the origination of the State’s newly formed California HIV Planning Group (CHPG). The Health Resources Services Administration required that states which received CARE funding have a planning council. The Centers for Disease Control had the same requirement for states which received prevention funds. California is the first state to merge these two statewide groups. The CHPG has 53 members and both Alysanne Taylor and Barry Zack have been selected as members. The CHPG just had a 3 day meeting in Burbank. The Group’s next meeting is in San Francisco on August 18th and 19th. Public input is desired. Alysanne is on the committee facilitating the merger and her committee underscored the importance of reporting back to the Local Implementation Groups (LIG). Barry is on the resource allocation committee and his committee is discussing funding for July, 2000. It is important to look at spreading funding across CARE services and prevention. One important question to consider is how you can do prevention with individuals who are HIV positive and add the CARE components of evaluation and units of service. This LIG should consider what its role is vis a vis the Marin AIDS Commission and discuss the advantages and disadvantages of merging with them. Laura
Gaughan and Philo Hagen should both ask what their Executive Directors think of this idea because their agencies get both types of money.

Special Topic: Feedback on the allocations process-Heather Gould felt that concerns expressed at the allocations meeting regarding agencies meeting objectives should have been raised earlier. Laura Gaughan disagreed that it was not the Committee’s role to point out contract difficulties. The Committee should only make recommendations to the County. Barry Zack responded that the Group had responsibility for funding decision-making. The Group felt that 4-6 months before a decision needed to be made, i.e., around January, the Group needed to review target populations and priorities. Agencies would then need two months to write proposals. Then there would be a month for the Group to make decisions. There needed to be more people from the community on the LIG to help make unbiased decisions. The Group would like a surveillance report from the County in September or October. Contractors should also report trends they are noticing.

Susan Quigley stated that she would like more feedback about the outreach strategies her agency uses. Philo Hagen felt that maybe peoples’ perceptions about MAP haven’t changed and those perspectives affected their allocation decisions. MAP’s peer educators are ethnically diverse and they are reaching an ethnically diverse population. Having participated in the allocations process in the City he felt their process was more objective and not about the people working for particular agencies. Chris Booth suggested coming up with a calendar for FY 1999/00. Group members should come to the meetings with questions they want information about. Barry Zack suggested looking at the prevention strategies used by intervention by target population and the resulting cost. The next meeting will be scheduled for August 30th. Group member should bring the questions they would like information about. The next meeting in September or October will be a surveillance report.
HIV PREVENTION COMMUNITY PLANNING GROUP MEETING AGENDA
August 30, 1999
**3:00-5:00**
Marin Treatment Center Conference Room

1. Introductions/Announcements
2. Review Agenda
3. Minutes from Previous Meeting
4. Public Time - Open Forum
5. State, County, and Grantee Updates-Alysanne Taylor, Barry Zack
6. Review of Contractor’s Quarterly Reports
7. Special Topic for Discussion
   Requests for information/Questions to guide priority setting process
8. Old Business
10. Next Meeting Date
# June 1999

**MARIN AIDS ADVISORY COMMISSION**

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<td><strong>12:15 PM - 2:00 PM EXECUTIVE COMMITTEE</strong>&lt;br&gt;<strong>Location:</strong>&lt;br&gt;161 Mitchell Blvd.&lt;br&gt;Suite 200&lt;br&gt;San Rafael</td>
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<td><strong>12:00 PM - 3:00 PM MAAC Meeting</strong>&lt;br&gt;<strong>Location:</strong>&lt;br&gt;161 Mitchell Blvd.&lt;br&gt;Suite 200&lt;br&gt;San Rafael</td>
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Printed by Calendar Creator Plus on 5/14/99
May 10, 1999

Dear Commissioners;

The role of the Marin AIDS Advisory Commission is to advise the Department of Health and Human Services and the Marin County Board of Supervisors on the development, implementation and coordination of HIV/AIDS programs and more specifically, to make recommendations regarding the utilization of Ryan White CARE Act funds. In this role, in 1998 the Marin AIDS Commission and the Marin AIDS Political Action Committee sponsored client and provider needs assessment surveys. Based on information gathered from these surveys and discussions at the February, 1999 AIDS Commission Retreat, it was agreed that existing categories of service and their priority rankings be maintained with the addition of two new pilot programs for services in mental health and medication adherence.

To ensure that a comprehensive continuum of services will meet the current needs of persons living with HIV/AIDS in Marin County, the HIV/AIDS Services Program made some funding reallocations in several categories of service. Funding augmentations were made to the following services: alternative therapies, emergency and transportation vouchers, volunteer services, the wellness program, the Food Pantry, and case management. A funding decrease was made to the delivered hot meals program.

