

**COMMUNITY
ADVISORY
BOARD
INFORMATION**



CENTER FOR POSITIVE CARE

.....
An HIV Early Intervention Resource Center

COMMUNITY ADVISORY BOARD

FIRST MEETING AGENDA

PART 1 at new facilities 3180 18TH Street

- I. Introductions and Opening Statements
- II. Tour of the CPC Facilities

PART 2 at UCSF Mission Center, Room 131

- III. Introductory Comments
 - Jim Dilley, UCSF AIDS Health Project
 - Gloria Lockett, CA Prostitutes Education Project
 - Reggie Williams, National Task Force on AIDS Prevention
- IV. Official Opening
 - 18 October 1991
- V. Subcommittee assignments
 - A. Finance
 - B. Training
 - C. Services
 - D. Outreach
- VI. Meeting Schedule

OVERVIEW

Statement of Mission

The primary goal of the Center for Positive Care (further referred to as "CPC"), San Francisco's Early Intervention Resource Center, is to provide one overall structure for the efficient, effective and integrated system of early intervention services to men and women with HIV. The centralization of services will enable HIV+ individuals to realize that there are early intervention and care alternatives available to them, including psychosocial, emotional and educational support, free antibody testing, and linkages to other services such as primary medical care and substance abuse treatment. CPC will serve as a hub for a multitude of activities designed to facilitate inter-agency co-operation in assisting and encouraging persons with HIV to access these services and remain in the treatment system.

A secondary, but NOT lesser, goal of CPC is to reduce the rate of transmission of the HIV virus.

The target population of CPC will be men and women in the early stages of HIV disease who are under-served, including members of communities of color, gays and bisexuals, IV drug users, youth and the homeless. A significant number of the persons targeted by CPC are from racial and ethnic minority communities, do not speak English as their primary language, have less than an eighth grade education, have low incomes and lack health insurance.

CPC is a collaborative effort between fifteen San Francisco agencies organized to provide coordinated information, education, care and linkage to treatment for all persons challenged by HIV. The management of CPC will be provided by the UCSF AIDS Health Project ("AHP"), the California Prostitutes Education Project ("CALPEP") and the National Task Force on AIDS Prevention. ("NTFAP"). Services

CENTER FOR POSITIVE CARE
HIV EARLY INTERVENTION RESOURCE CENTER
POLICIES AND PROCEDURES MANUAL

will be provided by AIDS Benefit Counselors, AHP, AIDS Indigent Direct Services, American Indian AIDS Institute, CALPEP, Community United in Response to AIDS/SIDA, Early Advocacy and Care for HIV, 18TH Street Services, Filipino Task Force on AIDS, Glide-Goodlet AIDS Project, Haight-Ashbury Free Clinic, NTFAP, Perinatal HIV Reduction & Education Demonstration Activity, Project AHEAD/Special Programs for Youth and the San Francisco AIDS Foundation.

Funding is provided in part by the San Francisco Department of Health-AIDS Office.

All CPC administrators and service providers pledge themselves to making the Center an emotionally and physically *SAFE PLACE* where all individuals are able to easily access quality HIV services and educational information. **No persons will be denied service or made to feel unwelcome because of race, creed, color, national origin, ethnic identification, gender, sexual orientation, age, marital status, perceived disability, HIV status, AIDS diagnosis, economic status, homelessness, education level, literacy level, primary language, immigration status, or past or current substance use.**

All persons presenting themselves for services at CPC will be treated in a manner that is respectful, dignified and professional.

Center for Positive Care - On-Site Providers

Organization & Contact	Address	Phone	FAX
20th Street Services Frank Davis, Mike Shriver	217 Church Street San Francisco CA 94114	861-4898	861-5269
AIDS Benefit Counselors John Yarling, Patrick Duffy	470 Castro St. San Francisco CA 94114	558-9845	no fax
AIDS Health Project James Dilley, MD, Marisa Davis, JD Benson	UCSF Box 0884 San Francisco CA 94143-0884	476-6430	476-7996
AIDS Indigent Direct Services Michael Thompson	25 Taylor St. San Francisco CA 94102	292-5460	931-9672
AIDS Treatment News Laura Thomas	PO Box 411256 San Francisco CA 94141	255-0588	255-4659
American Indian AIDS Institute Les Hanson	333 Valencia St. San Francisco CA 94103	626-7639	626-1737
California Prostitutes Education Project Gloria Lockett	811 Clay St Oakland CA 94607	510-874-7850	510-839-6775
CURAS Anabertha Campa, Carmen Chavez	347 Dolores San Francisco CA 94110	255-2731	255-4954
E.A.C.H. Wendell Carmichael	625 O'Farrell St San Francisco CA 94109	864-1214	749-6706
Filipino Task Force On AIDS Jamie Geaga, Rob Samonte Tagalicod	1540 Market St. San Francisco CA 94102	703-9880	864-7482
G.A.P.A. Community HIV Project John Silva	1841 Market St. San Francisco CA 94103	575-3939	541-0748
Glide-Goodlet AIDS Project Anna Mautz	330 Ellis Street San Francisco CA 94102	775-3862 or 771-6300	921-6951
Haight-Asbury Free Clinic Barry Lawlor	409 Clayton St. San Francisco CA 94117	565-1903	621-7354
National Task Force on AIDS Prevention Reggie Williams	631 O'Farrell St. San Francisco CA 94109	749-6700	749-6706
PHREDA Mohr Downing	3130 20th St San Francisco CA 94143-0898	476-6117	647-7611
Project AHEAD Ron Henderson	375 Woodside San Francisco CA 94127	753-7786	753-7595
San Francisco AIDS Foundation Pat Christen, Bill Hayes	25 Van Ness Ave San Francisco CA 94101-6182	864-5855	552-9762
San Francisco DPH AIDS Office Russ Zellars, Valerie Dorr	25 Van Ness Avenue San Francisco CA 94102	554-9000	431-7547



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

On - Site Providers Staff

AIDS BENEFIT COUNSELORS

PATRICK DUFFY

AIDS HEALTH PROJECT

MARISA DAVIS

ELLEN GOLDSTEIN

QUETA RODRIGUEZ, Receptionist

IRVING T. SAMBOLIN, Assistant to Mike Mitchell

ERIK WHEATON

AIDS INDIGENT DIRECT SERVICES

ALICE SPENCER

AMERICAN INDIAN AIDS INSTITUTE

DEBRA RODRIGUEZ, CASE MANAGER

JULIAN MANUELITO, LIAISON

CALIFORNIA PROSTITUTES EDUCATION PROJECT

ALISON JOHNS

DEIRDRA O'NEAL, TRANSPORTATION

CURAS

VALENTIN AGUIRRE, HEALTH EDUCATOR

ROSA MARIA ZAYAS, SOCIAL WORKER

PATRICIO TAPIA

E.A.C.H.

IDABELLE FOSSE

STEPHEN FITZHENRY

JOHN BRISBANE

STEVE EYRES

18TH STREET SERVICES

BOBBY BAXTER

FILIPINO TASK FORCE ON AIDS

ROB SAMONTE TAGALICOD

GLIDE-GOODLET AIDS PROJECT

LAURENS VAN SLUYTMAN

HAIGHT-ASHBURY FREE CLINIC

MIKE SCHRIVER

NATIONAL TASK FORCE ON AIDS PREVENTION

MIKE MITCHELL, SITE MANAGER

PHREDA

BARBARA GARCIA

PROJECT AHEAD/SPECIAL PROGRAMS FOR YOUTH

RON HENDERSON, COORDINATOR

SAN FRANCISCO AIDS FOUNDATION

BILL HAYES



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

AVAILABLE SERVICES

Anonymous HIV Testing Services

Basic HIV Information and Referral Services

Brief Client Intake and Assessment Sessions to Determine Client Needs and Appropriate Referral

Case Management to Ensure Stabilized Treatment/Care Plan & Continuity in Services Delivery

Child Care Arranged

Client Advocacy

Clinical Trials Information and Workshops

Crisis Intervention

Early Intervention Seminars: Psychosocial Issues Related to HIV and Early Intervention, Early Intervention and the Continuum of Care, Strategies to Assist clients in Accessing Early Intervention Services and People of the EIRC as a Provider of Early Intervention Services

Educational Seminar on Gynecologic Assessment and Management Related to HIV + Women (For Health Care Providers)

Employee Benefits Counseling

Group & Individual Educational Sessions on HIV and Gynecologic issues, including reproductive health, family planning and STDs -*Referrals and access to these services on a short-term case management basis*

Health Education Counseling

Health Seminars on Nutrition, Pharmaceutical Drugs, Stress Management, Alternative Medicines as Treatment of HIV

HIV Early Intervention Resource Library

HIV Education Seminars Open to the Public (See Attachment - IN-SERVICE MEETING SCHEDULE)

Identification of Gaps in Medical Care

Individualized Health Maintenance Plans

Interpreter and Liaison to Referral Agencies

Limited Supply of Free Condoms, Dental Dams and Safe Sex Kits

Orientation and Introductory Tours of the CPC

Psychosocial Counseling

Referral to Detox Facility for Substance Abuse

Referral to Mental Health Providers

Referral to Public and Private Health Care Providers

Social Security Counseling - Limited Legal Services Offered For Appeals

Special Programs for Youth

Substance Abuse Referral for Asian Pacific Americans

Substance Abuse Referral for Asian Pacific American Students

Substance Abuse Referral for Boys/Girls 10-17 Years Old

Substance Abuse Referral for Drug Users on the Street

Substance Abuse Referral for Gay and Bisexual Males of all Colors

Substance Abuse Referral for the General Community

Substance Abuse Referral for Homeless, Runaway and Throwaway Youth

Substance Abuse Referral for Inner-City African Americans

Substance Abuse Referral for Parolees with Addiction

Substance Abuse Referral for Pregnant/Parenting Addicts

Substance Abuse Referral for Stimulant Abusers

Substance Abuse Referral for Women

Substance Abuse Referral for Women Ages 21 and Under Who are Without Children

Support Groups for Those Who are HIV + , Families, Friends and Lovers

Van for Client Transportation

Women's Advocacy Program - Case Finding, Short-Term Advocacy & Self-Advocacy Training

ALL SERVICES ARE MULTI-LINGUAL. THE TARGET POPULATION OF CPC WILL BE MEN AND WOMEN IN THE EARLY STAGES OF HIV DISEASE WHO ARE UNDER-SERVED, INCLUDING MEMBERS OF COMMUNITIES OF COLOR, GAY AND BISEXUAL MEN AND WOMEN, IV DRUG USERS, YOUTH AND THE HOMELESS.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

IN-SERVICE MEETING SCHEDULE

October 8	Psychosocial Issues Related to HIV and Early Intervention - AIDS Health Project
October 22	HIV Infected Substance Users - Haight Ashbury Free Clinic/18th Street Services
November 5	HIV and Women(Reproductive, Family Planning, STD's and Gynecological Issues) - PHREDA
November 19	Early Intervention and the Continuum of Care; Strategies to Assist Clients in Accessing Early Intervention Services - AIDS Health Project
December 3	HIV and the Disabled Community
December 17	Current HIV services for HIV Infected Adolescent and Gaps in Services for HIV Infected Adolescents - Mike Shriver, Moderator
January 7	HIV and Gay and Bisexual Men - San Francisco AIDS Foundation/E.A.C.H.
January 21	HIV and Indigent Populations - AIDS Indigent Direct Services
February 4	HIV and the Latino Community - CURAS/E.A.C.H.
February 18	HIV and the African-American Community - Glide AIDS Project/E.A.C.H.
March 3	HIV and the Asian Pacific Island Community - FTFA/G-Chip/E.A.C.H.
March 17	HIV and the Native American Community - AIAI/E.A.C.H.
April 7	HIV and Sex Industry Workers - California Prostitutes Education Project
April 21	HIV and Women in the Early Intervention Process - PHREDA
May 5	Benefits Available to Persons with HIV - AIDS Benefit Counselors
May 19	Clinical Research Trials - San Francisco AIDS Foundation
June 2	Safe Sex Workshop - National Task Force on AIDS Prevention
June 16	Psychosocial Issues, Multicultural Awareness of HIV Infected Adolescents - Mike Shriver, Moderator

2 October 1991

M002^021091

MEMORANDUM

TO: Community Advisory Board--
Rama Barnwell Doris Butler
Wendell Carmichael Marisa Davis
Steve Feedback Charles Garfield
Gavin Morrow-Hall Preston Nicholson
Michael Shriver Chorie Sicha
DeAnna Welch Jerry Windley
Hank Wilson

FROM: Mike Mitchell

CPC CAB Meeting Minutes and Directory

Please find attached copies of the MINUTES from yesterday's meeting and a directory of all CAB members, including their addresses, telephone numbers and FAX numbers. Please call Irving, at the number listed in the directory, with any corrections or additions to your individual information.

Again, thank you for joining us as members of the CAB and for your constant concern. Those of you who could not attend yesterday, we hope to meet with you on the 15TH.

Let's all work together to make this work. Thanks!

cc: Jim Dilley
Gloria Lockett
Reggie Williams

MLM:its

MINUTES

CPC Community Advisory Board

1 October 1991 Meeting

- I. Tour of 3180 18TH Street Facilities
- II. Introductory comments by Steering Committee Chairs
Motto: To advocate in an effective way for persons with HIV disease.
- III. Transportation of clients
 - A. One RED van available, funding for second van needed
 - 1. Van operational 11-8, M-F
 - B. Additional funding available for allocation
 - C. Need to pressure UCSF for a shuttle stop at CPC
 - D. MUNI transportation routes to CPC need to be publicized
- IV. Child care
 - A. Need for funding and arranging clients' child care
 - 1. Cannot legally have on-site child care
 - B. Possibility of addressing some issues at meeting of Care Council
- V. Meetings
 - A. Evening meetings difficult.
 - B. Next meeting of CAB: **Tuesday, 15 October, 11:00 AM**
- VI. Need for a heterosexual CAB member [Tabled, no suggestions offered]
- VII. Collaboration at CPC
 - A. Staff's need to realize that TEAMWORK is needed among all the agencies at CPC. Even though they are employed by their agencies, they are now members of CPC with Mike as their on-site facilitator.
- VIII. Grants to CPC
 - A. Where would a grant given to CPC go?
 - 1. UCSF-AHP is the listed FISCAL organization
 - 2. Organization of *Friends of the Center*

MINUTES

- VIII. A. 3. Steering committee needs to decide where donated monies would go
- IX. List of CAB members needed. {See attachment}
- X. Open meetings?
 - A. Yes. However, if needed, close meeting for latter portion for *sensitive* issues.
- XI. Resources available from World Institute on Disability
 - A. Contact: Caesar Perrotti or Annie Laurie Harris, [REDACTED]
- X. Closure

CPC Community Advisory Board Directory
2 October 1991

Board Members

Rama Barnwell

[REDACTED]
[REDACTED] 3
[REDACTED] 5

Doris Butler

[REDACTED]
[REDACTED]
[REDACTED]

Wendell Carmichael

[REDACTED]
[REDACTED]
[REDACTED]

Marisa Davis

UCSF AIDS Health Project
Box 0884
374 Parnassus
San Francisco, CA 94143-0884
W 415-476-0654
FAX 415-476-3655
[REDACTED]

Steve Feeback

National Task Force on AIDS Prevention
631 O'Farrell
San Francisco, CA 94109
W 415-749-6700
FAX 415-749-6706
[REDACTED] 0

Charles Garfield, PhD

The Charles Garfield Group
652 Bair Island Road, Suite 307
Redwood City, CA 94063
W 415-363-0400
FAX 415-365-4470

Gavin Morrow-Hall

NTFAP
W 415-749-6700
FAX 415-749-6706
[REDACTED] 5

Michael Mitchell
CPC Site Manager
3180 18TH Street
San Francisco, CA 94103
W 415-476-3666
FAX 415-476-3655
Pager 415-739-3402
[REDACTED]

Preston Nicholson
[REDACTED]

Irving Sambolin, Minutes
W 415-476-3674
FAX 415-476-3655
Pager 415-739-3477
[REDACTED]

Michael Shriver
18TH Street Services
217 Church
San Francisco, CA 94117
W 415-861-4898
FAX 415-861-5269

Chorie Sicha
Youth Advocates
555 Cole, #6
San Francisco, CA 94117
W 415-386-9398
FAX 415-386-8212

DeAnna Welch
CALPEP
811 Clay Street
Oakland, CA 94607
W 510-874-7850
FAX 510-839-6775

Jerry Windley
[REDACTED]

Hank Wilson
Ambassador Hotel
55 Mason
San Francisco, CA 94102
W 415-441-4188

SERVICES AT THE CENTER FOR POSITIVE CARE

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WISH LIST FOR THE CENTER FOR POSITIVE CARE
(TENTATIVE)

Acupuncture - Chinese Herbs
Additional Clerical Help
Additional Library Resources
Additional Space
Alternative Therapies
Computer Terminals
Establish Linkage to Food Sources
Establish Linage to Housing Sources
Expanded Child Care Alternatives
Expand Basic Testing - T-Cell Counts
Librarian
Medical Care
Nurse Practitioner
Nutritionist
On-Site Mental Health specialist
Relaxation and Stress Reduction Seminars
Rent
Roaving Nurse Practitioner Site from DPH
Volunteer Coordinator

City and County of San Francisco



Department of Public Health
Division of Mental Health,
Substance Abuse and Forensic Services
Community Substance Abuse Services

September 26, 1991

Michael Mitchell, Site Manager
Center for Positive Care
3180 - 18th Street
San Francisco, CA 94103

Dear Mike:

This is to formally acknowledge receipt of Jim's, Gloria's and Reggie's letter inviting me to sit on the community advisory board for the Center for Positive Care.

