

MAXINE WATERS

MEMBER OF CONGRESS
28TH DISTRICT, CALIFORNIA

COMMITTEES:

FINANCIAL, FINANCE AND
URBAN AFFAIRS
VETERANS' AFFAIRS

Congress of the United States
House of Representatives
Washington, DC 20515

PLEASE REPLY TO:
1207 LONGWORTH HOUSE OFFICE BLDG.
WASHINGTON, DC 20515
(202) 225-2201
(202) 225-7854 FAX
DISTRICT OFFICE:
4809 S. BROADWAY
LOS ANGELES, CA 90037
(213) 233-0733
(213) 233-0798 FAX

Rec'd 7/3/91

FOR IMMEDIATE RELEASE

U.S. Representative Maxine Waters is sponsoring a Congressional Briefing to the Congressional Black Caucus on the impact of AIDS and HIV in African-American communities.

The briefing will explore several issues including, the lack of prevention education, biomedical research and access to medical care for those living with AIDS. Unaddressed, these issues only serve to escalate those ills caused, in large part, by grievous inequities currently plaguing poor and urban communities. This Congressional Briefing serves to (1) heighten awareness of the impact of AIDS and HIV on minority populations, (2) increase the involvement of the Congressional Black Caucus as the nation begins to address universal access to health care, and (3) expand the discussion of health care policy to include the struggle of minority constituencies fighting against AIDS.

Panelists for the briefing include:

The Honorable Maxine Waters, MC, Los Angeles, California;

Harlon Dalton, Professor of Law at Yale University Law School and member of the National Commission on AIDS;

Rashidah L. Hassan, Founder, Chief Executive Officer, and registered nurse of BEBASHT (Blacks Educating Blacks About Sexual Health Issues) in Philadelphia, Pennsylvania;

Dr. Wilbur Jordan, biomedical researcher and practicing physician from Los Angeles, California;

Dr. Janet L. Mitchell, Chief of the Perinatology Department of Harlem Hospital in New York City;

Brenda V. Smith, Senior Council and Director of the Women and Prison Project at the National Women's Law Center in Washington, D.C.;

Anita D. Taylor, Director of Public Policy Education at the National Minority AIDS Council in Washington, D.C.; and

Reggie Williams, Executive Director of the National Task Force on AIDS Prevention in San Francisco, California.

The Congressional Briefing to the Congressional Black Caucus will be held July 16, 1991, in Cannon House Office Building, Room 340. It is scheduled to begin at 10:30am. Press availability begins at 10:00am. For more information, contact Lisa Ransom-Brown at (202) 225-2201, Belinda Rochelle at (202) 332-6483 or Anita Taylor at (202) 544-1076.

BAHSES-BWMT/MACT INTER-OFFICE MEMORANDUM

November 9, 1990

TO: See Distribution

FR: Lee Y. Woo, Program Coordinator
Wendell Carmichael, Program Coordinator, EACH

RE: 1992 CONFERENCE ROOM

In order to prevent double booking of the conference located at 1992 - 15th Street Office, the following policy has been established.

There is a master calendar located in the BAHSES-BWMT/MACT office that will be used to reserve the conference room. When reserving the room enter the following information:

1. Time period
2. Organization
3. Contact person with telephone number

The information is entered on the last two lines of the calendar date block.

If there is a conflict, the parties involved are to work out a satisfactory resolution.

115000

Distribution: NTFAP (8)
EACH (5)
BAHSES-BWMT/MACT (10)
BWMT/SFBA (6)
MACT-GBA (6)
GMOC (4)

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

January 25, 1991

TO: BAHSES Staff

FR: L. Y. Woo, Project Coordinator

RE: NEW STAFF

I would like to announce and welcome aboard new BAHSES staff members:

Fred Wright, Project Assistant - Education
Kevin Berg, Project Assistant - HIV Research and Information
Kelly Houston, Project Assistant - Tele-care
Paul Mc Nabb, Administrative Assistant
Frasier Mc Connell, Project Assistant - Archives
Gustavo Arechavala, Clerk/Reception (BAHESE/EACH)
Mark Harrison, Clerk - Support Services
Kevin Wilcox, Clerk - Education

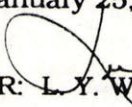
Please take the opportunity to introduce yourselves and welcome them to BAHSES.

314005/435045

cc: NTFAP (8)
EACH (3)

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

January 25, 1991

FR:  L. Y. Woo, Project Coordinator

TO: BAHSES Staff

RE: STAFF MEETINGS SCHEDULES

The following meetings are scheduled for 1991:

1. BAHSES Staff Meeting will be held every 1st and 3rd Wednesdays from 9:00 - 10:00 AM at the BAHSES offices.
2. BAHSES Management Meeting will be held every Monday from 9:00 - 10:00 AM at the BAHSES offices. Project Assistants and above to attend.
3. BAHSES/E.A.C.H. Management Meeting will be held every 2nd and 4th Wednesday from 1:00 - 2:00 PM at the Project Coordinator or Program Coordinator's office.
4. Staff Training Meeting will be held second Tuesday from 9:00 - 10:00 PM at the BAHSES offices. Staff will be notified who should attend.
5. BAHSES/E.A.C.H. Joint Staff Meeting will be held every 4th Wednesday from 1:00 - 2:00 PM at the Project Coordinator or Program Coordinator's office.
6. NTFAP/BAHSES/EACH Management Meeting will be held every first and third Thursdays from 2:30 - 3:30 PM at the NTFAP Conference area.