The decision to decrease the funding for this program was based on the decline in the number of people for whom the program was originally created, i.e., those bed bound clients who are unable to obtain food in any other way, and the fact that there continues to be another privately-funded hot meal delivery service operating in Marin. With so many clients managing successfully on protease inhibitors it was felt that funding should be reallocated from this program to the Food Pantry. Enough funding remains in the hot meals program to serve the most severely ill clients in need of home-delivered hot meals. Finally, the women and children’s client advocacy program was broadened to a general case management program with special emphasis on women. It is my belief that these changes will successfully meet the current needs of persons living with HIV/AIDS in Marin County.

Cordially yours,

Karen Wuopio, Acting Chief of HIV/AIDS Services

cc: Frima Stewart, Acting Assistant Director of Health Services
HIV PREVENTION COMMUNITY PLANNING
GROUP MEETING AGENDA
May 24, 1999
**3:00-5:00**
Marin Treatment Center Conference Room

1. Introductions/Announcements
2. Review Agenda
3. Minutes from Previous Meeting
4. Public Time - Open Forum
5. State, County, and Grantee Updates-Alysanne Taylor, Barry Zack
6. Review of Contractor's Quarterly Reports
7. Special Topic for Discussion
   Feedback on April allocations process
8. Old Business
9. Topic for Next Quarter
10. Next Meeting Date
Present: Bateman, Becher, Booth, Taverna, Wallace, Bristol

Kate Bristol announced that the long term rental assistance program was serving 95 people. She feels that this number is down slightly because people are moving out of Marin because of the high rents. However, the amount budgeted for the program is okay because there is a surplus built-in. Mary Taverna noted that the amount of $180,000 projected for in-home attendant care was projected before the increased use of extended care services. Clients who use extended care services are clinically eligible for skilled nursing facility care. It would be more accurate to project an annual spending rate of $250,000. Hospice’s MediCal waiver program is the payor of last resort and has a cap of $13,100 per client. This program is funded for 20 people annually. It was agreed that Hospice should continue to spend HOPWA attendant care funds based on the needs of clients according to the criteria that Hospice currently uses, and that the Committee didn’t want to send Hospice a message to tighten up on eligibility criteria.

It was agreed to forward the January 21, 1999 projections and resulting budget changes to the AIDS Commission with the recommendation that the budget changes be adopted and that in six to twelve months, the Housing Committee be directed to review spending rates and propose another set of budget revisions, with particular attention to spending rates for the Hospice attendant care program.

Kelly Wallace asked people whether they thought a case manager should appear at mediation hearings as an advocate for their clients. Kate Bristol responded that she liked having someone accompany the client because that person provides support and is able to articulate a summary of the issues for the client. However, each case has a different set of facts and in this particular case it seemed better to get a MAP volunteer who could really be an advocate for the client. The next Housing Committee meeting was scheduled for July 22, 1999.
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**MEMORIAL DAY**

**MOTHER'S DAY**

- 12:15 PM - 1:30 PM EXECUTIVE COMMITTEE
- 11:30 AM, 1:00 PM HOUSING

EXECUTIVE COMMITTEE - 161 Mitchell, Suite 200, San Rafael
HOUSING - 10 N. San Pedro Road, Suite 1006
MARIN AIDS ADVISORY COMMISSION MEETING MINUTES
February 4, 1999
Marin HIV/AIDS Services Program
12:00-3:00 p.m.

Roll Call

Absent:
STAFF: Booth
GUESTS: Grace Damon, Tom Fairwell, Debbie Jerneberg

The meeting was called to order at 12:15 p.m. by Co-Chair, Barney Pia. He described the ground rules and anonymity policy. He asked individuals to introduce themselves.

APPOINTMENTS AND RESIGNATIONS-Barney Pia

Barney Pia announced that Tom Faulk had resigned. The application of Paula Pilecki, the Executive Director of Spectrum, had been approved by the Board of Supervisors. Chris Booth added that she had been informed that the at large vacancies had to be noticed before anyone could be appointed to fill them. She had received information that these vacancies were noticed on January 27th so Robert Rubin's' application would be approved by the Board in February. Barney Pia reported that the Commission had received an application from Keith Bradkowski of Marin General Hospital.

PUBLIC COMMENT/INPUT: None

COMMISSIONER OPEN TIME: Gregory Giorgi urged the Commission to do a better job of providing public notice of its meetings such as by putting a notice in The Marin Independent Journal. Barney Pia noted that the County had updated its website with information about the Commission. He asked Gregory Giorgi to take responsibility for providing public notice of Commission meetings.

John Zukaitis stated that the AIDS cases in San Quentin are counted in the determination of CARE funding but there has been no representation of the incarcerated on the Commission. He felt that the Commission needed someone
to provide that representation. **Barney Pia** responded that he would check how that would fit under the new By-laws. **Brian Slattery** pointed out that **Dr. Milton Estes** had been associated with the Forensic AIDS Project in San Francisco and that **Dave Martin** through his spiritual support in San Quentin provided some representation for that population.