I am quite honored to be a part of such a ground breaking and innovative organization as the center will prove to be, I am sure. I look forward to providing whatever level of involvement my experience in the fields of HIV prevention and intervention can bring the Center for Positive Care. But most of all, I look forward to working with you in materialize your goals for the Center.

With warm regards.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rama".

Rama-Selassie Barnwell, M.P.H.
Epidemiologist
COMMUNITY PARTNERSHIP PROGRAM

cc: James Dilley, M.D.
Gloria Lockett
Reggie Williams

MINUTES

CPC Community Advisory Board

29 October 1991 Meeting

I. Attendance:

Wendell Carnichael, Steve Feeback, Charles Garfield, Rafael Ildelfonso, Gavin Morrow-Hall, Michael Mitchell, Chorie Sicha, DeAnna Welch, Susan Williams, Jerry Windley.

II. *Status Quo* information of the Center was not ready. {Please see attachment.}

Concern about hours of operation at the Center being covered by case managers.

Greatest need lies in education. When a client goes through intake, first thing s/he usually needs is to learn about HIV/AIDS.

II. Discussion on definition of *Early Intervention*

"An organized approach to HIV that includes, but is not limited to, medical, psychological and social support that empower HIV infected people.... Part of a spectrum of care beginning from prevention education.... Benefits, treatment, education, medical counseling.... What is *early* / *too late*?...."

Q: Is it really the place of the CAB to define early intervention? A: The purpose was to give the CAB a direction, in terms of that definition, towards which to guide the Center. Thoughts could not be put together impromptu. Decision to put together written notes for the next meeting.

III. CARE COUNCIL monies

Mike Shriver, as member of that council, is to take the CAB's input towards what priorities should be considered in deciding how the next round of monies is going to be utilized.

IV. Gaps in service at the Center

Suggested that instead of a survey of clients, the CAB members be able to go to the Center and be able to observe the intake process. It is not the place of the CAB to decide the gaps in service, but the place of clients to communicate where the need is. Until the Center is well established, there is no real idea of where the gaps are.

Mission Neighborhood Health Center has offered available spaces for medical treatment for Center clients.

ATS to be established in December or January.

Suggestion for increased health education (e.g. AIDS 101) to clients. Seek increased funding from the CARE COUNCIL for this purpose. To be communicated in writing to Mike Shriver.

MINUTES

V. Gaps in representation on the CAB {*Demographic information of 17 members follows*}

RACE: 8 Caucasians, 5 African-Americans, 1 Filipino, 1 Asian-Pacific Islander, 0 Native Americans, 2 Latino/as. GENDER: 13 men, 4 women. SEXUAL PREFERENCE: 11 gay men, 2 lesbians, 0 bi-sexuals, 2 straight men, 2 straight women. 3 persons have self-identified as HIV+.

HIGHEST PRIORITY TO RECRUIT WOMEN FOR CAB, ESP. WOMEN OF COLOR, WOMEN WHO MAY SELF-IDENTIFY HIV+ AND WOMEN WITH POTENTIAL CONSUMERS OF THE CENTER FOR THE REMAINING 3 POSITIONS. Need to recommend specific persons to Steering Committee.

VI. *By-Laws*

Attendance: Are two (2) unexcused absences grounds for termination on the CAB? Note: this is not counting *excused* absences. {*Please see Rama's suggestions attached.*}

Suggestion to leave *By-Laws* as is, for time being, until CAB determines its direction.

Desire to have one member of the Steering Committee at each meeting.

What should quorum be? *Robert's Rules* quorum = 50% in agreement, plus one (1) person.

Addenda, corrigenda and amendments to *By-Laws* require 2/3 agreement which is 12 members. Suggestion that if less than 12 are present, business to be conducted by telephone/poll.

Suggested corrigendum: Change *By-Laws* Article V - Officers to include two (2) co-chairs. Vote tabled for next meeting. Election of co-chairs tabled until all 20 members have taken seat.

VII. Next meeting: Tuesday, 26 November 1991, 3:00 PM

at the Center's Library, 3180 18TH Street.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

TO: Mike Mitchell

FROM: Queta Rodriguez (X-3644)

RE: Summary of incoming calls from 10/1 thru 10/29/91

441 - CALLS PLACED TO STAFF (*NOTICE THAT THERE WAS NO DIRECT TALLY ON CALLS
COMING DIRECTLY TO STAFF'S LINES.)*

201 - OUTSIDE CALLS (WANTING INFORMATION)

66 - CLIENTS (DROP-IN)

- 8 - Latino Males
- 3 - Latina Females

- 42 - Caucasian Males
- 4 - Caucasian Females

- 6 - African-American Males
- 2 - African-American Females

- 2 - Asian/Pacific Islander Males
- 1 - Asian/Pacific Islander Females

- 0 - Native-American Males
- 0 - Native-American Females

76 - Clients Seen with APPOINTMENTS

14 - Appointments cancelled

5 - "NO SHOWS"

4 - Referrals

- 1 Caucasian Male (S.F. AIDS Fnd.)
- 1 African-American Male (Vacaville State Prison)
- 2 Latino Males (S.F. AIDS Fnd.)

CLIENT	AGE	SEX	RACE	REFERRALS
1	32	M	CAUC	ABC,CPC
2	39	M	CAUC	ABC,CPC
3	39	M	CAUC	18TH ST
4	40	M	CAUC	TL DETOX
5	38	M	CAUC	ABC
6	47	M	CAUC	ABC,BAPHR,AHP,18TH ST
7	28	M	CAUC	AHP
8	42	M	CAUC	ABC,CPC,GLIDE
9	39	M	LATINO	CURAS
10	34	M	CAUC	SFGH,AZT TRIAL,
11	35	M	CAUC	BAHSES,CUAV
12	29	M	CAUC	ABC,CPC
13	23	M	CAUC	18TH ST
14	42	M	CAUC	ABC,AHP
15	80	M	LATINO	AHP
16	32	M	CAUC	ABC
17	43	M	CAUC	ABC
18	35	M	CAUC	ABC,MNHC
19	39	M	AFR/AM	ABC,AEF,TL HOUSING
20	29	M	CAUC	MNHC
21	37	M	CAUC	
22	22	M	CAUC	ABC
23	36	M	AFR/AM	GLIDE,EPISCOPAL SANCT
24	34	M	CAUC	MNHC
25	26	M	CAUC	
26	37	M	CAUC	ABC
27	41	M	LATINO	ABC,CURAS
28	24	M	CAUC	PROJECT INFORM
29	30	M	CAUC	18TH ST,CURAS,AIDS LEGAL
30	60	M	CAUC	CURAS
31	56	M	CAUC	ABC,MN CRISIS
32	31	M	CAUC	AEF,OPEN HAND
33	56	M	CAUC	
34	33	M	CAUC	
35	23	M	CAUC	
36	22	M	CAUC	
37	27	M	CAUC	AHP
38	51	M	CAUC	FSC,ALRP,AEF
39	42	M	CAUC	SFGH,SHANTI
40	29	M	LATINO	SFGH,AHP
41	29	M	CAUC	ABC
42	38	M	CAUC	ALRP
43	40	M	AFR/AM	MNHC
44	28	M	ASIAN/PI	GAPA/GCHP
45	29	M	CAUC	SFGH
46	33	M	AFR/AM	GA,MNHC
47	33	M	CAUC	ARLP

CLIENTS	AGE	SEX	RACE	REFERRALS
48	39	M	CAUC	SSA,AHP
49	51	M	CAUC	ASAP
50	47	M	CAUC	SFAF,AHP
51	48	M	CAUC	ABC,FHP
52	23	M	CAUC	UCSF
53	44	M	CAUC	ABC
54	40	M	AFR/AM	EACH
55	37	F	CAUC	CURAS
56	36	M	LATINO	CURAS
		TOTALS		
56		FEMALES - 1 MALES - 55	AFR/AM - 5 LATINOS - 5 ASIAN/PI - 1 CAUC - 45	



October 21, 1991

MEMORANDUM

Rama
From: Rama-Selassie Barnwell, Epidemiology Unit
Member, Community Advisory Board to the Center for Positive Care (CAB)
To: Michael Mitchell, Site Manager, Center for Positive Care
Subject: Policies and Procedures Manual; corrections to

Please accept the enclosed correction to above subject manual for consideration at the next CAB meeting.

With best regards.

**Center for Positive Care
HIV Early Intervention Resource Center
Policies and Procedures Manual - ADDITIONS**

4.1 ARTICLE III - MEMBERSHIP, Section 2

New members shall be nominated by a seating member of the CAB who will provide a biographical sketch of the candidate, a signed statement of interest in serving on the CAB from the candidate and a letter from the seating member recommending the candidate for membership. Aside from requirements aforementioned, the CAB maintains the right to assess other considerations.

4.1 ARTICLE III - MEMBERSHIP, Section 5

Member having FIVE unexcused absences from meetings in a 12-month period shall be dropped automatically from membership.

(Rationale: The number "Five" is a quorum for carrying votes in the CAB and seems more realistic in light of the nature of work and people comprising the CAB.)

A N D N O O T H E R S

MINUTES

CPC Community Advisory Board

26 November 1991 Meeting

I. Attendance:

Members: Rama Barnwell, Steve Feeback, Ned Gorman, Rafael Ildefonso, Mike Shriver, Susan Williams, Jerry Windley.

Staff: Alex Gaite, Richard McCormack, Mike Mitchell, Denny Paterno, Irving Sambolin.

II. Center Staff

- A. CAB informed that there are several vacancies in Center staff. The position of Supervising Case Manager is vacant. Minimum requirement is LCSW.
- B. The staff is now more aware that while on-site, the Site Manager is in charge.
- C. Steve commented that the key-word in our effort is *COLLABORATION*. The Center is a collaboration of providers and, as such, more cooperation is required.
- D. **SUGGESTED** that the CAB push agencies to provide the services, which includes staff and hours, contracted to provide. *Article II. 1-2* of the *By-laws* calls for the CAB to "identify and advocate...represent and articulate the needs...[and] unmet needs of consumers...and potential consumers of the Center."
DECIDED that this would not constitute an "active involvement in day-to-day functioning of the Center." *Article II. 6.*
- E. **NEEDED** is a list of the providers--what they are contracted to provide and what they are and are not providing.

II. Steering Committee

- A. CAB has not received any word from the Steering Committee in reference to their request to have one member present at CAB meetings in order to clarify or assist with anything that directly concerns the Steering Committee. Purpose is to have a direct outlet/inlet between the CAB and Steering Committee.
- B. **SUGGESTED** that the one CAB member be permitted to attend the Steering Committee meetings, as an alternative.
- C. **TABLED** to await word from the Steering Committee.

III. ATS

Word has not been put out to agencies that the ATS's activities on Fridays from 1:00 to 4:00 PM beginning 13 December will be at the Center. CAB members agreed that the usual procedure is to refer a client to the general ATS appointment number, which is 415-621-4858. Richard expressed that the word will go out.

IV. *By-laws*

- A. **AMMENDMENT** to *Article V.A-C*, Chair and Vice-Chair.
The elected presiding officers of the CAB will be two (2) Co-Chairs AND NO OTHERS.

MINUTES

- B. **RECOMMENDATION** to amend *Article III Section 2*, which states candidacy requirements for new members, was withdrawn.
- C. **AMMENDMENT** to *Article III Section 5*, to read "Members having four (4) absences from meetings in a 12-month period shall be dropped automatically from membership.

To the above, seven (7) ayes (all present) to adopt **AMMENDMENTS** were counted. Three (3) more ayes needed to effect the changes. Susan obtained George's aye, Mike obtained Chorie's aye, and Steve obtained Gavin's aye.

AMMENDMENTS ACCEPTED TO BY-LAWS.

V. Definition of *Early Intervention*

MOTION to adopt Chorie's definition as a **working document** to present to the Center's staff from the CAB. Seven (7) ayes (all present) were counted.

VI. New ATS Proposal

- A. **MOTION** to draft a letter from CAB to the Steering Committee in approval of moving the two (2) ATS clerical staff to the Center from Health Center #1 to conduct all appointment making through the Center. They will begin to pay rent in July.
- B. Seven (7) ayes (all present) were counted.
- C. Proposal has already been passed to the Department of Public Health AIDS Office by the Steering Committee.

VII. CARE Funds

- A. **PROPOSED** to CARE Committee to move CD-4 testing to the Center with CARE funds, along with the counseling component.
- B. CARE's primary concern for funding is housing, secondary is substance abuse/detox.

VIII. New Providers

- A. **OPERATION CONCERN** has expressed interest in pursuing space at the Center, and there has been interest in the DSS.
- B. **PROPOSED** that the CAB draft a letter to the Steering Committee advising pursuit of these two (2) providers to acquire space at the Center.
Steve to draft and sign letter.
- C. Seven (7) ayes (all present) were counted.

IX. UCSF shuttle

- A. **PROPOSED** that the CAB draft a letter to the UC Regents thanking them for making the Center a regular stop of the UCSF shuttle.
- B. Rama to draft and sign letter.

- X. **Next meeting: Monday, 30 December 1991, 3:00 PM**
at the Center's Library, 3180 18TH Street.

**CENTER FOR POSITIVE CARE
Community Advisory Board**

- I. Introductions and Opening Statements
 - A. Introductions of New Members
 - 1. Eileen Hansen
 - 2. Jesse Johnson
 - 3. Karen Goodson Pierce
 - 4. Laura Thomas
- II. San Francisco Department of Public Health-AIDS Office
 - A. Sandra Hernandez, MD - Director
 - B. Valerie Dorr - Assistant Chief, Health Services
- III. Updates
 - A. *Status Quo* of the Center
 - 1. New Staff
 - a. CAL-PEP: Doris C. Morris
 - b. CURAS: Alfredo Armendariz
 - c. NTFAP: Michael Thompson, Supv. Serv. Coord.
 - B. Department of Social Services - Mike Mitchell
 - C. Steering Committee/CAB Liaison - Doris Butler
 - 1. Reschedule CAB Meeting Time
 - D. Project AHEAD/Special Programs for Youth - Mike Shriver
- IV. Old Business
 - A. Letters to Providers re: Personnel Policies
 - Rama Barnwell, Steve Feeback, Ned Gorman
- V. Establishing of Recommended CAB Committees
 - A. Fundraising/Finance
 - B. Personnel/Nominating
 - C. Training
 - D. Services
 - E. Outreach
 - F. Video
- VI. ACT-UP Golden Gate - Jerry Windley
- VII. New Business/Additional Matters
- VIII. Adjournment

MINUTES

CPC Community Advisory Board

21 January 1992 Meeting

Attendance:

Members: Rama Barnwell, Doris Butler, Marisa Davis, Steve Feeback, Charles Garfield,
George Gladis, Ned Gorman, Gavin Morrow-Hall, Susan Williams, Jerry Windley.

Also present: Camille Anacabe (18TH Street Services).

Staff: Mike Mitchell, Irving Sambolin.

I. Supervising Case Manager

The position is still vacant, as of this date. The temporary solution is to use Clint Nix, SFGH/ASAP Clinical Supervisor, and Denny Paterno, Volunteer Services Coordinator, as administrative support.

It is being considered to hire someone four days instead of five. It is not a well-funded position. There is the question whether the position is under EACH or the National Task Force. Extra funding for the position may be coming from the NTFAP Application in September.

II. CPC Evaluation - The purpose is to hear input and general impressions from out there in the community. The evaluation is also being given to clients, staff, Providers, Operations Team, as well as the CAB.

III. It was suggested the Open Forum on the Center be taken on the road. The *Living with HIV Public Forum* held at the Center on 15 January left a very good impression on those attending. George suggested a pilot video presenting the Center and its staff and services. A VIDEO COMMITTEE was suggested. Tabled until next meeting when the CAB decides what committees it needs.

IV. Project AHEAD/SPY - No update available yet. There is a rumor that the CARE Council allocated monies for youth services at the Center. If you should need an update sooner, please contact Mike Shriver.

V. DSS at the Center - The DSS is agreeable. They would like to base a GA person here. They are awaiting a proposal from the Center. The DSS personnel at the SF AIDS Foundation would be moved to the Center. It would be one person able to cover all levels of benefits (i.e. GA, MediCal, food stamps) or have direct access to these services.

VI. Providers - It was learned that there is a large turnover of personnel at the Center. There is a vacancy of three staff members (besides the Supv. Case Manager). It has been the practice of one agency in particular to station a case worker at the Center and then pull him/her back to the home agency frequently after having been trained and gained experience.

RESOLVED THAT the CAB express concern over:

- A. using the Center as a training ground for agency workers,
- B. client disservice because of this large turnover of staff,
- C. attrition rate.

This high attrition rate is not good for morale of the staff. Clients are not well served in this manner. There is an issue of continuity of service. Using the Center as a training ground for personnel to move up the ladder is different than just outstationing inexperienced personnel at the Center and then pulling them back.

MINUTES

RESOLVED THAT letters be sent to the one agency, the Steering Committee and all Providers expressing this concern. The tone of these letters is very important. Rama, Steve and Ned have offered to draft letters and present these at the next meeting.

- VII. Election of permanent Co-Chairs - Concern that Co-Chairs should be consumers; there should be racial and gender parity. Doris Butler and Jerry Windley were nominated and elected with 10 ayes.

- VIII. All candidates elected to membership. They are as follows:

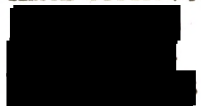
Eileen Hansen



Jesse Johnson



Karen Goodson Pierce



Laura Thomas



- IX. Application to CDC for funding to the CPC is being presented by the National Task Force. It will augment the Supervising Case Manager's salary considerably, so that we may obtain a qualified person. It will facilitate the hiring of a health educator and risk reduction specialist, who will review client history and assess what the client needs in terms of health education and prevention of HIV transmission.
- X. Suggestion was voiced for an Outreach Committee.
- XI. CAB - Steering Committee liaison
Doris to take care of this link.