531005

cc: NTFAP (4)
EACH (2)
PPM

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

January 25, 1991

TO: BAHSES Staff

FR: L. Y. Woo, Project Coordinator

RE: STAFF RETREAT

The second staff retreat has been scheduled for Saturday, March 9, 1991 from 10:00 AM to 5:00 PM. This retreat is for all paid and non-paid BAHSES-BWMT/MACT personnel.

The retreat will follow up on meeting of November 17, 1990 (see attached) and will discuss how we proceed through 1991 and beyond. Ms Brenda Crawford will facilitate this retreat and has been very helpful with our meeting of November.

The retreat will be held in the second floor conference room of 631 O'Farrell Street. Continental breakfast and lunch will be served.

All paid staff will adjust their time off during the week with their appropriate supervisors to be available for the Saturday meeting.

314005/435045

cc: Building Manager, 631 O'Farrell Street w/o attachment
NIFAP (4) w/o attachment
EACH w/o attachment
Brenda Crawford w/attachments

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

February 2, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: TIMESHEET

Completed timesheets are to be placed in Paul Mc Nabb's mail box within one working day after end of pay period.

If staff is going to be on leave at this period, they need to turn their timesheet on the last day of work.

Failure to adhere to this policy can result in your pay being paid late.

cc: PPM

441060

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

February 3, 1991

TO: BAHSES Staff

FR: Lee Y Woo

RE: STAFF ORIENTATION SCHEDULE

Staff orientation schedules have been established for the following dates:

Group A Feb 6, 1991 10:00 AM - 12:00 PM

Kevin Brooks
Fred Wright
Paul Mc Nabb

Group B Feb 12, 1991 10:00 AM - 12:00 PM

Gustave Arechavala
Mark Harrison
Arnie Lovitt
Kelly Houston

Group C Feb 14, 1991 - 2:00 PM - 4:00 PM

Kevin Berg

Group D Feb XX, 1991 6:00 PM - 8:00 PM

cc: EACH
NTFAP

311000{

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

February 15, 1991

TO: BAHSES-Staff

FR: L.Y. Woo

RE: STAFF RETREAT REMINDER.

Remember the BAHSES retreat is schedule for all staff on Saturday, March 9, 1991, from 10:00 AM to 5:00 PM. to take place in the second floor Conference Room of The Alexander Hamilton.

Michael Emery will be on hand to take a Staff Group Photo. As stated in the earlier memo, staff need to adjust their schedules to attend this important meeting.

There will be juice and muffins for Monday and lunch catered by Houston Et Al Inc, a hot new catering firm.

cc: Brenda Crawford, 253 Park View 3401, Oakland 94610

112045

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

February 19, 1991

TO: See Distribution

FR: L. Y. Woo

RE: OFFICE SECURITY

Whenever you are the last person out of the office, you must do the following:

- 1) Check photo copier, if on, turn off.
- 2) Turn off light in BAHSES/EACH offices.
- 3) Turn off coffee machine and empty out coffee pot.
- 4) Check side doors to ensure they are locked from the outside.
- 5) Lock the front door.

cc:

BAHSES Staff
EACH Staff
NTFAP (7)
PPM

243005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

February 28, 1991

TO: BAHSES Staff

FR: L Y Woo

RE: Agency Funds

Due to problems with one of our grants, BAHSES is suspending all contracts, CHOW pay and postponing all events effective Feb. 22, 1991 until further notice. Salary staff will not be affected by this freeze.

Any work performed after Feb. 22, 1991 by non-pay staff will be considered non-pay work (080) on the time sheets

All financial obligations incurred up to and including February 22, 1991 will be honored and paid upon receipt of the Agency's Petty Cash reimbursement. The agency's cash flow problem should be a temporary situation.

The need for per diem workers will be reviewed on a case by case basis in order to continue pay.

To control future spending, all purchases must have my approval before they are made.

cc: J. Gaega, NTFAP

412000

#1:IOAF/pgm

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

3/1/91



NEWS RELEASE

Contact Lee Y. Woo - 749-6714

The Black and White Men Together/Men of All Colors Together AIDS Task Force(BWMT/MACT AIDS Task Force) has a new name, Bay Area HIV Support and Education Services of BWMT/MACT or known as "BAHSES", and now is open for business! The Bay Area HIV Support and Education Services of Black and White Men Together/Men of All Colors Together (BAHSES-BWMT/MACT) has received funding from several sources with Technical assistance from The National Task Force on Aids Prevention of the National Association of Black and White Men Together (NTFAP/NABWMT) to continue and expand its support and education services in the Bay area communities.