**Dr. Milton Estes** thanked people personally for their support of him in the past six months since the death of his partner.

**CHAIR REPORT-Pia**

**Barney Pia** stated that we would be discussing the results of the needs assessment survey later in the meeting and that the Marin AIDS Political Action Committee would be distributing copies to those who had requested them at the conference.

**STAFF REPORT-Wuopio**

**Karen Wuopio**, Acting Chief of HIV/AIDS Services, announced that this was her first AIDS Commission meeting ever. She reported that Pat Johnson of the San Francisco Contracts and Grants office confirmed that Marin would be receiving approximately $1.5 million in CARE funding next year although there would be a $6,000 decrease in what would have been our Title II funding. This amount is an increase compared to last year’s amount of $1,391,841.

**Karen Wuopio** stated that she had received concerned responses to her letter announcing a requests for proposal process for next year and that arousing concern was not how the HIV/AIDS Services Program wanted to work with the Commission. She is committed to a collaborative relationship and will work with the Commission to decide which, if any, service categories require a competitive bidding process. With reference to the By-laws she is embarrassed to report that someone had dropped the ball and that a year and a half was too long to wait for them to be approved. She is determined to carry this matter forward.

Regarding the need for a bilingual case manager, it is her understanding that Marin AIDS Project has hired one. One is not warranted at the Specialty Clinic because the Clinic has a full staff and has less than 5 people who are monolingual. She is not certain how many are bilingual. **Dave Martin** pointed out that bilingual individuals revert to their first language as they get more ill and family members may not be bilingual.

**Gregory Giorgi** asked about the need for more mental health services and what option was more feasible for increasing services, to put more money into an existing position or were there other options. **Barney Pia** reported that for the most part the client survey has indicated that we maintain current services as
they are and that the needs expressed were for services that are not allowed under Ryan White funding.

SAN FRANCISCO HEALTH SERVICES PLANNING COUNCIL-Wallace

Kelly Wallace reported that San Francisco had some unexpended funds in their fiscal year which ends February 28, 1999 and he proposed that Marin could use some of that money for technical assistance. The funds must be expended by that date. He clarified that the Communities of Color money which is $157 million came out of the CARE allocation. $67,000 of this money will come to the San Francisco Eligible Metropolitan Area and they propose to use the money to hire a case manager to work in San Quentin on pre-release issues for African Americans who will be released to the Bay area. San Francisco may match these funds with unallocated CARE dollars. Concern was expressed that other ethnic groups would not be served.

NOMINATION OF SLATE OF OFFICERS-Kelly Wallace was nominated as Chair and John Zukaitis as Vice Chair. It was suggested that one of the new Commissioners could serve as Secretary. Anyone interested in serving as the Secretary can call Gail Theller at 457-2522.

COMMITTEE REPORTS:

a) Executive Committee- Theller See minutes

b) HIV Prevention Community Planning Group- Chris Booth announced that there will be a Prevention and Education meeting on Monday February 8th from 3:00 to 5:00 p.m. at Marin Treatment Center. The Group needs more members because Tom Faulk has resigned.

c) Medical Committee-No report

d) Housing-Wallace

Kelly Wallace reported that Roy Bateman had adjusted projected allocations for the HOPWA-funded programs to try to make all the programs spend out at the same rate. Barney Pia asked that Roy Bateman's charts on this topic be included in the next Commission mailing. Mary Taverna announced that the extended care program was spending funds at a faster rate than anticipated and she will bring data on these expenditures to the next Housing Committee meeting. Brian Slattery asked Mary Taverna to clarify why these expenses are increasing when agencies are seeing less sick people. He asked whether there were fewer people needing attendant care since providers are seeing less sick people. Barney Pia responded that he went through the list of clients receiving
Hospice services and is satisfied that the people on the list need that level of service.

This part of the meeting was adjourned at 12:55 to begin the retreat portion led by facilitator, Haleh Pourazfal. A write-up of this portion of the meeting is attached.

The Commission meeting was reconvened at 2:50 p.m.

The following motion was passed with one no and one abstention.¹

**A>** To maintain existing categories of service and priority ranking with the addition of 2 new categories of service for pilot programs in mental health and medication adherence to go out to bid.¹

<table>
<thead>
<tr>
<th>Vote on Motion (A):</th>
<th>FOR:</th>
<th>barnecut, estes, giorgi, hering, martin, metzger, pia, slattery, theller, wallace, wolf, wuopio (12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No:</td>
<td></td>
<td>zukaitis (1)</td>
</tr>
<tr>
<td>ABSTAIN:</td>
<td></td>
<td>taverna (1)</td>
</tr>
</tbody>
</table>

The following motion was seconded and passed unanimously²

**B>** To recommend that the County evaluate current contractors and report back to the Commission within the next 9 months.²

| Vote on Motion (B): | FOR:                      | barnecut, estes, giorgi, hering, martin, metzger, pia, slattery, theller, wallace, wolf, wuopio, zukaitis (14) |