**Next meeting: Wednesday, 26 February 1992, 3:00 PM
at the Center, 3180 18TH Street
3RD Floor Conference Room A.**



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

ANCAIDPA.I.D.SAIDS TRTAMENT NEWSAIAICALPENCURASITH STFTFAGCHPGLIDEHAFCNTTAPPIREDASFAFSFUPH AO

31 January 1992

Sandra Hernandez, MD
San Francisco Department of Public Health - AIDS Office
25 Van Ness Avenue
San Francisco, CA 94102

Dear Dr. Hernandez:

The Community Advisory Board of the CENTER FOR POSITIVE CARE, An HIV Early Intervention Resource Center, would like to extend an invitation to you and to Valerie Dorr to attend our next meeting.

In a continuing effort to uphold the mission of the CPC, we strive to represent the community which the Center serves. To serve our purpose of providing community involvement in the planning and coordination of HIV early intervention services and to address issues that impact individuals living with HIV disease, we meet monthly at the Center and offer our advise in order to support the work of its staff.

Please join us on Wednesday, 26 February 1992, at 3:00 PM when we meet in Conference Room A on the Third Floor of the CENTER FOR POSITIVE CARE at 3180 18TH Street at Folsom. We would be honored to receive you and Ms. Dorr at this meeting. You will be included in our agenda.

Thank you for your time and continuing support of our Center.

Very truly yours,

Doris Butler
Co-Chair

Jerry Windley
Co-Chair

cc: Valerie Dorr
Steering Committee

:its

MINUTES

Center for Positive Care Community Advisory Board

25 March 1992 Meeting

Attendance:

Co-Chairs: Doris Butler, Jerry Windley
Members: Rama Barnwell, George Gladis, DeAnna Guilbeau (Welch),
Eileen Hansen, Jesse Johnson, Randy Miller, Karen Goodson Pierce,
Laura Thomas.
Also present: Edward Bedard, Todd Kooyers - ACT-UP Golden Gate.
Staff: Mike Mitchell, Irving Sambolin.

I. Department of Social Services

The DSS intake and carrying workers begin at the Center the week of 30 March.

A. Food Stamps

Four (4) intake slots have been allocated to the CPC for Food Stamps every Thursday beginning at 1:00 PM, by appointment.

B. General Assistance

Two (2) intake slots have been allocated to the CPC for GA every Friday beginning at 1:30 PM, by appointment.

Please note: these slots are available to all eligible HIV+ individuals through CPC. The necessary forms should be filled out with a CPC Service Coordinator prior to the appointment with the DSS worker. Please call the Center for information.

II. Project AHEAD/Special Programs for Youth

A MEMORANDUM OF UNDERSTANDING was signed. Hector Torres will begin as their representative staff member as of 30 March.

III. Mayor Jordan's Visit

A. Drop-in basis

Mike Mitchell has spoken with Jean Harris, and according to her, the Mayor plans to visit the Center on a drop-in basis.

A. Letter from CAB

It was suggested that the CAB write to the Mayor (or Jean Harris) to suggest a formal visit instead of a drop-in--out of respect for the staff of the CPC. A drop-in could be construed as a surprise site visit and disrupt staff.

The letter should be directed to the Mayor himself and CC Jean Harris and other community liaisons. A specific date and time should be suggested with a few alternatives.

The general consensus of the CAB members was that Jean Harris is not the definitive representative of the entire Gay/Lesbian community, much less people of color. However, all correspondence in reference to HIV/AIDS issues that is addressed to the Mayor going into City Hall is forwarded to Jean Harris automatically.

C. Resolution

RESOLVED that Karen and Jerry would draft the letter to the Mayor from the CAB.

IV. Site Monitorings

The CAB expressed its desire to view the results and recommendations of the AIDS Office's site monitorings once they are produced.

MINUTES

- V. Steering Committee
Doris had not attended a Steering Committee meeting prior to this CAB meeting, and there was no member of the Steering Committee present.
- VI. Establishing CAB Sub-Committees
Only the Personnel/Nominating Sub-Committee is recommended by the CAB *By-Laws*. Other sub-committees suggested by Board members were Fundraising/Finance, Training, Services, Outreach, Video. An Evaluation sub-committee was also suggested today.
- A. Purpose of each sub-committee
1. Fundraising/Finance
To help bring in revenue to the Center; and should the CAB form its own fundraising organization {*Friends of the Center*}, this committee will perform the necessary financial duties.
 2. Personnel/Nominating
To examine membership (applicants and incumbents) for the Annual Membership Meeting.
 3. Training
To examine and advise on CPC staff trainings.
 4. Services
To examine and determine gaps in services at the CPC, and to look at developing additional services.
 5. Video
Suggested that this sub-committee be a part of Outreach. We know that there are Board members capable of organizing the production of a video for the Center. Is it not the responsibility of the person in charge of CPC media? When the CAB is ready to work on a video, the Outreach Sub-Committee can focus their efforts on this task.
 6. Evaluation
Discussion took place on whether this sub-committee should be its own or combined with Services.
- B. How will the sub-committees function?
Discussion took place around the function and abilities of the CAB and its sub-committees.
It was articulated that CABs are groups of glorified volunteers. The sub-committees can only be empowered by the actual staff at the CPC hired to carry-out these functions. The CAB sub-committees can only serve a purpose if they are utilized to augment the Center staff and their efforts.
1. Resolution
RESOLVED that the CAB sub-committees should function as an advisory and supportive role to the Center staff. If there are no staff hired to perform the function assigned to the sub-committee, the CAB should research and advise accordingly of the need for staff or efforts to carry-out the specific sub-committee function.
- C. Are there contracts for the sub-committee functions?
Research needs to be conducted into the CPC contracts to see if there are actual roles at the Center that perform the CAB sub-committees' functions.
- D. Resolution
RESOLVED that there are to be five (5) CAB sub-committees:
1. Fundraising/Finance
 2. Training/Service
 3. Outreach [Media]
 4. Personnel/Nominating
 5. Evaluation
- a. Vote: 8 AYES.

MINUTES

VI. CAB vacancies

A. What demographics: SF or HIV+s?

Question was raised whether we choose CAB members according to the demographics of the City of San Francisco or according to the HIV infected population.

B. Edward Bedard

Edward Bedard, formerly sent to the CAB from ACTUP Golden Gate, is now applying for himself as a member of the community. {Letter of application attached.}

C. Proper procedures of application

Point was raised that we have a process of application as stated in the *By-Laws*, and all future candidates to a seat on this Board must follow these procedures as they were adopted.

D. History of CAB set-up

However, the CAB was originally set up with a seat being occupied by a representative from several specific organizations. The *By-Laws* do not mention membership from any specific organization except for the two (2) members to be selected from amongst the CPC On-Site Service Providers. They do, however, mention that the membership should "reflect the population of San Francisco and especially consumers of the Center with consideration of such factors as ethnicity, nationality, HIV status, perceived disability, gender, sexual orientation and age."

E. Tradition vs. *By-Laws*

Question was raised whether the seats of the CAB should be filled according to the tradition or according to the procedures set down in the *By-Laws*. Also, should there be a seat occupied by ACTUP GG?

F. Service provider/non-profit organization seats

Concern was expressed over seats on the CAB being occupied, at all, by representatives of service provider organizations. There is a disproportionate membership. Non-profit organizations do not represent the consumers.

G. How to meet the requirements of the *By-Laws*?

There is a need to look at how we are to meet the requirements of the *By-Laws*.

This topic was originally meant to be revisited at the Annual Membership Meeting. The need to revisit this topic now was expressed.

H. Resolution concerning ACTUP GG

RESOLVED that because, historically, certain organizations were targeted to hold a representative seat on this Board, we move to accept Todd Kooyers as representative of ACTUP GG. HOWEVER, this a temporary suspension of the *By-Laws*.

1. Vote: 5 AYES, 1 NAY and 1 ABSTENTION.

I. Discussion TABLED

A great deal of our next meeting needs to address the topic of membership to this Board, and perhaps an *Ad Hoc Committee* formed to analyze the present membership and to assess the present needs of this Board.

VII. New Day/Time for Meetings

Discussion TABLED until next meeting.

**Next meeting: Wednesday, 22 April 1992, 3:00 PM
at the Center, 3180 18TH Street
3RD Floor Conference Room A.**

**STEERING
COMMITTEE
INFORMATION**

STEERING COMMITTEE MEETING
SEPTEMBER 17, 1991

Present: Jim Dilley, Reggie Williams, Mike Mitchell

The Memorandum of Understanding was discussed. It was decided that it was important to emphasize that the Center for Positive Care serves the entire community, and that it is open to all. It is understood that Center staff will provide services to anyone who presents her/himself at the Center.

Intake was discussed. It was decided that all case managers on-site would do rotating intake. The supervisor for Case Managers is responsible for designing the order that clients will be seen during intake.

Case management was discussed. There is the presumption that the person who does the intake will, also, be responsible for doing the case management of that client. Clients would be presented with options, but it was felt that the client would feel most comfortable with the case manager who does intake.

Quality assurance for case management was discussed. There is a need to establish a training program for all case managers. Wendell Carmichael has agreed to have arrange to have case management training at E.A.C.H. headquarters September 25, 26, and 27. The training sessions will begin at 9:00 AM. In addition, there is a need to establish standards. Standards were not discussed, but it was assumed that it would be the responsibility of the Supervisor for Case Management to work on establishing those standards.

Termination of case management service was discussed. Since the CPC is an early intervention center, it is assumed that case management will not continue indefinitely for all clients. As clients progress it will be necessary to refer some clients to other agencies for medical care management and other services. Generally, it is expected that a client will need services that other agencies can better provide after the onset of the first opportunistic disease. It will up to the Supervisor for Case Management to establish regularly scheduled case conferences to determine the disposition of clients receiving case management at the Center.

The composition of the case management staff was discussed. Jim presented an alternative that may correct inequities that currently exist.

It was decided that I had the approval of the Jim and Reggie to go ahead and speak for the Steering Committee on items involving the media and print budgets.

To: Gloria Lockett, Reggie Williams

Post-It™ brand fax transmittal memo 7871

of pages 3



A project concerned with AIDS prevention and health promotion

From Mike Mitchell	From James Dilley
Co. Center for Positive Care	Co. AIDS Health Proj
Dept.	Phone # 476-6430
Fax #	Fax # 476-7996

Mike & Steering Committee -

See attached per request
for Youth Svcs as I mentioned.
I say it's a go, but Mike
needs to negotiate time to them to
ensure that their social worker
"pays" the center by providing some
center-oriented intake hours, etc.

OK?

Thanks.

Jim

A

Address Correspondence To: UCSF AIDS Health Project • Box 0884 • San Francisco, CA 94143-0884

Administrative Offices: 1655 Polson Street • Suite 506 • San Francisco, California • (415) 476-0430

Affiliated with the University of California, San Francisco

~~Mike~~ Mike
P.S. Also see attached cc. of letter from Charles
Garfield for your information.



AHEAD

Alliance for the Health of Adolescents

SPECIAL
PROGRAMS
FOR YOUTH
S.F.D.P.H.

375 Woodside Ave
San Francisco
California 94127
415-753-7788

September 16, 1991

Jim Dilley, M.D.
UCSF AIDS Health Project
P. O. Box 0884
San Francisco, CA 94143

Dear Jim:

May I take this opportunity to thank you and your staff for all the hard work you've given to make the Center for Positive Care a reality. These services will give people living with HIV their best chance for health.

As you know, I am currently directing the Pediatric Demonstration Grant named Project AHEAD. (See enclosed abstract.) We collaborate with many community groups to provide services for high-risk and HIV-infected youth. I will be coordinating the additional staff funded by the Ryan White/Kennedy Care funds. The team will consist of a nurse practitioner, medical social worker and a health worker. They will be in a key position to work with newly-tested youth and to case manage the HIV-positive youth currently receiving care.

It is our hope that we can be the central resource for youth age 12-25 at your new center. We would request to be part of your reception and phone systems and to be integrated into the intake plan. Concretely, we would need a desk, phone, chair, and 4-drawer filing cabinet. We also would appreciate access per appointment to the interview and group rooms. As a co-sponsor of Bay Positives, the only peer support group for HIV-positive young people, we would also like to move their meetings to this location. We have hired our nurse practitioner and a bilingual health worker. We currently are interviewing for the social worker position.

I look forward to working with you and the other organizations involved in the center. Our young people will benefit greatly from these much needed early intervention services.

Sincerely,

Ron Henderson

Ron Henderson
Director

cc: Joanna Rinaldi
Erica Bisgyer
Michael Baxter
Janet Shalwitz
Mike Shriver

RH:sg

Enclosure

RECEIVED
SEP 18 1991

September 13, 1991

James Dilly, M.D.
Associate Clinical Professor
UC - San Francisco
Box 0884
San Francisco, CA 94143-0884

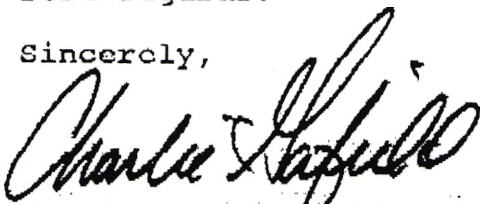
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Mike said that he would be in touch shortly to discuss this further and seemed excited by the prospect. Feel free to contact me at any point so that we can take the next step.

Best regards.

Sincerely,



Charles A. Garfield, Ph.D.
Associate Clinical Professor

CAG/egb



A project concerned
with AIDS Prevention
and Health Promotion

To: Gloria Lockett, Reggie Williams

Post-It™ brand fax transmittal memo 7871

of pages 3

From Mike Mitchell	From James Dilley
Co. Center for Positive Care	Co. AIDS Health Proj
Dept.	Phone # 476-6430
Fax #	Fax # 476-7996

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AHEAD

ALLIANCE FOR THE HEALTH OF ADOLESCENTS

SPECIAL
PROGRAMS
FOR YOUTH

S.F.D.P.H.

376 Woodside Ave

San Francisco

California 94127

415-753-7786

September 16, 1991

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UCSF AIDS Health Project
P. O. Box 0884
San Francisco, CA 94143

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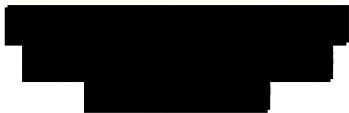
Ron Henderson

Ron Henderson
Director

cc: Joanna Rinaldi
Erica Biggyer
Michael Baxter
Janet Shalwitz
Mike Shriver

RH:sg

Enclosure

CHARLES A. GARFIELD
RECEIVED
SEP 18 1991

September 13, 1991

James Dilly, M.D.
Associate Clinical Professor
UC - San Francisco
Box 0884
San Francisco, CA 94143-0884

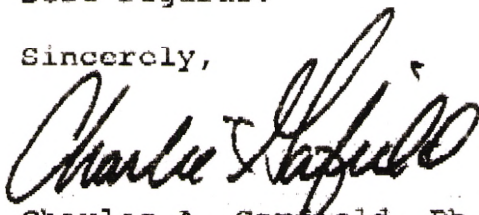
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Best regards.

Sincerely,



Charles A. Garfield, Ph.D.
Associate Clinical Professor

CAG/egb

STEERING COMMITTEE MEETING

AGENDA 8/30/91

- I. Policies and Procedures Manual
- II. Community Advisory Board - Oct 1, Mtg
- III. Opening
 - Date
 - Invitations
 - Invitees
- IV. Ruth Brinker ✓
- V. Center for Positive Care Brochure (200 word essay)
 - Gloria - Outreach
 - Jim - Case Management
 - ✓ Reggie - Education and Prevention
 - Mike - Description of How to Access the Center
- IV. MOU
- V. Art Contest for Increasing Youth Involvement
- VI. Printing Budget: \$12,000
 - Opening Invitations
 - Center Promotional Folder
 - Letterhead Stationary
 - Envelopes
 - Appointment Cards
 - Business Cards

INVITATION - SUGGESTED COPY

LOGO

You are
cordially invited
to attend the
opening of
THE EARLY INTERVENTION RESOURCE CENTER
on Tuesday, October 1, 1991

4:00 - 7:00 PM

3180 Folsom Street
San Francisco, California 94103

Folsom at Eighteenth Street

Ribbon Cutting ceremonies at 5:30 pm
Refreshments

HELP US CELEBRATE

Please come to the opening of
THE EARLY INTERVENTION RESOURCE CENTER
on Tuesday, October 1, 1991

4:00 - 7:00 pm

3180 Folsom Street
San Francisco, California 94103

(Folsom at Eighteenth Street)

Ribbon Cutting ceremonies at 5:30 pm
Refreshments

EIRC OPENING

OCTOBER 1, 1991

4 - 7 PM

INVITATIONS:

ALL MEMBERS OF THE BOARD OF SUPERVISORS

AIDS OFFICE STAFF - HOW DEEP?

HEALTH DEPARTMENT EXECUTIVE STAFF - HOW DEEP?

ASPA SERVICE DIRECTORY - ALL S.F. AGENCIES INCLUDING ALAMEDA - ORDER TWO LABEL LISTS - ONE FOR GLORIA LOCKETT - BILL GLORIA FOR HERS.

TENANT AGENCIES

MEDIA - PRESS, TV. RADIO, GAY PAPERS

ADVISORY COMMITTEE LISTS FROM AIDS OFFICE

ADVISORY BOARD OF AHP

GLORIA AND REGGIE TO INVITE THEIR OWN ADVISORY BOARDS?