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Chris Booth, Planner

¹  Vote on Motion (A):

²  Vote on Motion (B):

a. The needs assessment confirmed the existing prioritized allocation of resources. During the retreat, Commission members identified the following areas for special attention:

- Transportation – e.g., accessing long-distance services such as those in San Francisco, and the clinic's inconvenient location.
- Acupuncture and massage.
- Homeless persons with AIDS – the dilemma of providing services to those who leave the county after accessing services.
- Bi-lingual services.

b. The needs assessment also identified two potentially new areas of focus:

- Mental health – e.g., pro bono services, vouchers, crisis unit at Marin General and the clinic, etc.
- Medication adherence.

The Commission's resolution on adding these two areas to the existing list of resource allocation is in the Commission's minutes.


The clients' survey indicated a significant improvement in overall health and well-being due to new drug treatments and other variables. Against this improved picture, however, the Commission recognizes another reality: complacency, particularly among younger people, about safe sex. As reported in recent media stories, there is an emerging increase in the practice of unsafe sex. This reality and the new set of complexities it represents challenge Marin AIDS Commission to strengthen and sharpen its public education, advocacy, and legislative role in the years ahead.

Given improved relationship with the County and a good funding framework in place, the Commission can redirect its mission and structure to meet the new challenges of HIV/AIDS. Some members feel that the Commission's public education and advocacy activities should also bring attention to the prevalence of Hepatitis C among 30-40% of HIV-positive patients.

The Executive Committee will draft a new mission statement and will examine the changes that could happen in the Commission's structure to allow it to most effectively step into new activities during the next few years.

Based on its refined mission and structure, the Commission also will initiate a dialogue with Marin Community Foundation. It will bring to MCF a clear agenda and a clear sense of what it invites the Foundation to do.
HIV Prevention Community Planning Group Meeting
February 8, 1999

Present: Yvonne Thurmond, Alissa Ralston, Heather Gould, Jerry Gilbert, Philo Hagen, Chris Booth, Glenn Bailey, Dave Martin, Susan Quigley, Dr. Nancy Padian, Dr. Chapadi

Announcements- Heather Gould announced that the Reproductive Health Project had applied for and been chosen as one of 9 sites in the country to do a clinical trial of a new polyurethane male condom. The trial begins in March and the sample will consist of 100 heterosexual low risk couples who will be followed for 7½ months. Women will receive 6 visits, men 2 visits and they will get $400. Couples must be between the ages of 18-35 years and not be too upset should they get pregnant. These condoms can be used with lubricants and their advantages are more sensitivity and easier storage conditions. The condom also may be easier to put on. The funding is from Family Health International and Mayer Laboratories in Oakland. Philo Hagen announced that Marin AIDS Project was having a health fair on HIV/AIDS in Marin City on the February 27th from 1:00-4:00 p.m.

No changes were made to the agenda or corrections made to the minutes of the previous meeting.

Public Time- None

State, County, and Grantee Updates- Glenn Bailey announced that the state will send out a letter at the end of the month about requirements for updating the prevention plan. The merger of the statewide CARE and prevention groups will take place in April. Since HIV+ individuals may feel they will lose power to high risk negatives in this merger, they have decided they will allow both groups to speak at the beginning of meetings. The State Office of AIDS will not replace the Education and Prevention section director and still need to appoint a Department Director. As a result, the proposed reorganization has been delayed. Funding levels for next year will remain unchanged.

Review of Contractor's Quarterly Reports- Philo Hagen of Marin AIDS Project (MAP) reported that they were getting all their evaluative measures in place. They were accomplishing their objectives at or above their stated goals. The yearly goal for men having sex with men has already been met. The adult substance use goal has almost been met because MAP has been given access to all the jail pods. The youth programs are serving more people in more diverse ways. All the evaluative measures are being accomplished in the 90% range. Marin City has been using an oral evaluative measure. However, Philo feels that the half time collaboration with Bay Area Community Resources
hasn't worked and Melvin Atkins will be phased out and the current volunteers will receive a training. During this training he will be looking for someone who is passionate about doing HIV prevention in Marin City. He has been working with Terrie Harris Green and Step II. The prevention efforts provided in Marin City need to go to the next level of intensity. Melvin has said that it is hard to live in the community and talk about an issue that no one wants to talk about. There is also increasing religious repression around the issue of HIV/AIDS.

The high risk 21-24 year old high risk gay/bisexual population is being reached by a new staff member named Damien Alvarez. There will be a queer youth dance in Mill Valley on Friday. Dave Martin added that concern had been expressed about the return of unsafe behavior in this target population at recent Medical Society and Commission meetings and that Marin AIDS Project should let these organizations know that they’re directing prevention efforts at this group. He noted that the types of agencies funded for prevention had changed over time and the CDC was now funding prevention education through religious communities. He reported that three of the congregations in Marin City have done some AIDS work, St. Andrew’s, Assembly of God, and Village Baptist.