DISCUSS REFRESHMENTS WITH RENETIA?

HOW DO WE GET INVITATIONS INTO THE HANDS OF OUTREACH WORKERS? DO WE GET NAMES? DO WE SEND A SUPPLY OF INVITATIONS TO THE AGENCY? ARE WE CONCERNED ABOUT CONTROL?

MEMORADUM OF UNDERSTANDING

Center for Positive Care
HIV Early Intervention Resource Center

This Memorandum of Understanding, hereafter referred to as the "MOU", is an agreement between the collaborating agencies funded to provide site administration for the Center for Positive Care - University of California AIDS Health Project, the California Prostitutes Education Project, and the National Task Force on AIDS Prevention- hereafter referred to as the "Steering Committee", {NAME OF PROVIDER } hereafter referred to as the "Provider", and the San Francisco Department of Public Health AIDS Office hereafter referred to as the "Department".

The MOU defines the rights and responsibilities, as well as the relationships, of each entity related to the provision of administration and services at the Center for Positive Care.

The Center for Positive Care, hereafter referred to as the "Center", is located at {address/floors}.

The mission of the Center is to provide the structure for the efficient, effective, and integrated system of early intervention services to San Franciscans with HIV to enable them to explore and become involved in early intervention treatment and care.

Rights and Responsibilities of Site Administrators

The Steering Committee is responsible for:

1. Securing and maintaining office space for the Center's administrative and on-site program services. Coordination with Provider(s) and Department around lease requirements and restrictions.

2. Hiring, supervision, and evaluation the Center's administrative staff.
3. Adoption and implementation of the Center's Policies and Procedures Manual for the Center defining operational issues.
4. Development, maintenance, and implementation of a media campaign that accurately describes the services provided at the Center and other related information.
5. Implementation and management of a fundraising campaign designed to provide funds for the Center's operations.
6. Participation in the development and evaluation of Center-related services.
7. Coordination of administrative, operational, and service issues with agencies funded to provide Center services and the Department.

The Steering Committee will assign responsibility for the above to the Site Manager. The Site Manager is responsible for:

1. Day-to-day administration for the Center.
2. Participation in matrix management of all other Center-related administrative staff with the management of the hiring agency.
3. Development, maintenance, and implementation of the Center's Policies and Procedures Manual.
4. Coordination of the Center's media campaign.
5. Coordination of the Center's fundraising campaign.
6. Participation in the development and evaluation of Center-related services.

7. Day-to-day coordination with Center Provider(s) and the Department.
8. Coordination with non-Center HIV early intervention providers.

Rights and Responsibilities of Provider Agency

The Provider will perform HIV early intervention services, either on-site or off-site, as funded by the Department. A brief description of the services to be performed is attached and is referred to by reference.

The Provider is responsible for:

1. Submission, to the Department, of proposals for Center-related services, negotiations of related contractual terms and language, delivery of services, and modifications of approved services with the Department.
2. Providing input to Site Manager related to day-to-day operations of the Center.
3. Participation on Center-specific staff meetings and in-services trainings.
4. Participation in the election of representatives from the Center's Providers to the Community Advisory Board.
5. Adherence to policies and procedures as defined in the Center for Positive Care Policies and Procedures Manual.

Rights and Responsibilities of San Francisco Department of Public Health, AIDS Office

The Department is responsible for providing funds for Center-specific HIV early intervention services, administration, and operations.

The Department is responsible for:

1. The development and evaluation of Center-specific HIV early intervention services.
2. In its role as funding agency, serves as final arbiter of Center-specific problems, issues, or concerns that have not been resolved through all reasonable efforts of the Steering Committee, Site Manager, and/or the Provider(s).
3. Review and approve Center-specific printed or electronic educational or informational materials and messages. The Department will do so in a timely and expeditious manner.

Resolution of Problems

All parties agree to resolve problems, issues, or concerns in a forthright and professional manner.

The primary effort at problem resolution will be between the principals (individuals and/or agencies) involved.

Should those efforts prove unsuccessful, the Site Manager may be asked to mediate.

Should those efforts prove unsuccessful, the Steering Committee may be asked to mediate.

Should those efforts prove unsuccessful, the Department will arbitrate.

Center for Positive Care
HIV Early Intervention Resource Center
Policies and Procedures Manual

Draft

8/29

The undersigned agree to the terms and conditions set forth in this Memorandum of Understanding.

James W. Dilley, MD
Project Director
University of California
AIDS Health Project

Gloria Lockett
Executive Director
California Prostitutes
Education Project

Reggie Williams
Executive Director
National Task Force on AIDS
Prevention

[Provider Agency]

Valerie Dorr
Assistant Branch Chief
San Francisco Department of Health
AIDS Office

August 25, 1991

MEMORADNUM

TO: Operations Team
FROM: Mike Mitchell
RE: ERIC Youth Involvement

Les Hanson suggested to Valerie Dorr that one way to increase youth involvement would be for the Center to sponsor a poster design(s) contest for the Center.

Does this idea have merit, and are there funds to support such a contest?

CENTER FOR POSITIVE CARE
TIME LINE
10/01/91

The following items are completed:

Facility Lease in Place
Telephones Ordered
Photocopies Ordered
FAX Machine Ordered and Received
Office Supplies-Inventory Odered and Received
Advertising Consultant under Contract
Library Consultant under Contract

08/29/91 Invitations to Opening - Richard McCormack - Text written
 Mailing Labels Requested from V. Dorr for DHP AO's Advisory Committees

08/30/91 Steering Committee Approval of Invitations
 Approval of Procedure for Center's Policies and Procedures Manual
 Approval of Community Advisory Board's By-Laws for Center
 Identification of Some Individuals to Participate on CAB

09/03/91 Operations Team Meeting

09/04/91 Management Meeting
 Library Evaluation Form Completed
 Center Client Evaluation/Suggestion/Complaint Form Completed
 Draft of Intake Form
 Appointment Card Designed
 Draft of Center Resources Pamphlet

09/05/91 Weekly Meeting: V. Dorr & M. Mitchell
 AIDS Health Project Positions Listed in UCSF Personnel Bulletin

09/06/91 Weekly Meeting: Sandra Hernandez & Center's Steering Committee
 Telephone Order Placed

09/10/91 Operations Team Meeting
 On-Site Provider Meeting
 Completed Protocol of Case Management Services at the Center

09/11/91 Management Meeting

09/12/91 AHP Positions Closed - Interviews May Begin

09/12/91 Weekly Meeting: V. Dorr & M. Mitchell

09/17/91 Operations Team Meeting
 Emergency Procedures Completed

09/18/91 Management Team Meeting

09/20/91 AHP Personnel Hired

09/23/91 Center Open to On-Site Providers
 1st Day AHP New Hires May be on the Job
 Photocopy Machine Delivered

09/24/91 Operations Team Meeting
On-Site Provider Meeting
Outreach Presentations Protocol Developed and Presented to On-Site
Providers

10/01/91 Center Opens
Opening Ceremonies
Outreach Presentation Begin

10/21/91 First Floor Opens

10/23/91 ATS Opens

10/01/91 Instaff Computer System at Another Case Management Agency. Implement
Updating schedule.
Software Computer Training Undersay

10/11/91 Monthly Report Due in AIDS Office (September, 1991)

10/15/91 Issue an Updated HIV Resources Compendium and Brochure.

11/01/91 Formal Protocol and Client Evaluation tool for "Case Management" Developed

11/14/91 Monthly Report Due in AIDS Office (October, 1991)

12/01/91 Instaff All Remaining Systems at Other Case Management Agencies

12/13/91 Monthly Report Due in AIDS Office (November, 1991)

01/02/91 Third Floor Opens

01/14/92 Monthly Report Due in AIDS Office (December, 1919)

02/14/92 Monthly Report Due in AIDS Office (January, 1992)

03/13/92 Monthly Report Due in AIDS Office (February, 1992)

03/31/92 Complete Survey of Agencies and Clients for Evaluation of Services

04/14/92 Monthly Report Due in AIDS Office (March, 1992)

04/15/92 Issue an Updated HIV Resources Compendium and Brochure

05/14/92 Monthly Report Due in AIDS Office (April, 1992)

06/12/92 Monthly Report Due in AIDS Office (May, 1992)



Center for Positive Care
An HIV Early Intervention Resource Center

FAX 415-476-3655

.....
3180 18TH Street at Folsom San Francisco, CA 94110 415-476-3644

TO:

STEERING COMMITTEE

Jim Dilley, MD
UCSF AIDS Health Project
FAX 415-476-7996

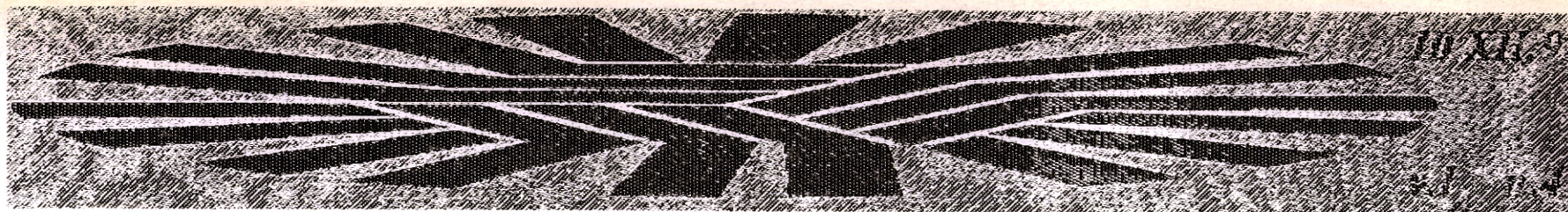
Gloria Lockett
California Prostitutes Education Project
FAX 510-839-6775

Reggie Williams
National Task Force on AIDS Prevention
FAX 415-749-6706

FROM: Mike Mitchell, Site Manager

Number of pages: 3

Additional comments:



+ TALK *

A BIWEEKLY STAFF BULLETIN FOR THE CENTER FOR POSITIVE CARE, AN HIV EARLY INTERVENTION RESOURCE CENTER

3180 18TH Street @ Folsom San Francisco, CA 94110 415-476-3644 FAX 415-475-3655

AROUND THE HEARTH

.....

AIDS - 101 WORKSHOPS WILL TAKE PLACE EVERY TUESDAY FROM 2:00 - 3:00 PM IN THE CENTER LIBRARY - STAFF AND CLIENTS ARE INVITED.

CLOSED FOR THE HOLIDAYS - THE CENTER WILL BE CLOSED 24-25 DEC AND 1 JAN. AHP EMPLOYEES ARE OFF ON 23 DEC AS WELL.

GP-120 VACCINE TRIALS ARE OPEN TO INDIVIDUALS WHO ARE HIV+ WITH A NORMAL T-CELL COUNT. PLEASE CONTACT NELSON MURCAR RN, AT 6-9296, X 84092.

ATS BEGINS ON FRIDAY, 13 DEC BETWEEN 1-4:00 PM. TESTING IS OPEN FOR FIRST TIME TESTERS ON AN APPOINTMENT BASIS. PLEASE CALL 621-4858 TO SCHEDULE APPOINTMENTS.

HIV HOUSING NETWORK OF THE SHANTI PROJECT BEGINS 11 DEC. THEIR LOCATION IS 1540 MARKET, #138. CALL 575-3719 FOR MORE INFO.

OUTREACH BOBBY AND 18TH STREET SERVICES DOES OUTREACH IN THE CASTRO ON FRIDAYS BETWEEN 5-8:00 PM. SEE BOBBY IF YOU'RE INTERESTED.

BANQUET FOR PEOPLE WHO ARE HIV+ A HOME-COOKED MEAL IS BEING PREPARED FOR 25 PERSONS BY THE AIDS PROJECT OF LUTHERAN SOCIAL SERVICES, COORDINATED BY ST. PAULUS LUTHERAN CHURCH, ON 11 DEC AT 4:00 PM, 950 GOUGH AT EDDY. PLEASE CALL 673-0456 TO RESERVE A SEAT.

POLICIES AND PROCEDURES MANUAL HAS BEEN DRAFTED. A USER COPY WILL BE AVAILABLE AT IRVING'S DESK. ONCE THE MANUAL HAS BEEN ADOPTED, A COPY WILL BE PLACED AT EACH AGENCY'S DESK.

MONTHLY LISTING OF AIDS-RELATED EDUCATIONAL EVENTS OF THE SF AIDS FOUNDATION WILL BE POSTED ON THE BULLETIN BOARD NOW POSTED ON THE SECOND FLOOR. PLEASE TAKE A LOOK! THERE'S A LOT IN THERE.

CDC REVISED CLASSIFICATION SYSTEM FOR HIV INFECTION DRAFT WILL BE POSTED ON THE BULLETIN BOARD. THE FINAL DOCUMENT IS EXPECTED IN JANUARY OF '92.

RECYCLING EFFORTS CONTINUE. PLEASE NOTICE THE THREE CONTAINERS NEAR THE PHOTOCOPIER. PLEASE DISPOSE OF YOUR PAPER IN THE APPROPRIATE CONTAINERS. **SAVE THE EARTH!**
WELCOME ABCARD TO RICHARD DAQUAOG, OUR INTERIM SUPERVISING CASE MANAGER FROM AHP - CLINT NICKS, WHO WILL BE JOINING THE WOMEN'S ADVOCACY PROGRAM WITH AHP - PAUL SHIMAZAKI, OUR NEWEST INTAKE/CASE MANAGER WITH G-CHIP - AND LINDA WHITE, CLINICAL SOCIAL WORKER FOR THE WOMEN'S ADVOCACY PROGRAM WITH AHP. WELCOME THEM TO THE HEARTH!!!

WHAT YOU GIVE IS WHAT YOU GET: GOOD CUSTOMER SERVICE

Second in a series of customer service devices (the first was in reference to STANDARD FORMATS OF MEMORANDA AND INTER-OFFICE MEMORANDA), these are meant as a resource to achieve better skills in business-writing and professionalism in dealing with clients, colleagues and the community.

Imagine yourself making a call to your lawyer's office. The phone rings seven times before you hear click! After a long pause, you hear, *What d'ya want? What would be your reaction? Would you think you got the right number? Just saying, Hello does not say much of anything, either.*

First of all, forget all you learned in the past. Things like, *Any's desk!*, *Harry here!* and *Please hold!* can really turn someone off. When you pick-up that phone, you do not know what awaits you on the other end of the line--a fist or a smile!

Try something like this, *Good morning! Center for Positive Care...This is Gwendoline.* Hearing this on the line does three things for the caller:

1- GREETES THE CALLER--*Good morning/afternoon/evening!* starts the conversation with a wish for the caller's well-being.

2- IDENTIFIES WHERE THE CALLER HAS PHONED--*Center for Positive Care* lets the caller know that she has not, or maybe has, gotten a wrong number.

3- PERSONALIZES--*This is Gwendoline*, bearing your name makes the caller feel that he has reached a PERSON and not a mad-telephone-answering--receptionist-from-hell or a mechanical-purgatorial desk-stricken-office-worker. We tend to feel more comfortable knowing the person's name with whom we are interacting. In Old Testament society, knowing someone's name meant you had a certain control

over that person or thing. The same goes for voodoo cults! That is why Adam named all the things on the earth, and over the earth and beneath the earth. Fret not, you need not believe everything the Bible says, but you better believe what a witch doctor says. The caller will simply feel more comfortable with you, and in our business, making a client feel comfortable and empowered is our FIRST concern.

Never lose control in or of a conversation. In other words, if the caller is angry or upset, do not get angry or upset yourself. That does not remedy the situation or the caller's anguish. Use a calm and soothing tone of voice. Over the phone, you cannot use facial, hand or body motions to express your thoughts; therefore, the only outlet you have is your tone of voice. And if you choose a harsh tone, you may have that fist coming out of the receiver.

The caller is always right...until proven wrong. Do not patronize a caller, but in the same way, do not lecture a caller. Patience in explaining--do not use a condescending tone of voice.

When you need to put a caller on hold, ask first. *Please hold for a moment?* or something equally polite is appropriate.

When transferring calls, announce the call to the receiver.

Always remember, the treatment you give, is the treatment you will receive in return. Consider the clients' needs above everything. -its

PLEASE NOTE THAT +TALK HAS CHANGED FOR THE TIME BEING TO A BIWEEKLY NEWSLETTER DUE TO WORKLOAD. NEW COLUMNS BY STAFF WILL BE ADDED IN A SPECIAL EDITION TO BE PUBLISHED NEXT WEEK...HOPEFULLY. WE WILL ALSO BE ASKING ALL STAFF, ONE PER WEEK, TO CONTRIBUTE A SMALL AUTO-BIOGRAPHY TO BE PUBLISHED EACH WEEK.

Memorandum

6 March 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell

Agenda

3/6/92

Volunteer Program - Denny Paterno

✓ SAVE Program

✓ Positives Being Positive

✓ Living & HIV Forum

- grant writing
- speakers bureau
- outreach

Supervising Case Manager - Michael Thompson

- chart review

Updates:

skills building - March - 3 hr suicide training

Operation Concern

DSS

✓ Intake for Food Stamps

✓ General Assistance Carrying Worker

✓ Project Ahead/Special Program for Youths

American College of Traditional Chinese Medicine

Project Inform Pamphlets in Center's Library

✓ San Francisco Sphere

✓ Emergency Food Box Program

Outreach

San Francisco AIDS Foundation

AIDS Emergency Fund

The Living Room - Positives Being Positive & Garage Sale

Davies' Medical Center

✓ Tom Waddell Clinic

Swords to Plowshares

City Clinic

Bayview Hunters Point Foundation

Shanti Project

AIDS Memorial Quilt - Fashion Center

✓ Lesbian & Gay Freedom Day Parade - Initial Discussions Begun

✓ Steering Committee Soiree

M E M O R A N D U M

TO: Michael Mitchell
Site Manager
Center for Positive Care
FROM: Tony Arturi
Manager, Food Stamps Program
Department of Social Services, San Francisco
DATE: March 5, 1992
RE: Outstationing of staff at the Center

This is to confirm that Robert Berry of the Food Stamps program will be outstationed at the Center for Positive Care for four hours per week on Thursday afternoons.