Jerry Gilbert reported that when he is talking to people about prevention he is now able to offer free detoxes. He attended the Basic I HIV training to become a test counselor and he felt the training was very good. Marin Treatment Center has had an increase in the number of people coming in to test. They recently had someone who tested HIV positive. He concurred that Marin City is a hard community to work in.

Dave Martin reported that his program has made over 500 contacts even though the weather has been a challenge. The County testing van has been at their site and plans to be co-located with them three times a year. Their outreach worker is also giving out information about Hepatitis C. Susan Quigley stated that the second quarter was low key because the volunteers were finishing training. The peer educators had worked at Sunny Hills and 9 Grove Lane. Residents of 9 Grove Lane can be transported to the Teen Clinic. Their peer educators participated in the Tamalpais High School peer educators' training.

In terms of evaluative measures, half the youth contacted stated that they would do something to prevent HIV. Their street outreach was slow until Christmas when they reached a number of teens at the mall during Christmas break. This quarter they have a presentation scheduled at Pickleweed. The full time position funded by State Office of AIDS money is working out well.

Special Topic for Discussion-Dr. Nancy Padian-Results of the Reproductive Health Project. Dr. Padian presented the results of the Reproductive Health Study. She brought a colleague from Zimbabwe, Dr. Chapadi, who discussed contraceptive methods in his country.

Old Business-None
Topic for Next Quarter/Next Meeting Dates-The next meeting will be March 8th to review allocations and discuss contractors' proposed scopes of work. There will be a meeting on April 12th to review prevention and testing materials available for special populations.

Chris Booth

HIV PREVENTION COMMUNITY PLANNING GROUP MEETING AGENDA
March 8, 1999
**3:00-5:00**
Marin Treatment Center Conference Room

1. Introductions/Announcements
2. Review Agenda
3. Minutes from Previous Meeting
4. Public Time - Open Forum
5. State, County, and Grantee Updates
6. Review of Contractor's Quarterly Reports
7. Special Topic for Discussion
   Review of State Office of AIDS Funding Allocations and Proposed Scopes of Work
8. Old Business
HIV PREVENTION COMMUNITY PLANNING GROUP MEETING
March 8, 1999

Present: Zack, Ralston, Booth, Hagen, Martin, Gaughan, Quigley

Barry Zack announced that he had an opening for a full time manager/project assistant at Centerforce. Philo Hagen announced that there would be a McChow (Marin County Health Outreach Worker) meeting on March 17th from 3:00-5:00 p.m. at 161 Mitchell Blvd, Suite 200. The topic would be STDs and staff of the STD clinic would show slides. Other speakers would be Kay Flink of the County lab and Rachel from Planned Parenthood. The topic for the next meeting on April 14th would be Hepatitis C with meeting details to follow.

Contractors reported whether or not they would changed their scopes of work or budgets for next fiscal year. Laura Gaughan requested $5,527 to increase their outreach worker to fulltime. With this increase he could spend more outreach time in Sausalito at Gate 5. She expressed concern about Huckleberry Youth Program’s having lowered their goal for outreach to gay youth and still underachieving at this goal. Susan Quigley replied that she felt they were reaching gay youth but that these youth weren’t self-identifying as such.

Huckleberry did not propose to make any work or budgetary changes for next year. Marin AIDS Interfaith Network also proposed to keep its goals and budget the same. Marin AIDS Project reported that one of their funding sources United Way wouldn’t refund until July 1, 1999. He stated that they were already operating their prevention programs with unrestricted funds. He proposed several program changes and reallocating some funding between target populations and requested additional funding of $25,000 to support proposed increases in his objectives. See enclosed materials which were distributed at the meeting.

Chris Booth added that $1,350 for consultant Bobbie Wunsch had not been spent to date and that the Planning Group needed to decide whether to allocate this amount for the same purpose in next year’s budget.

The Planning Group discussed the best way to make a decision regarding the requests for additional funding. It was suggested that rather than focus on contractor requests we review target populations and interventions. It was agreed that the non-contractors would convene on March 22nd from 3:00-5:00 p.m. at Barry Zack’s office for further discussions then reconvene with contractors on March 29th from 3:00-5:00 at MTC.
HIV PREVENTION COMMUNITY PLANNING GROUP MEETING
March 22, 1999

Present: Gould, Ralston, Gaughan, Quigley, Hagen, Booth, Thurmond

The Planning Group began with a discussion of approaches to use in deciding funding allocations. It was agreed that the Group would focus on changes in target population needs. As much discussion $5,000 was moved from the Men who have Sex with Men population to the Substance Users and their sex partners population to increase the funding for the street outreach worker to fulltime. It was recommended that 10% of the contacts should be to high risk youth. $2,500 for street outreach to gay high risk youth was moved from Huckleberry Youth Programs (HYP) to Marin AIDS Project. It was recommended that HYP do less in school presentations and focus on high risk youth at community sites. The following motion was passed with 3 abstentions.¹