This arrangement will begin on March 26, 1992 and continue for a 90 day trial period. At the end of this trial period the Center and DSS will both assess the effectiveness of the outstationing arrangement.

Mr. Berry will be in touch with you before the start date to set up procedures.

Thank you for your interest in working with DSS.

SHARING OUR LOVE,
NOW MORE THAN EVER



AIDS EMERGENCY FUND

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Tom Ammiano

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1984-1986
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Julie Harris
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Rabbi Robert Kirschner
Gardner Pond
Arlo Smith
Rikki Streicher
Julie Tang
Leland Yee, Phd.

February 27, 1992

Mr. Michael Mitchell
Center for Positive Care
3180 18th Street
San Francisco, CA 94103

Dear Mike:

Thank you very much for inviting me to tour your facility yesterday and for the opportunity to talk with you about the various services that each of our organizations provide.

I was very impressed with the directions you are taking - particularly in case management, coordination, and referral. So much is needed in this area, and I believe that the Center can promote an effective use of existing services while filling the gaps that exist between services.

I am sure that the Center for Positive Care will prove to be a valuable resource for us. I hope that we can work together in many ways in the future.

Yours truly,

Chris Veysey
Chris Veysey

Providing emergency financial assistance to people with AIDS or Disabling ARC.
1550 California Street, Suite 7, San Francisco, CA 94109, (415) 441-6407

Established in 1982 as the San Francisco AIDS Fund.

RECEIVED

MAR 02 1992

Ans'd.....

October 7, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

FROM: Mike Mitchell *Mike*

ADMISSION POLICY FOR NEW PROVIDERS TO THE CPC

Attached is a draft of a proposed policy for admitting new organizations to the CPC. It is the first attempt, so please make corrections, additions or suggestions for proposed changes.

The policy needs to be addressed as soon as possible so that the CPC can move ahead in admitting Project Ahead into the CPC.

Thanks!

Admission of New Providers

In order to fulfill its mission, the Center for Positive Care seeks to include Providers which will meet the needs of its clients. Realizing that the original participating Providers cannot meet all of the needs of persons with HIV, the Steering Committee adopts the following policy and procedure for admitting additional Providers and additional staff for already participating Providers to the CPC.

- A. Any organization (for-profit, not-for-profit, public) desiring space to base staff at the CPC must send a letter of application to the CPC Steering Committee, outlining the purpose of the applying organization, the proposed services to be offered at the CPC, and the number of staff to be located at the CPC.
- B. Within one month, the Steering Committee will respond to the letter of application, indicating preliminary approval or disapproval.
- C. If the letter of application is disapproved, the applying organization may not reapply for admission to the CPC for six (6) months.
- D. If the letter of application receives preliminary approval, negotiations of a Memorandum of Understanding will begin between the applying organization's chief administrative officer or designee and the Site Manager of the CPC.
- E. The Memorandum of Understanding will address the following items:
 - Direct costs associated with housing staff at the CPC,
 - Indirect costs associated with the administration of the CPC,
 - Services to be provided at the CPC (deliverables),
 - Monitoring of the deliverables,
 - Required reports,
 - Supervision of staff at the CPC, and
 - Date services are to begin.

IT IS UNDERSTOOD THAT ANY PROVIDER PARTICIPATING IN THE CPC WILL ADHERE TO THE CPC'S POLICIES AND PROCEDURES MANUAL FOR ALL ACTIVITIES AT THE CPC. FAILURE TO ADHERE TO THE PROVISIONS OF THE MANUAL WILL RESULT IN THE TERMINATION OF THE RIGHT OF A PROVIDER TO CONTINUE OPERATIONS AT THE CPC.

- F. When the Memorandum of Understanding is approved by the Steering Committee and signed by all parties, the applying organization and its staff will be incorporated into the Center for Positive Care with all the rights and privileges granted to all Providers with staff at the Center.

October 9, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

FROM: Mike Mitchell *DM*

ATS SERVICES AT THE CPC

I talked with Lynn Fischer-Ponce this morning regarding ATS services at the CPC. She indicated that she had been planning to install ATS services at the CPC in December, but understood that I was concerned about initiating services at an earlier date. She is currently looking at initiation of services the week of November 4, 1991, but there are several problems.

1. Moving the ATS site for one evening from Health Center #1 employs the concept of a roving team; she has indicated that her present team would require training. Ms. Fischer-Ponce indicated that she did not want to utilize her own staff.
2. There is the need to arrange to have lab supplies and infectious waste disposal at the CPC.
3. The DPH is still looking into providing the monies to move ATS services to the CPC.

Once the ATS services are arranged, it will be necessary for Mary Ann McGuire, head nurse for the City and County of San Francisco, to carry out an inspection. This is usually not a problem. She needs to make sure that there are infection control measures in place and an infection control manual.

247-2400

cc: Valerie Dorr
Lynn Fischer-Ponce
Ed Diaz

August 24, 1991

MEMORANDUM

TO: ERIC Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams ✓

FROM: Mike Mitchell *MLM*

RE: Week's Activities August 19-23

I met with the following people:

- Louis Ashley - Glide AIDS Project
- J.D. Benson - AIDS Health Project
- Pat Christian - San Francisco AIDS Foundation
- Mohr Downing - PHREDA
- Jamie Geaga - Filipino Task Force on AIDS
- Richard McCormack - Funding Development Consultant
- Laura Thomas - EIRC Library Consultant
- John Yarling - AIDS Benefits Counselors

I attended the following meetings:

- ERIC Operations Team Meeting
- Management Meeting - DPH
- Intake Form Meeting - DPH
- Steering Committee & Sandra Hernandez
- Steering Committee

I attended a reception for Chris Sandoval.

ERIC Operations Team - August 26, 1991

Ellen Goldstein

Fiscal Responsibilities

Review of start-up budget

*Prepare reports requested by Sandra Hernandez 8/22

Plan for space and facilities needs of CBOs staff at ERIC

Plan for the installation of all appropriate signs required
at the ERIC

Plan for supply needs of CBOs staff at ERIC

Track all Quarterly Reporting Requirements

Eric Wheaton

Case Management Information

Arrange for the lease of 3 PCs

Arrange for software for PCs

Design an intake form for case managers (need to include
Valerie Dorr and Russ Zellers at some point)

Prepare flow chart for clients entering the ERIC

ERIC Resources Coordination

Design an ERIC Resources Guide including library
resources

Prepare list of library resources by subject

Prepare list of library resources by category - Latinos, African-
Americans, etc.

Prepare a client evaluation form for the library

Prepare a schedule of library hours

Work with Laura regarding the possible use of volunteers at the
library - the use of volunteers must be approved by the
ERIC steering committee

Prepare a brochure for the ERIC

Prepare a client evaluation form for the ERIC

Staff Supervision

Interview and select 1 receptionist and 2 clerks

Prepare a time line for the hiring admin. receptionists & clerks

*Develop work schedules for receptionist and clerks

Establish a plan to address emergencies

*Develop a plan for the opening and closing of the Center

Prepare a training schedule for receptionists & clerks

Program Development

Plan for ATS at the ERIC

* Item completed

Mike Mitchell

Boundary Spanning

- Meet with each CBO with staff at the ERIC
- Community Advisory Board - Advisory function only, get the CAB guidelines from the AIDS Health Project
- Meet with Bernie Zebrowski - ERIC in San Jose
- Prevention Advisory Committee
- Health Advisory Committee
- People of Color Advisory Committee
- CARE Council (Ryan White monies) should attend a meeting and become familiar with the participants
- Coordinate Plans for Opening of ERIC - October 1

Media & Fundraising

- Work with Richard McCormack
- Press Release on new Site Manager
- Identify list of items and services that need to be funded
- Meet with Ruth Brinker - Operation Open Hand
- Begin to compile a list of potential donors

Collaborators

- Weekly Reports
- Recommendations
 - Hours the ERIC is to operate
 - Phase-in of services
- Need to adopt a mission statement

Administration of ERIC

- Policies and Procedure Manual
- Plan for on-site agency meeting - 9/27
- Plan staff meeting 9/30
- Establish September time line for opening of ERIC

Van

- Supervise operator
- Plan schedule - must prioritize clients, establish regularly scheduled stops

Steering Committee

CAB

- Adopt Guidelines for the CAB
- Select members for the CAB

ERIC Name

* Item completed

Reggie

September 9, 1991

MEMORANDUM

TO: Steering Committee
FROM: Mike Mitchell *Mike*

DRAFT LETTER OF INVITATION TO CAB

Attached is a draft letter of invitation to prospective members of the Center for Positive Care's Community Advisory Board. I need your approval before preparing the letters for distribution.

Thanks!

September 9, 1991

DRAFT

Steve Feeback
National Task Force on AIDS Prevention
631 O'Farrell Street
San Francisco, California 94109

Dear Mr. Feeback:

The Steering Committee of the Center for Positive Care, an HIV early intervention center, would like to extend an invitation to you to be a member of the Center's Community Advisory Board.

The mission of the Center for Positive Care is to provide the "structure for the efficient, effective, and integrated system of early intervention services to San Franciscans with HIV to enable them to explore and become involved in early intervention treatment alternatives." Fifteen community based organization will have staff housed at the Center in order to meet the missions of the Center. The target population of the Center will be "those in the early stages of HIV disease, who are under-served, including member of communities of color, gay and bisexual men, women, injection drug users, youth, and the homeless.

The purpose of the community Advisory Board of the Center for Positive Care is to "provide community involvement in the planning and coordination of HIV early intervention services as follows:

1. Represent and articulate the needs of consumers of the Center for Positive Care,
2. Identify and advocate for unmet needs of San Francisco's residents who may be potential consumers of the Center,
3. Foster coordination and integration of programs with other HIV early intervention services, to maximize effectiveness and usefulness to the HIV seropositive community,
4. Build and expand community support for program services through community outreach,
5. Support program methods which assure quality and promote client satisfaction, and
6. Do the above with a general overview of program activities rather than through active involvement in day-to-day functioning of the Center."

If you are able to accept the Steering Committee's invitation to join the Center's Community Advisory Board, please contact Mike Mitchell, Site Manager at 749-6700.

Sincerely

Jim Dilley

Gloria Lockett

Reggie Williams

August 21, 1991

MEMORANDUM

TO: ERIC Steering Committee; Jim Dilley, Gloria Lockett, Reggie Williams

FROM: Mike Mitchell

RE: Weeks Activities August 12-16

I met with the following people:

Frank Davis - 18th Street Services
Barry Lawlor - Height-Ashbury Free Medical Clinic, Inc.
Les Hanson - American Indian AIDS Institute
Erik Wheaton - AIDS Health Project
Ellen Goldstein - AIDS Health Project
Renita Martin, Richard McCormick & Ruth Brinker

I attended the following meeting:

Management Group Meeting - DPH
Valerie Dorr - DPH
Sandra Hernandez - DPH

I attended the all day retreat for the ERIC.

I attended M. Butterfly, a fundraiser for the Asian AIDS organizations in SF.

Attached is a list of assignments for the ERIC's Operations Team.

August 22, 1991

MEMORANDUM

TO: EIRC On-Site Tenants
FROM: Mike Mitchell
RE: ERIC Start-Up Meeting August 27, 1991

Because of the lengthy agenda, it will be necessary to start the meeting on time; it will end promptly at 12:30. Please note that there have been some revisions made to the agenda.

Agenda

- A. Operational Issues
 - Space & Supplies (Fax, postage, photocopying, office supplies, etc) - Ellen Goldstein
 - Bus Tokens - Ellen Goldstein
 - Hours & Receptionists - Erik Wheaton
 - Conference & Counseling Rooms - Erik Wheaton
 - Resource Brochure - Erik Wheaton
 - On-call Administrator - Mike Mitchell
 - Staff Meetings - Mike Mitchell
 - Policies & Procedures Manual (DRAFT) - Mike Mitchell
- B. Space - 2nd Floor
- C. Up-Date on Hiring by CBOs - advertising positions
- D. Staff Meetings of CBOs
- E. Proposed work schedules of CBO staff
- F. Media - Richard McCormack
- G. Library - Laura Thomas
- H. Van - Gloria Lockett
- I. Youth - Michael Shriver
- J. Substance Abuse/Disruptive clients - Barry Lawlor
- K. Child Care - Mohr Downing/Les Hanson
- L. Indigents - Les Hanson
- M. Other

August 23, 1991

MEMORANDUM

TO: EIRC Steering Committee; Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell
RE: Opening of the ERIC

I make the following suggestions regarding the opening of the ERIC:

ATS services will begin when the first floor is completed.

The library will open when the first floor is completed. (The initial book and magazine order has been placed. I need to know my scope of my authority to make decisions, i.e. ordering books, supplies, etc)

The second floor will open to CBOs the week of September 16, 1991.
Administrative needs require that seven (7) desks; the remainder to be allocated to CBOs.

The first floor is scheduled to be ready for occupancy on October 10, 1991.

The ERIC should be able to open on October 1, 1991, with limited services. Space can be arranged for intake and some counseling. Conference rooms are available at the AHP for evening group meetings. It is Richard McCormack's recommendations that

- a. the ERIC have an old fashioned ribbon cutting ceremony with official City participation and the Mayor cutting the ribbon
- b. the ceremony be held in early October, on a Monday.

ERIC Operations Team

Ellen Goldstein

Fiscal Responsibilities

- Review of start-up budget
- Preparation of reports requested by Sandra Hernandez
- Plan for space and facilities needs of ASOs staff at ERIC
- Plan for the installation of all appropriate signs required at the ERIC
- Plan for supply needs of ASOs staff at ERIC
- Track all Quarterly Reporting Requirements

Eric Wheaton

Case Management Information

- Arrange for the lease of 3 PCs
- Arrange for software for PCs
- Design an intake form for case managers (need to include Valerie Dorr and Russ Zellers at some point)
- Prepare flow chart for clients entering the ERIC

ERIC Resources Coordination

- Design an ERIC Resources Guide including library resources

Staff Supervision

- Interview and select 1 receptionist and 2 clerks
- Develop work schedules for receptionist and clerks
- Establish a plan to address emergencies
- Develop a plan for the opening and closing of the Center

Program Development

- Plan for ATS at the ERIC

Mike Mitchell

Boundary Spanning

- Meet with each ASO with staff at the ERIC
- Community Advisory Board - Advisory function only, get the CAB guidelines from the AIDS Health Project
- Meet with Ed Cotton - ERIC in San Jose
- Prevention Advisory Committee
- Health Advisory Committee
- People of Color Advisory Committee
- CARE Council (Ryan White monies) should attend a meeting and become familiar with the participants

Media & Fundraising

- Work with Richard McCormick
 - Press Release on new Site Manager
- Identify list of items and services that need to be funded
- Meet with Ruth Brinker - Operation Open Hand
- Begin to compile a list of potential donors

Collaborators

Weekly Reports

Recommendations

Hours the ERIC is to operate

Phase-in of services

Need to adopt a mission statement

Administration of ERIC

Policies and Procedure Manual

Van

Supervise operator

Plan schedule - must prioritize clients, establish
regularly scheduled stops

October 4, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *mtm*

START-UP OF ATS SERVICES AT THE CPC

I met with Valerie Dorr on Thursday, October 3, 1991, and she informed me that the time line for beginning ATS services at the CPC would be three to four (3-4) weeks. Therefore, CPC could begin offering ATS services either the week of October 28 or November 4.

cc: Valerie Dorr

October 7, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *Mike Mitchell*

MEMORANDUM OF UNDERSTANDING

Attached is a draft of the Memorandum of Understanding for on-site providers. Please make corrections or addition. If you approve of the Memorandum as written, please fax this cover letter back to me with your signature.

Thanks!

CENTER FOR POSITIVE CARE
HIV Early Intervention Resource Center
Policies and Procedures Manual

1.4

MEMORANDUM OF UNDERSTANDING

This *Memorandum of Understanding*, hereinafter referred to as the "MOU," is an agreement between {A} the collaborating agencies funded to provide site administration for the Center for Positive Care, hereinafter referred to as "Center," (i.e. University of California at San Francisco-AIDS Health Project, California Prostitutes Education Project and the National Task Force on AIDS Prevention), hereinafter referred to as "Steering Committee," {B} the San Francisco Department of Public Health-AIDS Office, hereinafter referred to as "Department" and {C} _____, hereinafter referred to as "Provider."

The MOU defines the rights and responsibilities, as well as the relationships, of each entity related to the provision of administration and services at the Center.

The Center is located at 3180 18TH Street, San Francisco, CA 94103.

The mission of the Center is to provide one overall structure for the efficient, effective and integrated system of early intervention services to men and women with HIV. The centralization of services will enable HIV+ individuals to realize that there are early intervention and care alternatives available to them.

RESPONSIBILITIES OF SITE ADMINISTRATORS

The Steering Committee is responsible for:

1. Securing and maintaining office space for the Center's administrative and on-site program services, coordinating with Providers and the Department around lease requirements and restrictions.
2. Hiring, supervising and evaluating the Center's administrative staff.
3. Adopting and implementing the Center's *Policies and Procedures Manual*; defining operational issues.
4. Developing, maintaining and implementing a media campaign that accurately describes the services at the Center and provides other related information.
5. Implementing and managing of a fundraising campaign designed to solicit funds for Center-specific operations and/or program expansion.
6. Participating in the development and evaluation of CPC-related services.
7. Coordinating of administrative, operational and service issues with Providers at the Center.

The Steering Committee will assign responsibilities for the above to the Site Manager. The Site Manager is responsible for:

1. Administering the day-to-day operations at the Center.
2. Participating in matrix management of all Center-related administrative staff.
3. Developing, maintaining and implementing the Center's *Policies and Procedures Manual*.
4. Coordinating the Center's media campaign.

CENTER FOR POSITIVE CARE
HIV Early Intervention Resource Center
Policies and Procedures Manual

1.4

The Site Manager is responsible for (cont.):

5. Coordinating the Center's fundraising campaign.
6. Participating in the development and evaluation of Center-related services.
7. Participating in the evaluation of Providers' on-site staff.
8. Coordinating day-to-day activities with Center Providers and the Department.
9. Coordinating with non-Center HIV early intervention providers.
10. Notifying appropriate Providers of problems or complaints brought to his/her attention.

RESPONSIBILITIES OF PROVIDER

The Provider will perform HIV early intervention services, either on-site or off-site. A brief description of the services to be performed is attached and is referred to by reference.

The Provider is responsible for:

1. Submitting proposals for Center-related services, negotiating related contractual terms and language, delivering services, modifying approved services with the Department, when appropriate, and submitting of required reports.
2. Providing input to Site Manager regarding day-to-day operations of the Center.
3. Participating in Center-specific staff meetings and in-service trainings.
4. Participating in the election of representatives from the Center's Providers to the Community Advisory Board.
5. Adhering to policies and procedures as defined in the Center's *Policies and Procedures Manual*.
6. Including the Site Manager in the performance evaluation process of on-site Provider staff.
7. Notifying on-site Provider staff of the performance evaluation process.
8. Abiding by all policies and procedures as enumerated in the *Policies and Procedures Manual* while on-site, as well as, making certain the on-site Provider staff adheres to the policies and procedures.

RESPONSIBILITIES OF SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH AIDS OFFICE

The Department is responsible for providing funds for Center-specific HIV early intervention services, administration and operations.

The Department is responsible for:

1. Co-operating in the development and evaluation of Center-specific HIV early intervention services.
2. Serving, in it's role as a partial funding agent, as final arbitrator of Center-specific problems related to its contractees on issues or concerns that have not been resolved through all reasonable efforts of the Steering Committee, Site Manager and/or the Provider(s).
3. Reviewing and approving Center-specific printed or audio-visual educational or informational materials and messages when Department funds are used. The Department will do so in a timely and expeditious manner.
4. Notifying the Site Manager of any problems or complaints brought to the attention of the Department.

CENTER FOR POSITIVE CARE
HIV Early Intervention Resource Center
Policies and Procedures Manual

1.4

RESOLUTION OF PROBLEMS

All parties agree to resolve problems, issues and concerns in a forthright and professional manner.

The primary effort at problem resolution will lie with the principals (individuals and/or Providers) involved.

Should those efforts prove unsuccessful, the Site Manager will be asked to mediate.

Should those efforts prove unsuccessful, the Steering Committee will be asked to mediate.

Should those efforts prove unsuccessful, the Department will arbitrate when its contractees are involved.

The undersigned agree to the terms and conditions set forth in this Memorandum of Understanding.

A violation of the MOU constitutes a breach of contract between the Provider and the Department.

James W. Dilley, MD
Project Director
UCSF AIDS Health Project

Gloria Lockett
Executive Director
California Prostitutes Education Project

Reggie Williams
Executive Director
National Task Force on AIDS Prevention

Representative of Provider Agency

Valerie Dorr
Assistant Branch Chief
San Francisco Department of Health AIDS Health Office

MEMORANDUM

13 March, 1992

To: Steering Committee

Through: Mike Mitchell *Miller*

From: Erik Wheaton

Analysis of change of hours**Service Coordinators**

Several of the Service Coordinators work 12-8 p.m., or 4-8 p.m. They could adjust their schedules to work from 11-7 p.m., or 3-7 p.m. without difficulty.

Muneer Hassan is scheduled from 9 a.m. to 8 p.m. on Wednesdays. He would have to adjust his schedule and make up the hour on another day. Again I don't see this as being a difficulty.

Patrick Norton currently is the only 9-5 person on Saturday. His only other CPC work day is Friday 12-8. Reduction of the Saturday hours and closing at 7 p.m. would mean a loss of 5 of his current 16 hours. Patrick has indicated that this would cause him some problems. I will speak to Randy Miller at E.A.C.H. to see if any accommodation can be made to suit Patrick's needs.

CPC Administrative Staff

Queta Rodriguez: No changes necessary to her schedule.

Irving Sambolin: Would have to change his Monday and Wednesday hours from 11-8 p.m. to 10-7 p.m. This will not cause any problems.

Walter Marin: Walter is in school, his schedule varies by semester. Currently he comes in Monday evening (following the CAL-PEP staff meeting) and works 12-8 p.m. Tuesday-Thursday-Friday (Wednesday and Sunday are Walter's days off), and 9-5 on Saturday. He averages around 38 hours per week.

If Walter were to come in and work Monday-Friday at 7 hours per day he could then get 2 days in a row off (Saturday and Sunday) but would have his hours reduced from around 38 to 35. Walter has no objection at this time. As his school schedule changes he could adjust his schedule and bring his hours up if he wants.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

ABOUT AIDS TREATMENT NEW AIAICAL-PEPCURAS EACH 18TH STREET SERVICE 94110 CHINGLIDE HAFONTT APPHREDA-PROJECT AHRAD/SPY8FAS6 DPH AO

Interoffice Memorandum

31 December 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike*

Training Program for New CPC Staff

It is obvious that CPC agencies did not discuss or agree upon the qualifications that were required of staff responsible for service coordination. There were staff assigned to the CPC who had not done any previous AIDS work or who had little or no experience with case management (broker model). There was no agreement reached among the participating agencies as to whose responsibility it was to train service coordinators. For this reason the responsibility for training new service coordinators has fallen on the supervising case manager.

I believe that one role that the CPC is capable of serving in the future is the training of service coordinators in a multicultural, multiethnic setting. I doubt if there is another center in the country that can rival the CPC on the number of diverse cultural and ethnic organizations serving one center. However, training new service coordinators in addition to supervising staff service coordinators may be too much to require of the supervising case manager.

I recommend that the Steering Committee support the search for additional monies to support a full-time LCSW, who would be responsible for designing and implementing a training program for service coordinators. Possible sources of funds would be HRSA, University Wide AIDS Task Force, the State Office of AIDS, and the Office of Minority Health (demonstration grant).

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell 

9-14 December Week's Activities

I met with the following people:

Denny Paterno, Volunteer Services Coordinator
Ellen Goldstein, Contract Liaison
Richard Daquiaoag, *Interim* Supervising Case Manager
Anabertha Campa-Garcia, CURAS
Thomas Rohnacher, Painter
Anna Mautz, Glide-Goodlet AIDS Project
C.A. Perrigo, Borroughs Wellcome Company
Richard McCormack, Funding Development Consultant
John Yarling, AIDS Benefits Counselors
Renetia Martin, AIDS Health Project

I attended meetings with the following:

CPC Service Providers
CPC Staff
CPC Steering Committee
CPC Operations Team

MLM:its

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *mm*

16-21 December Week's Activities

I met with the following people:

Denny Paterno, Volunteer Services Coordinator
Richard Daquioag, *Interim* Supervising Case Manager
Mike Shriver, 18TH Street Services
Valerie Dorr, SF DPH AIDS Office
Ellen Goldstein, Contract Liaison
Reggie Williams

I attended meetings with the following:

AIDS Health Services Advisory Committee
CPC Staff
CPC Operations Team

MLM:its

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike*

23-28 December Week's Activities

I was on vacation.

MLM:its

SENT BY: LLSF 1 7 32 3:14AM CENTER FOR POS. CARE 113 118 3755 41

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *mm*

30 December-4 January Week's Activities

I met with the following people:

Richard Daquioag, *Interim* Supervising Case Manager
Denny Paterno, Volunteer Services Coordinator
Ellen Goldstein, Contract Liaison
Rosamaria Zayas, CURAS
David Silven, AIDS Health Project
Renetia Martin & Ellen Goldstein, AIDS Health Project
Mark Bronnenberg & Kevin McGurr, Operation Concern
Erik Wheaton, Information & Resources Coordinator

I attended meetings with the following:

CPC Community Advisory Board
CPC Staff
CPC Operations Team

MLM:its



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

ABCAH AIDS TREATMENT NEWS AIAH CAL-PCURAS EACH 18TH STREET SERVICES ITAG-CHP GLIDE HIA FONT FAPPH REDA PROJECT AHEAD SPY 6FAT 6F DPH AO

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike Mitchell*

Review of CPC Hours

The following members of the CPC Operations Team reviewed the utilization of the CPC: Richard Daquiao, Ellen Goldstein, Mike Mitchell, Denny Paterno and Erik Wheaton.

It was the consensus of those present that there should be no change in current Center hours and that the utilization rate and Center hours should be reviewed in two months.

Notwithstanding the underutilization of the Center during evening hours it was felt that:

the Center has adequate coverage during current operating hours,
it would be difficult to reschedule staff to evening hours in the future,
the Center has only been open three months and more time is needed before curtailing hours,
the effects of future advertising and outreach on utilization should be monitored.

Thank you.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

ARCANA AIDS TREATMENT NEWSAIAICAL-PRPCURAS-EACH 18TH STREET SERVICE-FTFA-G-CHPGLIDEHAFONTFAPPHRSADA PROJECT AHEAD/SPY/STAF/DPH AO

Interoffice Memorandum

6 January 1992

To: Steering Committee: Jim Dille, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike Mitchell*

Various Items

Meeting with Rosamaria Zayas, Executive Director, CURAS, Thursday, 2 January 1992.

The Steering Committee was sent a memo concerning the results of the meeting. Rosamaria expressed a desire to attend future on-site provider meetings in the future.

Meeting with Mark Bronnenberg, Program Coordinator HIV Dual Diagnosis Program and Kevin McGurr, Executive Director, Operation Concern, Friday, 3 January 1992.

I met with Mark and Kevin. I gave them a tour of the CPC facilities. They requested the meeting to inquire about ways that Operation Concern and the CPC could coordinate their activities better. I suggested that the best way would be for one of their staff to be housed at the CPC. They were interested, but wanted to discuss the matter before proceeding. Follow-up will occur.

Telephone meeting with David Silven, AHP to discuss crisis training of receptionists. Follow-up will occur the week of 6 January 1992.

Spoke with Alex Gait and Stephen Fitzhenry about starting drop-in groups at the CPC. To be followed-up.

Viva Parades is in the process of contacting the owner of the Pleasure Dome to see about a CPC "Coming Out" Night. It may or may not be a fund raiser.

Weekly meeting with Valerie Dorr.

We began in August, there was a weekly scheduled meeting with AIDS Office personnel. I started an Operations Team meeting, and the group meeting with Valerie was discontinued. We have continued to meet. If there is a desire to discontinue that meeting I will.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

Interoffice Memorandum

13 December 1991

To: Steering Committee

From: Mike Mitchell

Steering Committee Minutes December 12, 1991

- I. It was decided that the CPC lobby will be used to display posters of CPC agencies.
- II. The letter that was drafted in response to Valerie Dorr's letter of December 3, 1991 needs to incorporate the following language in the opening paragraph: "This letter is prepared in cooperation with and under the direction of the CPC Steering Committee."
- III. Renita Martin has requested that all grant applications be run through the Fund-Raising Committee. The Fund-Raising Committee will handle the grant application to the Castro Lions Club.
- IV. Jerry Windley has not reported the outcome of a recent meeting he had at the Department of Social Services. He requested that a DSS staff person be housed at the CPC.

There was a discussion about the importance of having staff from DSS at the CPC. The current policy is to charge direct costs to new participating agencies. There was a discussion of possibly waiving costs for DSS.

(Mike Mitchell met later in the day with John Yarling and Patrick Duffy from AIDS Benefits Counselors. They questioned the wisdom of having DSS staff at the CPC. There are problems (crowd control and falsifying HIV status in order to get service) at the San Francisco AIDS Foundations on the days that DSS staff are there. It takes two weeks to get General Assistance (GA) for a person making application at the SFAF. Duffy knows how to short-circuit the system and get GA in three days for his clients.)

- V. There was a discussion of the possible move of ATS clerks and hardware to the CPC. The AHP has agreed to pay the direct costs related to occupying space at the CPC. However, it was emphasized that there is the need to build flexibility into calculating direct costs.

- VI. T.J. Anthony and Jean Harris have been appointed to Frank Jordan's transition team. Gloria asked if there were copies of statements that Jordan made about what he would do if he became mayor.
- VII. In order to increase activity at the Center, Jim proposed moving Barbara Adler and Bay Positives to the CPC. Bay Positives consists of peer support programs including Living with HIV (women's group). It was agreed to make the move on a trial basis and review the decision in three months.
- VII. Jim mentioned that he would like to have members of the on-site providers discuss their attitudes towards the Center, how they use the Center, and how can the Center be used more.
- VIII. There is a need for continual outreach. The van can and is being used for outreach. There needs to be more talk about outreach. There is a need to develop an outreach plan.
- LX. Mike Mitchell is meeting with Charles Perrigo, Burroughs Wellcome Co.
- X. Gloria talked about a regular meeting of women that she wants to institute at the CPC.

Interoffice Memorandum

8 January 1992

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell

Agenda

I. Summary of Client Data - Quarterly Report

II. Service Coordinators

III. Outreach

A. Media

IV. Attendance Report (Staff)

V. Move to 3rd Floor

VI. DSS

VII. Posters

VIII. AIDS Service Providers Association (ASPA)

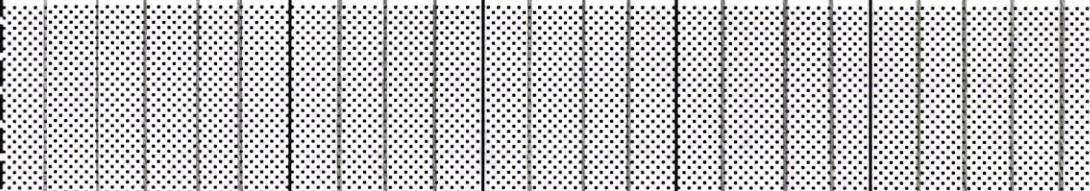
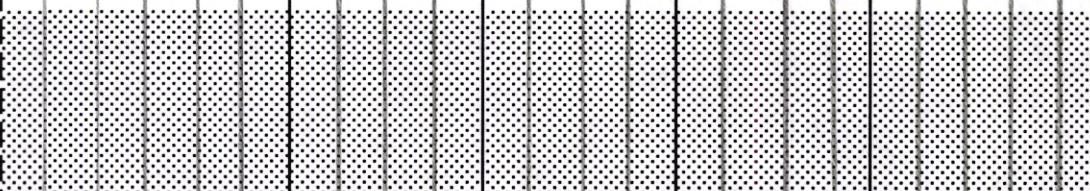
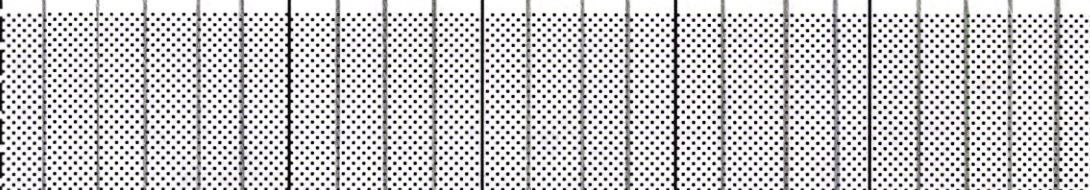
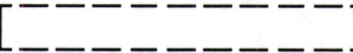
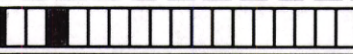
IX. California Association of AIDS Agencies

X. Grants

A. CDC - Training and Outreach for CPC (NTFAP)

XI. Spaghetti Feed

January 30: Elephant Walk Bar benefit for Positives Being Positive

	M	T	W	TH	F	SA	M	T	W	TH	F	SA	M	T	W	TH	F	SA	M	T	W	TH	F	
																								
TIME IN																								
																								
TIME OUT																								
																								
TOTAL HOURS WORKED																								
																								
EXTRA HOURS EARNED /USED																								
Irving T. Sambolin Employee Signature:  Pay Period: 																								

MEMORANDUM

7 January, 1992

To: Mike Mitchell

From: Erik



Client Data

Attached is a client data report. Looks OK to me with the exception of 27 cases not having intake dates.

Marisa's data may not be complete, you'll have to check with Richard on that.

I prepared a printout for Richard with the client numbers of cases without intake dates, ethnicity, sex, and case disposition. Should he be able to supply this data you can update my report (its in my computer as: C:\WINWORD\OSP\OSPREPT2.DOC).

I'll be in by 11 a.m. or so and will be glad to update the report if necessary.

MEMORANDUM

7 January, 1992

To: Steering Committee

From: Erik Wheaton 

Summary of Client Data

As of this date we have a total of 157 clients that have gone through the intake process.