A> To reallocate State Office of AIDS funds in the manner described above.¹

¹ Vote on Motion (A):

FOR: Ralston, Gould, Thurmond (3)
ABSTAIN: Hagen, Quigley, Gaughan (3)
HIV PREVENTION COMMUNITY PLANNING
GROUP MEETING AGENDA
April 12, 1999
**3:00-5:00**
Marin Treatment Center Conference Room

1. Introductions/Announcements
2. Review Agenda
3. Minutes from Previous Meeting
4. Public Time - Open Forum
5. State, County, and Grantee Updates
6. Review of Contractor’s Quarterly Reports
7. Special Topic for Discussion
   Marylou Scavarda, ARCA, Special Populations materials mini-training
8. Old Business
9. Topic for Next Quarter
10. Next Meeting Date
Present: Bateman, Booth, Bristol

Roy Bateman reported that the FY1994 and FY1998 contracts were in place, but he didn't have the ones for FY1996 and FY1997 and would like to get those in place. He would like to get budgets for these two contracts and any revisions to the FY1998 contract and possibly develop the FY1999 contract. To accomplish these tasks he would need a representative here from Hospice of Marin and Co-Chair Kelly Wallace to present to listen to their request to raise their allocation from $180,000 to $250,000. Chris Booth will call Hospice of Marin and Marin AIDS Project before the next meeting to make sure their representatives will be available to attend. The Committee agreed to skip the March meeting and meet on April 15th. It was suggested that Hospice send Committee members information about their request prior to the meeting.

Kate Bristol reported that the rent roll for the long term rental assistance program has gone up to 97 which is the highest its been in a long time. Although she is not sure what the reasons are for this increase she speculated that possibly people are moving to Marin from San Francisco or rising rents in Marin may be putting people in precarious rental situations. Also some other waiting lists have closed. Fewer people are dropping out of the program for health reasons like poor health or dying. She will bring this information to the April meeting.

**HOUSING COMMITTEE MEETING AGENDA**

*April 15, 1999*

11:30 a.m.-1:00 p.m.

10 N. San Pedro Rd., Suite 1006

1. Hospice request for additional HOPWA funding
## PROJECTED HOPWA SPENDING RATES AND BUDGET AMOUNTS

(Prepared by Roy Bateman, Marin County Community Development Agency, for the January 21, 1999 Meeting of the Housing Committee of the Marin AIDS Advisory Commission)

<table>
<thead>
<tr>
<th>Program</th>
<th>Projected Annual Spending Rate</th>
<th>Competitive Grant FY 95 (unspent balance of existing contract)</th>
<th>Competitive Grant FY 93 (unspent balance of existing contract)</th>
<th>Competitive Grant FY 94 (unspent balance after contract revisions requested 12/98)</th>
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</thead>
<tbody>
<tr>
<td>Long-Term Rental Assistance (Housing Authority)</td>
<td>$460,000</td>
<td>$189,335</td>
<td>$0</td>
<td>$308,657</td>
<td>$0</td>
<td>1.08 years</td>
<td>2.44 years</td>
<td>3.64 years</td>
<td>4.57 years</td>
</tr>
<tr>
<td>Short-Term Rental Assistance (Community Action Marin)</td>
<td>30,000</td>
<td>0</td>
<td>0</td>
<td>46,318</td>
<td>0</td>
<td>1.54 years</td>
<td>2.44 years</td>
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<td>In-Home Attendant Care (Hospice of Marin)</td>
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<td>0</td>
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<td>0</td>
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<td>100,000</td>
<td>168,000</td>
<td>163,000</td>
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<tr>
<td>Residential Care Facility Fees (Hospice of Marin)</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>48,065</td>
<td>0</td>
<td>0</td>
<td>6,853</td>
<td>12,957</td>
<td>14,103</td>
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<tr>
<td>Reserve for County Administration</td>
<td>Maximum allowable is 3% of grant</td>
<td>28,832**</td>
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<td>20,127</td>
<td>21,459</td>
<td>19,699</td>
<td>19,147</td>
</tr>
<tr>
<td>Total</td>
<td>$685,000*</td>
<td>$218,167</td>
<td>$6,414</td>
<td>$426,834</td>
<td>$576,489</td>
<td>$670,928</td>
<td>$715,312</td>
<td>$656,656</td>
<td>$638,250</td>
</tr>
</tbody>
</table>

**Note:**
- The projected spending rate for Long-Term Rental Assistance (Housing Authority) is $460,000.
- The budget for Short-Term Rental Assistance (Community Action Marin) is $30,000.
- The budget for In-Home Attendant Care (Hospice of Marin) is $180,000.
- The budget for Residential Care Facility Fees (Hospice of Marin) is $15,000.
- The reserve for County Administration is the maximum allowable of 3% of the grant.

**Revenue:**
- The total projected spending is $685,000.
- The total revenue from competitive grants is $218,167.
- The total revenue from formula grants is $426,834.
- The total revenue from the reserve is $576,489.
- The total revenue from the reserve for the existing contract is $670,928.
- The total revenue from the reserve for the new contract is $715,312.
- The total revenue from the reserve for the new contract is $656,656.
- The total revenue for FY 99 is $638,250.
NOTES:

Amounts shown on the “Total” line, except in the grey annual spending rates column, are unspent funds, either (a) the balance remaining from an active contract between the County of Marin and either HUD or the San Francisco Redevelopment Agency (SFRA), or (b) the amount that SFRA has allocated for a future contract. For the Competitive Grant, and for SFRA grants for FY 93, FY 94, and FY 95, the amounts shown are unspent balances of active contracts between the County and our funders. Because we have not yet begun spending funds from the FY 96, FY 97, FY 98, and FY 99 allocations, the amounts shown for those fiscal years are the total amounts of those grants. Proposed budget lines for the FY 96, FY 97, FY 98, and FY 99 HOPWA grants have been calculated to give each project the same number of years of cumulative unspent funds, measured as of 7/1/98, based on the projected annual spending rates.

Where unspent balances are listed, those numbers are calculated as of 7/1/98.

Where a number of years is listed in the table, this is the cumulative number of years of spending that the unspent balances and future contract amounts shown above would last, using 7/1/98 as the starting point, based on the annual spending rates shown in the grey column.

*The total in the grey column excludes County Administration. County administration is included in all the other columns.

**If the full amount of County administration allowance from the Competitive grant is not needed for administration of the Competitive grant, then the surplus can be used for long-term rental assistance. The surplus may not be used to administer other HOPWA grants.

All allocations shown include both program expenses and project sponsor administrative expenses. For example, the $415,000 shown as the FY 99 allocation for long-term rental assistance consists of $385,950 for rental assistance and $29,050 for Housing Authority administration for its HOPWA rental assistance program.

The above table makes no allowance for future inflation or changes in the epidemic.

*Numbers in italics are either proposed changes in budget lines of an existing contract (FY 98), or proposed budget lines for new contracts yet to be issued (FY 96, FY 97, and FY 99).

CONCLUSION:

Projected annual spending rates total $685,000 for programs plus about $20,000 for County administration, for an annual spending total of about $705,000. Our three newest annual HOPWA allocations are $715,312 (FY 1997), $656,656 (FY 1998), and $638,250 (FY 1999), a downward trend. Although projected spending will exceed the amount of our two newest annual grants, we now have a backlog of about four years of unspent allocations, so we can afford (at least for now) to spend at a higher rate than we receive each year.

RECOMMENDATIONS:

1. Ask the Marin AIDS Advisory Commission to authorize staff to request that the San Francisco Redevelopment Agency use the italicized numbers in the above table to prepare contracts (when needed) for FY 96, FY 97, and FY 99 funding, and to prepare a revision to our FY 98 contract.

2. Do HOPWA budget planning yearly, with the next round scheduled for the period extending from August to December, 1999.
EXECUTIVE COMMITTEE MEETING MINUTES
March 11, 1999

Present: Slattery, Pia, Wuopio, Booth, Wallace, Taverna, Martin

Commissioners further refined their recommendations for CARE funding for FY 99/00. Barney Pia and Brian Slattery requested that the County obtain information on the Grand Jury’s recommendation regarding mandatory HIV testing at San Quentin. The Marin AIDS Political Action Committee offered to pay for a van to transport people to Sacramento for AIDS Lobby Day on April 19th. Barney Pia and Kelly Wallace will coordinate their efforts. Barney Pia reviewed the Commission’s proposed By-laws changes and returned them to Karen Wuopio for submission to County Counsel. Dave Martin and Brian Slattery suggested that the Commission write a letter of support for Assembly Bill 518 on needle exchange and send it to Assemblywoman Kerry Mazzoni and Marin County Director of Health and Human Services, Nancy Rubin.
Present: Bateman, Booth, Bristol

Roy Bateman reported that the FY1994 and FY1998 contracts were in place, but he didn’t have the ones for FY1996 and FY1997 and would like to get those in place. He would like to get budgets for these two contracts and any revisions to the FY1998 contract and possibly develop the FY1999 contract. To accomplish these tasks he would need a representative here from Hospice of Marin and Co-Chair Kelly Wallace to present to listen to their request to raise their allocation from $180,000 to $250,000. Chris Booth will call Hospice of Marin and Marin AIDS Project before the next meeting to make sure their representatives will be available to attend. The Committee agreed to skip the March meeting and meet on April 15th. It was suggested that Hospice send Committee members information about their request prior to the meeting.