Client Data Summary

Average age of clients - 36.08 years

Male clients - 135 Female clients - 20 - 2

(2 cases did not identify sex)

Active cases - 77 Inactive cases - 18 Pending action - 30 Closed - 25

(7 cases did not identify case activity)

Ethnicity of clients

African American - 29

Pacific Islander - 4

Caucasian - 97

Latino - 22

Filipino - 2

Other - 1

(2 cases did not have ethnicity identified)

<u>Presenting Problem</u>	<u>Number*</u>
A. General entitlements {GA, Food stamps, etc.}	20
B. Disability Benefits {SDI, SSI, SSA, Medical, Worker's comp, Insurance, etc.}	45
C. Unemployment Benefits {Unemployment insurance, Private industry, etc.}	12
D. Medical Insurance {Group, Individual, Prescription coverage, etc.}	27
E. Medical Services {Private physician, Outpatient, Inpatient, Dental, etc.}	72
F. Mental Health Services {Crisis intervention, Therapy, Psych. meds.}	52
G. HIV Counseling {Individual, Support groups, Family, etc.}	62
H. Prescription Programs	16
I. Experimental Protocols	17
J. Housing Services {Emergency housing, Rental assistance, etc.}	51
K. Financial Services {Emergency, Financial planning, Credit Counseling, etc.}	24
L. Legal Services {General legal, Discrimination, Immigration, POA, etc.}	22

M. Volunteer Services {Emotional support volunteer, Foster pet care, etc.}	6
N. Transportation	14
O. Spiritual Support	10
P. HIV Information/Education	45
Q. Substance abuse services	25
R. Women's services	0
S. Translation services	7
T. Services for the differently abled	1
U. Childcare services	0
V. HIV testing	1
W. Other:	5

* Most cases identify more than one presenting problem

Client Intakes by Month

before 10/91	2
10/91	52
11/91	40
12/91	34
1/92 (to 1/6)	2

(27 cases did not have intake dates)

Womens Services (Marisa Davis)

14 cases are identified, however 2 cases are identified as males.

MEMORANDUM

8 January 1992

TO: ERIK WHEATON

FROM: MIKE MITCHELL *mlm*

Summary of Client Data

The formatting of the summary of client data is somewhat confusing. Putting information of different lines would really help. For example:

Sex

Male	135	85.9%
Female	20	12.7%
Unknown	2	1.2%

Raw data seldom has any meaning. Including percentages would be helpful. For example:

Ethnicity of Clients

African-American	29	18.4%
Asian-Pacific Islander	6	3.8%
API	6	
Filipino	2	
Caucasian	97	61.7%
Latino	22	14%
Other	1	.6%
Unknown	2	1.2

Put race in alphabetical order. Pacific Islander is Asian Pacific Islander. Group APIs and Filipinos in one group; that is the form used by the AO. Include a category of "Unknown".

Presenting problems should have percentages.

Can you include a list of referring agencies and the number of referrals made to the CPC. Talk with the service coordinators to secure the missing data if possible.

MEMORANDUM

7 January 1992

TO: CPC STAFF

FROM: MIKE MITCHELL *Mike*

Outreach

All of us are concerned about the success of the CPC. As a team, we have all helped to build a stronger Center, made suggestions about operations and sought additional clients.

Various CPC staff have done outreach by:

- contacting other agencies to introduce the CPC and themselves,
- contacting other agencies attempting to secure services for clients,
- doing presentations to their own agencies' staff,
- doing in-services for other agencies' staff,
- doing interviews and appeared on TV,
- speaking at public forums about the CPC,
- meeting personally with individuals from other agencies to present our services,
- distributing flyers to other agencies,
- distributing flyers at local sex clubs and bars,
- distributing flyers at the Castro Street Fair,
- mailing letters of introduction to other agencies,
- mailing Seasons Greetings and a list of CPC January events to other agencies,
- talking to friends and acquaintances about the CPC,
- referring friends and acquaintances to the CPC, and
- willing to provide services in an energetic and conscientious fashion.

Your work has been and will continue to be essential to the success of the CPC. However, I think that it is time that we assess what we need to do in an organized fashion as a staff, to do outreach for the CPC.

The staff, the operations teams, the collaborating agencies, the Community Advisory Board and the Steering Committee are all dedicated to the success of the CPC.

Your input is essential if there is to be a successful CPC outreach program.

It is important to remember that as a CPC staff member, each and every one of us always represents the Center.

GOALS

1. To make each client's visit to the CPC a success by attempting to identify and meet client needs. A satisfied client will encourage others to come to the CPC.
2. To promote community awareness of CPC services.
 - To publicize the CPC and its services (advertising campaign, radio & TV).
 - To publicize CPC activities (in-services, workshops, group activities, etc).
 - To make presentations to other agencies and community organizations.
3. To network with other agency personnel to facilitate referral of CPC clients to other agencies and to encourage other agencies to refer clients to the CPC.
 - To assuage agencies' fears about the CPC taking their clients.
 - To educate other agencies about CPC services.
4. To build a CPC database of local HIV/AIDS service providers.

Suggested Goals

- 5.
- 6.
- 7.

Suggested Activities to Accomplish Goals

- 1.
- 2.
- 3.

PROGRAM REPORT
ON-GOING

TO: San Francisco Department of Health
AIDS Office
25 Van Ness Ave., 5th Floor
San Francisco CA 94102

Attn.: Contracts Office

FROM: University of California, San Francisco
AIDS Health Project - Early Intervention Resource Center
P.O. Box 0884
San Francisco, CA 94143-0884

Contract Number: 83-10306

FY 1991-92

Period Covered: 09/15/1991-06/30/1992

The following is a report on all services associated with the provision of
on-going site administration of the Early Intervention Resource Center.

<u>DELIVERABLES</u>	<u>Projected</u> <u>For</u> <u>Year</u>	<u>Provided</u> <u>This</u> <u>Month</u>	<u>Provided</u> <u>Year To</u> <u>Date</u>
<u>EIRC OPERATING DAYS</u>	<u>238</u>	<u>23</u>	<u>76</u>
<u>VAN ONE-WAY TRIPS</u>	<u>1,271</u>	<u>65</u>	<u>92</u>

=====

I certify that the information provided above is, to the best of my knowledge, complete and accurate. Full justification and backup for these claims is on file in our office.

Signature: Nicholas F. Mitchell
Title: Site Manager
Date: 1/8/91



CENTER FOR POSITIVE CARE

.....
An HIV Early Intervention Resource Center

TO: Mike Mitchell

FROM: Queta Rodriguez (X-3644) *QR*

RE: Summary of incoming calls from December, 1991

892 - CALLS PLACED TO STAFF (*NOTICE THAT THERE WAS NO DIRECT TALLY ON CALLS
COMING DIRECTLY TO STAFF'S LINES.)

77 - OUTSIDE CALLS (WANTING INFORMATION)

36 - CLIENTS (DROP-IN)

- 0- Latino Males
- 1- Latina Females

- 21- Caucasian Males
- 1- Caucasian Females

- 11- African-American Males
- 1- African-American Females

- 1- Asian/Pacific Islander Males
- 0- Asian/Pacific Islander Females

- 0- Native-American Males
- 0- Native-American Females

62 - Clients Seen with APPOINTMENTS

16 - Appointments cancelled

17 - "NO SHOWS"

- 1 - Referrals
- Female Latina (Urban Health Studies)

Health Education and Clinical Trials Advocacy
San Francisco AIDS Foundation

\$ 19,493

To provide public education services in the form of additional copies of each issue of Positive News, and public forums on early intervention care issues. This contract will pay for one part-time position to coordinate these activities. Contractor will provide at least 800 additional copies of each issue of Positive News for distribution at the Early Intervention Resource Center.



CENTER FOR POSITIVE CARE

.....
An HIV Early Intervention Resource Center

TO: Mike Mitchell

FROM: Queta Rodriguez (X-3644) *Q*

RE: Summary of incoming calls from Week of 12/30-01/04/92

227 - CALLS PLACED TO STAFF (*NOTICE THAT THERE WAS NO DIRECT TALLY ON CALLS
COMING DIRECTLY TO STAFF'S LINES.)

15 - OUTSIDE CALLS (WANTING INFORMATION)

3 - CLIENTS (DROP-IN)

0 - Latino Males

0 - Latina Females

2 - Caucasian Males

0 - Caucasian Females

1 - African-American Males

0 - African-American Females

0 - Asian/Pacific Islander Males

0 - Asian/Pacific Islander Females

0 - Native-American Males

0 - Native-American Females

11 - Clients Seen with APPOINTMENTS

1 - Appointments cancelled

3 - "NO SHOWS"

0 - Referrals



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

PARKING SPACES RESERVATION:

1. Queta Rodriguez (RECEPTIONIST)
2. Marisa Davis (AHP)
3. Jeff Cotter (AHP)
4. Bruce Fletcher (CURAS)
- 5.
- 6.

MIKE ?
VAN ?

PROGRAM REPORT
ON-GOING

TO: San Francisco Department of Health
AIDS Office
25 Van Ness Ave., 5th Floor
San Francisco CA 94102

Attn.: Contracts Office

FROM: University of California, San Francisco
AIDS Health Project - Early Intervention Resource Center
P.O. Box 0884
San Francisco, CA 94143-0884

Contract Number: 83-10306

FY 1991-92

Period Covered: 09/15/1991-06/30/1992

The following is a report on all services associated with the provision of
on-going site administration of the Early Intervention Resource Center.

	<u>Projected</u> <u>For</u> <u>Year</u>	<u>Provided</u> <u>This</u> <u>Month</u>	<u>Provided</u> <u>Year To</u> <u>Date</u>
DELIVERABLES			
EIRC OPERATING DAYS	<u>238</u>	<u>23</u>	<u>76</u>
VAN ONE-WAY TRIPS	<u>1,271</u>	<u>65</u>	<u>92</u>

=====

I certify that the information provided above is, to the best of my knowledge, complete and accurate. Full justification and backup for these claims is on file in our office.

Signature: _____

Michael F. Philchull

Title: _____

Site Manager

Date: _____

1/8/91



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

Interoffice Memorandum

4 December 1991

To: Steering Committee

From: Mike Mitchell

Title for Denny Paterno

In order to have business cards printed for Denny Paterno, it is necessary to designate a title for him. I would like to suggest Volunteer Services Coordinator. The title is consistent with titles held by others on the operation team.

INTER-OFFICE M E M O R A N D U M

6 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mitchell*

Minutes: Steering Committee November 5, 1991

I. Women and AIDS Network Meeting

Gloria requested that space be made available at the CPC for the Women and AIDS Network. It was decided that there was insufficient space at the CPC for the December meeting, but that space would become available in January, 1992. Jim offered to secure space at the AHP.

A discussion followed regarding a policy for the use of CPC space by on-site provider agencies and agencies not formally affiliated with the CPC. It was decided to alter the proposed policy on use of CPC space to include

1. a waiver of fees,
2. a limit to a three month commitment for use of space, and
3. the site manager may approve a one time request for use of space.

It was decided to waive the fee for the Women and AIDS Network. A letter is to be sent to the Board of the Women and AIDS Network informing them that they have use of CPC space for their monthly meetings for January, February and March, 1991. The letter is to include the fact that the Steering Committee has waived fees for use of the room.

II. Funding Sources for Services at the CPC

It was decided that the AHP should consider applying for CARE monies to provide staging and drug level monitoring at the CPC. It was recognized that a realignment of planned space use would have to be considered, and that there would be a need to include the total cost of doing business at the CPC in the budget.

It was decided that all funding sources should be pursued to provide needed services at the CPC. Gloria mentioned the \$70,000 AMFAR education grant that was currently available. Reggie mentioned that his agency was submitting a proposal.

The need for an alternative medicine component at the CPC was discussed. It is an item that needs to be brought to the CAB's attention. Reggie suggested that Mike contact Howard Moffett regarding the availability of funds. The Committee discussed the responsibility of community organizations to show initiative in pursuing grant monies. It was suggested that many agencies do not know about the availability of monies.

III. CPC Publications

The status of CPC publications was discussed. Seven copies of the proposed materials needs to be sent to the AIDS Office for their immediate review. The materials need to include a cover letter identifying where the materials are going to be used and who the intended target population is. The copies and cover letter should be delivered to the AIDS Office on Wednesday, November 6, 1991.

IV. Case Management Supervisor

Idable Fosse's job performance as a Senior Treatment Advocate for E.A.C.H. was discussed. It was unanimously decided that she did not have the skills required to perform her job at an acceptable level. It was decided to terminate her services with the National Task Force on AIDS Prevention effective Friday, November 8, 1991. She is to be given two weeks severance pay.

The job description for the Senior Treatment Advocate was discussed. It was decided that the Steering Committee members should review the job description for the Senior Treatment Advocate and make suggested changes.

Members of the Steering Committee indicated their desire to be included in the interview process for hiring a new Senior Treatment Advocate.

V. Job Responsibilities for the Site Manager

It was decided that there needed to be a review of the Site Manager's job description. The matter will be reviewed at the next Steering Committee meeting, scheduled for November 22, 1991, at 10:00 A.M.

VI. CAB Meeting Minutes

The Steering Committee approved Valerie Dorr's request for copies of the CAB minutes.

VI. Revenue from the CPC Soda Machine

The Steering Committee approved the use of revenues for the CPC soda machine for use as petty cash. Appropriate use of the monies would be, among other things, monies for a staff holiday party, flowers, etc. It was stressed that there was a need to keep accurate accounting of funds, and that an audit trail had to be in place.

VII. On-Site Provider Meeting

The need for an on-site provider meeting was discussed. The next meeting of the on-site providers will be Wednesday, November 13, 1991, at 1:30 P.M. at the CPC library. A letter needs to go to on-site providers on November 6, 1991, informing them about the meeting; it is to be signed by members of the Steering Committee. The subject of the meeting will be the Memorandum of Understanding.

INTER-OFFICE M E M O R A N D U M

6 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *MLM*

Denny Paterno

I heard from Denny Paterno today that his leave has been approved. There will be a two week lag time before he begins.

I was not available when he called. I am assuming that he will begin around 25 November.

MLM:its

October 3, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

FROM: Mike Mitchell *Mike Mitchell*

COMMUNITY ADVISORY BOARD

I spoke with Hank Wilson this morning. He has decided to decline the invitation to serve on the CPC's CAB. He indicated that he realized that it would take a commitment of time, and he was not able to assume that responsibility now. He stated that he has no issues or fault to find with the CAB.

Rama Barnwell invited Preston Nicholson to be on the CAB. This is not the procedure that is to be followed in the selection of CAB members. He has been mailed minutes of the meeting. The Steering Committee needs to vote to put Mr. Nicholson on the CAB.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

8 November 1991

Board of Directors
Women's AIDS Network
C/O San Francisco AIDS Foundation
P.O. Box 6182
San Francisco, CA 94142-6182

Dear Sirs and Madams:

The Steering Committee of the Center for Positive Care voted unanimously to make the Conference Room at the Center available to the Women's AIDS Network for its January, February and March 1992, monthly meetings (the first Tuesday from 9:30 - 11:30 AM).

It is the policy of the CPC to charge a nominal fee for use of its space and to make quarterly commitments of its space. The Steering Committee voted to waive the fee requirements and requests that you submit a written request in March 1992, for meeting space for the second quarter of 1992.

The Steering Committee and CPC staff look forward to hosting your monthly meetings at the Center.

Very truly yours,

Michael L. Mitchell, MHA
Site Manager

MLM:its

STEERING COMMITTEE MEETING

AGENDA 9/6/91

- I. Minutes from 8/30/91 Meeting
- II. Community Advisory Board —
- III. MOU — *REVIEW*
- IV. Center Opening —
- VI. Compendium & Brochure —

+ Set up Wg = T J Anthony +

September 1, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell

WEEK'S ACTIVITIES FOR AUGUST 26, 1991

I met with the following people:

- Harry Britt
- Renetia Martin
- Bernie Zebrowski, San Jose Early Intervention Project
- Valorie Dorr
- Richard McCormack
- Wendall Carmichael

I attended the following meeting:

- Operations Team Meeting
- On-Site Providers Meeting
- Sandra Hernandez
- Steering Committee Meeting

I made a presentation at CAL PEP for 17 people

October 3, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *Mitchell*

NEWSPAPER ADVERTISEMENTS

The attached advertisements are scheduled to appear in the Sentinel, B.A.R., El Mundo, S.F. Post and Asian Week the weeks of October 7 & 14.

September 13, 1991

MEMORANDUM

TO: Jim Dilley
Gloria Lockett
Reggie Williams ✓

FROM: Mike Mitchell *Mike*

MEETING WITH CAROLE MIGDEN

I met Carole Migden at the STOP AIDS Project reception last night. She asked:

- 1) That I telephone her office and make certain that the opening is on her schedule, and
- 2) That other members of the Board should be notified of the opening so that they could put it on their schedules. Do you want me to call all Board members and let them know about the opening?

September 1, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *mm*

WEEK'S ACTIVITIES FOR September 3, 1991

I met with the following people:

Wendall Carmichael
Michael Thompson
Jerry Windley
Valerie Dorr
Ruth Brinker
Richard McCormack

I attended the following meeting:

Operations Team Meeting
Hernandez Meeting
Steering Committee Meeting

I made a presentation on the Center for Positive Care for the AIDS Health Project's Community Advisory Board.

I attended the monthly meeting of the Gay Asian Pacific Association.

September 9, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams ✓

FROM: Mike Mitchell *mm*

WEEK'S ACTIVITIES FOR September 9, 1991

I met with the following people:

- Rick Striker
- Al Cunningham
- Robert Samonte-Tagalicod
- Art Agnos
- Richard McCormack
- Renetia Martin
- Charles Garfield
- Russ Zellers
- Valerie Dorr
- Ana Bertha Campa

I attended the following meeting:

- Operations Team Meeting
- On-Site Providers Meeting

I made a presentation on the Center for Positive Care for the Prevention Advisory Committee of the AIDS Office.

I attended a reception for the STOP AIDS Project.

I participated in an interview of Pat Norton for one of the Administrative Assistant I positions.

I

September 16, 1991

MEMORANDUM

TO: Jim Dilley, Gloria Lockett, Reggie Williams ✓

FROM: Mike Mitchell *Mitchell*

**NOTIFICATION OF CENTER'S OPENING
BOARD OF SUPERVISORS**

All members of the San Francisco Board of Supervisors have been notified that the opening of the Center will be October 18, 1991. Their offices were informed that a formal invitation would be forthcoming.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

27 September 1991

M001^270991

MEMORANDUM

TO: Steering Committee-- Jim Dilley
Gloria Lockett
Reggie Williams

FROM: Mike Mitchell *MLM*

VIACOM 6 PRESENTATION ON CPC

On Monday, 7 October, Viacom Channel 6 will be presenting a special program entitled *Helping Hand* at 6:30 PM.

I have been asked to bring along another member of the staff to represent our organization.

I am requesting that your permission be given for Renetia Martin to attend with me.

Please contact me at 476-3673, or write your comment on the lower half of this memo and FAX to the number below.

Thank you.

cc: Renetia Martin

MLM:its



Center for Positive Care
An HIV Early Intervention Resource Center

FAX 415-476-3655

.....
3180 18TH Street at Folsom San Francisco, CA 94110 415-476-3644

TO:

STEERING COMMITTEE

Jim Dilley, MD
UCSF AIDS Health Project
FAX 415-476-7996

Gloria Lockett
California Prostitutes Education Project
FAX 510-839-6775

Reggie Williams
National Task Force on AIDS Prevention
FAX 415-749-6706

FROM: **Mike Mitchell, Site Manager**

Number of pages: 3

Additional comments:

FYI

The first issue of the Staff Newsletter.

Andie

RESOURCES

CDC Launches AIDS Info Service

BAY AREA REPORTER SEPTEMBER 19, 1991

ATLANTA (UPI) — The federal Centers for Disease Control published information Sept. 12 about its AIDS Clinical Trials Information Service that provides details on drug trials and therapy evaluations under way to combat the human immunodeficiency virus. The service is a resource for health-care professionals and for HIV-infected persons and their families, the CDC said. The ACTIS database includes information on more than 300 clinical trials and more than 100 drugs being tested. Information available includes the purpose and location of studies, eligibility requirements and names and telephone numbers of contact persons. ACTIS provides information on all AIDS clinical trials sponsored by the National Institute of Allergy and Infectious Diseases and the National Library of Medicine. The CDC said calls to the service are confidential. Callers can receive information on the telephone and they can receive printouts of a customized search of the clinical trials database, the CDC said. A bilingual health specialist is available to answer calls from Spanish-speaking persons. ACTIS can be reached by calling (800) 874-2572 (800) TRIALS-A; fax (301) 738-6616; TTY/TDD (800) 243-7012; international line (301) 217-9023. ACTIS information also can be accessed through two computer databases, AIDSTRIALS and AIDS-DRUG, available through the National Library of Medicine, the CDC said.

Early Intervention Resource Center (San Francisco) Appointed Michael L. Mitchell, administrative assistant in the same Program, Clinical Research Services of San Francisco General Hospital, as its new manager. The center is a newly formed collaborative effort of the U. of California at San Francisco and Health Project, the National Task Force on AIDS Prevention, the California Prevention Education Project, and 11 other San Francisco area-related agencies.



THE CHRONICLE OF PHILANTHROPY

October 18, 1991

Dear Mr. Mitchell:

Congratulations on your appointment as Site Manager.

I thought you'd like to have the enclosed copy of our October 11 issue, in which your appointment is reported (see the "People" column on Pages 33 and 34).

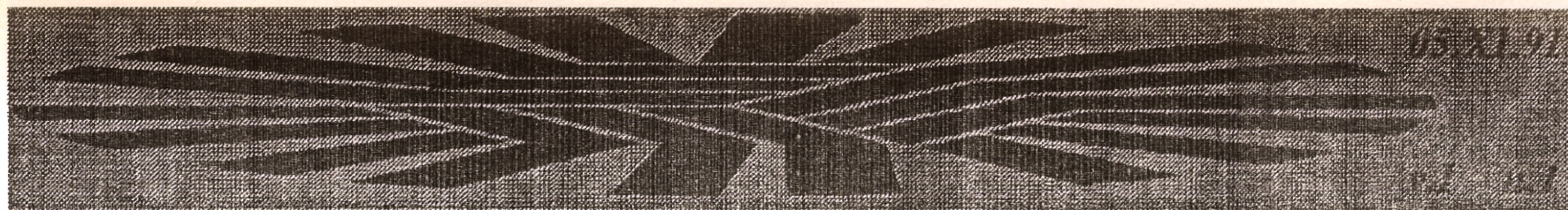
Best wishes in your new post.

Cordially,

Verrie Neal
Assistant to the Editors

Enclosure.

Michael L. Mitchell
Early Intervention Resource Center
1655 Folsom Street, Suite 506
San Francisco, Cal. 94143-0684



+ INTERCOURSE

A WEEKLY STAFF BULLETIN FOR THE CENTER FOR POSITIVE CARE, AN HIV EARLY INTERVENTION RESOURCE CENTER

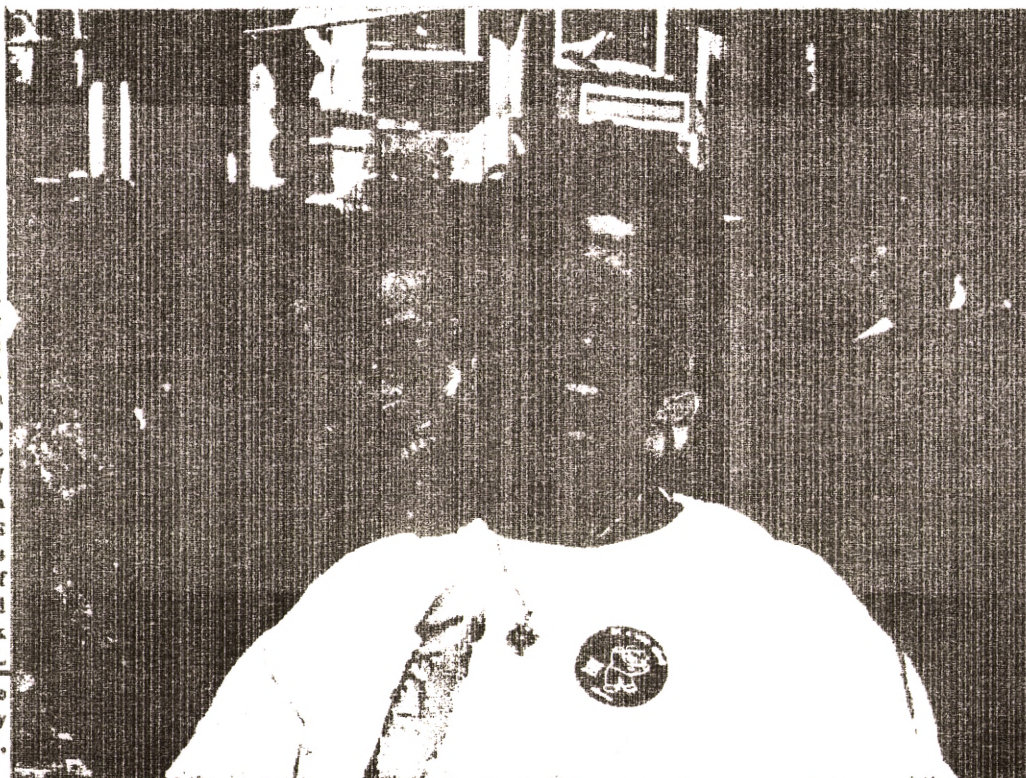
3180 18TH Street @ Folsom San Francisco, CA 94110 415-476-3644 FAX 415-476-3655

AROUND THE HEARTH

TODAY'S IN-SERVICE training will be on *AIDS and Disability* presented by Annie Laurie Harris of WORLD *** THERE ARE SOME SAMPLES OF ENSURE Liquid Nutrition available for distribution to clients concerned about their nutrition. There will be an in-service training on Nutrition presented by Ross Laboratories on December 10. We will be able to obtain ENSURE at an extremely reasonable price. *Please inquire with Marisa.* *** A New EMPLOYEE ORIENTATION will take place on November 11 from 4-6 PM with a Pot Luck dinner to follow. *Please inquire with Viva.* *** OPERATIONS TEAM MEETINGS are held in the reception area every Thursday at Noon. They are open for all staff to attend. If you would like to have some time to air your thoughts to the Ops Team, please see Irving before 5 PM on Wednesday so that you can be placed on the agenda. *** CANDY AT THE RECEPTION DESK, please ease Queta's financial distress...it would be great if everyone could pick up some assorted candies of your liking whenever you think of it to put in Queta's candy dish...we ALL eat it. *** A FLOW CHART indicating the chain of responsibility will be ready soon...don't fret! *** Until next week, au revoir, tab-tah and all that bulla-balloo!

-its

HAVE YOU SEEN?



Dear Readers & Future Writers:

Welcome to our new and long awaited (yes, you have been anxiously awaiting for this!) staff newsletter-written for you, by you and FYI!!!

All things considered, the bulletin will be ready for you at the Tuesday weekly staff meetings. All entries for the newsletter must be received at my desk by 5 PM, Friday prior to the Tuesday publication.

The following are a few columns to appear in the newsletter: QUESTIONS, COMMENTS, HAH? a column containing questions and comments to and from readers. ON THE SHEETS CPC & STAFF IN THE NEWS a section containing reprints of periodicals. RESOURCES a section for additions or revisions to HIV/AIDS care providers. LETTERS TO THE EDITOR is self-explanatory. ASK DARTA BITCH a section for juicy jobs and filthy gossip and jettam. If you need research on something, just ask Darta Bitch. Research questions need to be submitted by Thursday morning. HAVE YOU SEEN? a column and timetable for HIV/AIDS related audio-visual productions. AROUND THE HEARTH a what's-happening-at-home column. REMEMBRANCE.... an obituary, remembrance column. FROM THE DESK OF a section for announcements from you and your agencies. Additional columns and sections to be added as needed or as concocted.

-its



Center for Positive Care
An HIV Early Intervention Resource Center

FAX 415-476-3655

.....
3180 18TH Street at Folsom San Francisco, CA 94110 415-476-3644

TO:

STEERING COMMITTEE

Jim Dilley, MD
UCSF AIDS Health Project
FAX 415-476-7996

Gloria Lockett
California Prostitutes Education Project
FAX 510-839-6775

Reggie Williams
National Task Force on AIDS Prevention
FAX 415-749-6706

FROM: Mike Mitchell, Site Manager

Number of pages: 3

Additional comments:

FYI

The first issue of the Staff Newsletter.

Mike

INTER-OFFICE M E M O R A N D U M

4 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mitchell*

Meeting with Representatives from the Life Center

I met with Ira Glasser and Paul ?, pastor of the United Methodist Congregation, which is currently developing property at 16th Street, Market Street and Noe Street (officially known as 2299, Inc.). As explained to me, the mission of the church is to minister to the HIV/AIDS problem.

The building will have a community room that the church will use. It will be available to other organizations when not being used by the church.

The building is scheduled to be completed by January, 1991. Ground breaking is scheduled for 1993. The rent will be \$1 a square foot per month.

Glasser wants the CPC to be a tenant in the building.

I informed them that the decision making body of the CPC was the Steering Committee. I gave them your names. It is my understanding that they intend to speak with each of you in the near future. I believe that they have already scheduled an appointment with Jim.

Ira mentioned to me that it was their intention to ask Reggie to be on the Board of Directors of the Life Center.

INTER-OFFICE M E M O R A N D U M

5 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike*

**Meeting with Sandra Hernandez
Minutes, November 4, 1991**

ATS services at the CPC will begin on Friday, December 13, 1991. Costs of janitorial service (\$56.50 per month) and pick-up of infectious waste (\$50.00 per month) will be assumed by the Department of Public Health. The DPH will have to be invoiced for the increased costs.

The once time capital costs for ATS will come out of year end savings for the DPH. Sandra will attempt to do a contract modification in January, 1992.

The additional \$29,000 in CDC monies has been worked out with the AHP, fiscal agent for the CPC.

Sandra and Valerie expressed a desire to see the development plan and budget for the CPC.

There will continue to be bi-weekly meetings with Sandra Hernandez and the Steering Committee until the end of the year.

October 11, 1991

MEMORANDUM

TO: Steering Committee: Jim Dille, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *Mitchell*

WEEK'S ACTIVITIES FOR
OCTOBER 7, 1991

I met with the following people:

George Woyames, Mission Neighborhood Health Center
Kate Perkin, MEDICARE
Dave Lara
Steve Lew
Tony Hamson, priest visiting from England
Denny Paterno
Charles Garfield
Michael Thompson
Valerie Dorr

I attended the following meetings:

CPC Staff Meeting
CPC Operations Meeting
HIV & Substance Abuse Task Force
CPC Steering Committee Meeting

I participated in an interview on *Helping Hands*.

October 11, 1991

MEMORANDUM

TO: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams
FROM: Mike Mitchell *Mike*

**WEEK'S ACTIVITIES FOR
SEPTEMBER 30**

I met with the following people:

Valeria Dorr

I attended the following meetings:

CPC Inservice Meeting
CPC Community Advisory Board
Care Council Meeting
Sandra Hernandez

I set-up and worked at the CPC's Castro Street Fair booth.

I was interviewed by Jennifer at Channel 5 and participated in an interview for next week's show of *Helping Hands*.

INTER-OFFICE M E M O R A N D U M

21 October 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike*

Meeting with Burroughs Wellcome Representative

Richard McCormack introduced me to C.A. Perrigo, Senior Executive Representative for Burroughs Wellcome Co., on Friday, October 18, 1991. Mr Perrigo requested that I call him today to set up a meeting.

I naturally feel that it is a good idea to meet with Mr. Perrigo, but the CPC has not had time to establish its funding priorities.

Do you want me to schedule a meeting with Mr. Perrigo? If so, what areas, if any, do you want me to emphasize?

INTER-OFFICE MEMORANDUM

21 October 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike Mitchell***John Wahl**

I ran into Carole Migden at the neighborhood coffee shop on Saturday morning. She inquired about the opening and discussed Friday's protesters. She identified John Eshleman Wahl as one protestor and suggested that I invite him to the office and explain what the CPC is about. She indicated that Mr. Wahl has been a long-time activist in the San Francisco lesbian and gay community and thought that it would be a good idea to meet with him and listen to his concerns.

Do you have any objections to me arranging a meeting with Mr. Wahl?

INTER-OFFICE M E M O R A N D U M

18 October 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *MLM***DIRECTED UNITED WAY CONTRIBUTIONS**

The CPC received a telephone call yesterday from an individual expressing a desire to direct United Way contributions to the Center. I informed the caller that the CPC was not a 501.3(c) organization, but that the three collaborating agencies are.

In the future, what directions should the staff of the CPC give potential contributors regarding United Way monies, and contributions in general?

MLM:its

INTER-OFFICE MEMORANDUM

21 October 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell *Mike**140.72*
CAB Member Preston Nicholson

Due to pressing health problems, Preston Nicholson has had to resign his position on the CPC Community Advisory Board.

cc: Steve Feedback
Susan Williams



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

Interoffice Memorandum

22 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell

Sandra Hernandez Meeting**Minutes**

There was a general discussion about the CPC.

The MOU process was discussed. The MOU is scheduled to be distributed to On-Site Providers by December 2, 1991. It was stressed that it was important to use a systematic approach to documentation of violations of the MOU. EDs need to receive a memo outlining the failure of an employee or organization to comply with specific provisions of the MOU. Valerie Dorr and the employee should receive carbon copies.

Mike Mitchell needs to schedule appointments with all EDs to meet and discuss the MOUs and staff schedules. All meetings should be completed by December 16, 1991.

Housing the ATS clerks at the CPC was discussed.

Infection control guidelines at the CPC were discussed. There is the need for universal precautions at the CPC. There is a need to incorporate UCSF's IC guidelines into the CPC guidelines. IC guidelines need to include the protocol for needle sticks.



CENTER FOR POSITIVE CARE

An HIV Early Intervention Resource Center

Interoffice Memorandum

22 November 1991

To: Steering Committee: Jim Dilley, Gloria Lockett, Reggie Williams

From: Mike Mitchell

Steering Committee Minutes 22 November 1991

Richard McCormack gave a report on his fund raising. It was decided that the Steering Committee should decide if the CAB should be tied into fund raising. The staff and the Steering Committee should be included in the process.

Michael Bala prepared a list of priorities that included a youth program and a volunteer coordinator. There is a need to clearly identify the needs of the Center. The point was made that it is clearly necessary to recruit other agencies to lease space at the CPC (AIDS Legal Referral Panel, the National Lawyers Guild, etc.). Gloria stated that there was a need for more women's program at the CPC.

The National Lawyers Guild has expressed some interest in putting someone on the CAP CAB.

There was a discussion of the need to apply for routine fund raisers (Bike-A-Thon, AIDS Walk, Etc). It was decided that applications for large grants did not have to be run by the Steering Committee, but requests to participate in fund raisers needed to be approved by the Steering Committee.

It was decided to apply to the Lions Club for additional materials for the CPC Resource Library. There was particular interest in getting more videos.

Project AHEAD should have a reply by Tuesday about their participation at the CPC.

Reggie Williams indicated that he would have Wendell Carmichael FAX copies of the resumes of the two persons not selected originally for the Case Manager Supervisor position at the CPC.

It was decided unanimously not to change the hours of operation of the CPC.

The meeting was adjourned.