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**HOUSING COMMITTEE MEETING AGENDA**

April 15, 1999

11:30 a.m.-1:00 p.m.

10 N. San Pedro Rd., Suite 1006

1. Hospice request for additional HOPWA funding
# Projected Hopwa Spending Rates and Budget Amounts

(Prepared by Roy Bateman, Marin County Community Development Agency, for the January 21, 1999 Meeting of the Housing Committee of the Marin AIDS Advisory Commission)

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</table>
NOTES:

Amounts shown on the "Total" line, except in the grey annual spending rates column, are unspent funds, either (a) the balance remaining from an active contract between the County of Marin and either HUD or the San Francisco Redevelopment Agency (SFRA), or (b) the amount that SFRA has allocated for a future contract. For the Competitive Grant, and for SFRA grants for FY 93, FY 94, and FY 95, the amounts shown are unspent balances of active contracts between the County and our funder. Because we have not yet begun spending funds from the FY 96, FY 97, FY 98, and FY 99 allocations, the amounts shown for those fiscal years are the total amounts of those grants. Proposed budget lines for the FY 96, FY 97, FY 98, and FY 99 HOPWA grants have been calculated to give each project the same number of years of cumulative unspent funds, measured as of 7/1/98, based on the projected annual spending rates.

Where unspent balances are listed, those numbers are calculated as of 7/1/98.

Where a number of years is listed in the table, this is the cumulative number of years of spending that the unspent balances and future contract amounts shown above would last, using 7/1/98 as the starting point, based on the annual spending rates shown in the grey column.

*The total in the grey column excludes County Administration. County administration is included in all the other columns.

**If the full amount of County administration allowance from the Competitive grant is not needed for administration of the Competitive grant, then the surplus can be used for long-term rental assistance. The surplus may not be used to administer other HOPWA grants.

All allocations shown include both program expenses and project sponsor administrative expenses. For example, the $415,000 shown as the FY 99 allocation for long-term rental assistance consists of $385,950 for rental assistance and $29,050 for Housing Authority administration for its HOPWA rental assistance program.

The above table makes no allowance for future inflation or changes in the epidemic.

Numbers in italics are either proposed changes in budget lines of an existing contract (FY 98), or proposed budget lines for new contracts yet to be issued (FY 96, FY 97, and FY 99).

CONCLUSION:

Projected annual spending rates total $685,000 for programs plus about $20,000 for County administration, for an annual spending total of about $705,000. Our three newest annual HOPWA allocations are $715,312 (FY 1997), $656,656 (FY 1998), and $388,250 (FY 1999), a downward trend. Although projected spending will exceed the amount of our two newest annual grants, we now have a backlog of about four years of unspent allocations, so we can afford (at least for now) to spend at a higher rate than we receive each year.

RECOMMENDATIONS:

1. Ask the Marin AIDS Advisory Commission to authorize staff to request that the San Francisco Redevelopment Agency use the italicized numbers in the above table to prepare contracts (when needed) for FY 96, FY 97, and FY 99 funding, and to prepare a revision to our FY 98 contract.

2. Do HOPWA budget planning yearly, with the next round scheduled for the period extending from August to December, 1999.
HOUSING COMMITTEE MEETING MINUTES  
April 14, 1999

Present: Bateman, Becher, Booth, Taverna, Wallace, Bristol

Kate Bristol announced that the long term rental assistance program was serving 95 people. She feels that this number is down slightly because people are moving out of Marin because of the high rents. However, the amount budgeted for the program is okay because there is a surplus built-in. Mary Taverna noted that the amount of $180,000 projected for in-home attendant care was projected before the increased use of extended care services. Clients who use extended care services are clinically eligible for skilled nursing facility care. It would be more accurate to project an annual spending rate of $250,000. Hospice’s MediCal waiver program is the payor of last resort and has a cap of $13,100 per client. This program is funded for 20 people annually. It was agreed that Hospice should continue to spend HOPWA attendant care funds based on the needs of clients according to the criteria that Hospice currently uses, and that the Committee didn’t want to send Hospice a message to tighten up on eligibility criteria.

It was agreed to forward the January 21, 1999 projections and resulting budget changes to the AIDS Commission with the recommendation that the budget changes be adopted and that in six to twelve months, the Housing Committee be directed to review spending rates and propose another set of budget revisions, with particular attention to spending rates for the Hospice attendant care program.

Kelly Wallace asked people whether they thought a case manager should appear at mediation hearings as an advocate for their clients. Kate Bristol responded that she liked having someone accompany the client because that person provides support and is able to articulate a summary of the issues for the client. However, each case has a different set of facts and in this particular case it seemed better to get a MAP volunteer who could really be an advocate for the client. The next Housing Committee meeting was scheduled for July 22, 1999.