The BAHSES-BWMT/MACT has set up a West Bay office at 625 O'Farrell St., San Francisco, CA 94109 after the fire of November 1990. This is BAHSES first Bay area office and it is planning to open offices in the East Bay in the future.

Telephone numbers for the BAHSES-BWMT/MACT Staff:

main#: 415-749-6714
FAX#: 415-749-6706

221075

#1/nanr:pgm

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

March 1, 1991

TO: Jaime Gaega

FR: L Y Woo

RE: LINE ITEM RELOCATION (FUND 90-03 - M&M)

Due to the late funding and salary saving of the M&M project, I am requesting \$2,600.00 in my salary line item to be transfered to computer hardware, and \$5,000 to cover office & educational supplies.

The purpose of this transfer is to fund the following items:

- 2 Mac Intosh Classic 2/40 personal.
- cover under budgeted office & educational supplies

422035

#1:LITM/pgm

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

MARCH 4, 1991

TO: All BAHSES-BWMT/MACT Staff

FR: Paul McNabb, Admin. Asst.

RE: I-9 EMPLOYMENT ELIGIBILITY FORMS

All employees who are in positions within the BAHSES-BWMT/MACT organization whether paid or non-paid will need to legally verify their employment eligibility. All employees who work full or part-time will need to bring in employment documents (list on attached sheet) on Wednesday March 6, 1991. Anyone who fails to bring in qualified legal documents at this time will risk termination of employment until such time documents are produced. I apologize for any inconvenience this may cause you, however this is a mandatory government procedure.

I will set a schedule between 10:30 - 12:00 to meet with all employees on Wednesday, March 6. Anyone who needs specific times due to other meetings or schedule problems please see me by 12:00 noon on Tuesday! Any further questions or problems, DO NOT hesitate to contact me.

Encl:

322025

#1:19M/pgm

BAHSES-BWMT/MACT INTRA OFFICE MEMORANDUM

March 6, 1991

TO: Reggie Williams, NTFAP

FR: Lee Y. Woo

RE: BAHSES CAPITAL EQUIPMENT INVENTORY

As per your request, the following is the list of capital equipment:

- two computer desks
- five executive desks
- two sm. desks w/black tops
- fourteen desk chairs
- two long brn. tables
- one black cabinet (coffee table)
- two black couches
- two black file cabinets
- one brown lateral file
- one manila lateral file
- two tall wooden bookcases
- two sm. book cases
 - 1 white metal
 - 1 brown wood
- one black shelving unit
- one coat rack
- six desk lamps
- seven plastic garbage cans
- six AT&T telephones
- two aluminum easels
 - portable
 - one large easel
- two portfolio bags
- two 24-slot mail box units
- two MAC Classic computers
- one MAC SE Superdrive computer
- three keyboards
- one laser printer
- one Sharp executive typewriter
- five nylon/lycra bags (safer sex kits)
- Dildos: or (thirty Dildos of various types and sizes)
 - one very large penis
 - three small penis'
 - six med probes
 - twelve med. penis
 - three long probes
 - three butt plugs
 - one very small penis

If you have any further questions or inquiries regarding these items please feel free to contact me at 749 -6714.

cc: Jaime Gaega
432030

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

March 7, 1991

TO: See Distribution

FR: L. Y. Woo

RE: MACINTOSH TRAINING

Arrangements have been made with a local computer contractor to provide training to BAHSES, EACH and NTFAP staff. The training will be held in the BAHSES work center area. The classes are limited to 6 students. The training time will be from 10:00 am to 2:00 pm.

The schedule is: March 13 - Computer Orientation
March 14 - Micro-Soft work
March 15 - (File Maker/Data Base)
March 18 - Spread Sheets
March 19 - Page Maker

Each organization has to provide two (2) individuals for the Macintosh Training. I need to know the names of all the attendees from each organization by March 12, 1991.

Distribution:
BAHSES
EACH
NTFAP

cc: George Hubbard



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



NEWS RELEASE

Contact Lee Y. Woo - 749-6714

DATE: March 11, 1991

The Black and White Men Together/Men of All Colors Together AIDS Task Force(BWMT/MACT AIDS Task Force) has a new name, Bay Area HIV Support and Education Services of BWMT/MACT or known as "BAHSES", and now is open for business! The Bay Area HIV Support and Education Services of Black and White Men Together/Men of All Colors Together (BAHSES-BWMT/MACT) has received funding from several sources with Technical assistance from The National Task Force on Aids Prevention of the National Association of Black and White Men Together (NTFAP/NABWMT) to continue and expand its support and education services in the Bay area communities.

The BAHSES-BWMT/MACT has set up a West Bay office at 625 O'Farrell St., San Francisco, CA 94109 after the fire of November 1990. This is BAHSES first Bay area office and it is planning to open offices in the East Bay in the future.

Telephone numbers for the BAHSES-BWMT/MACT Staff:

main#: 415-749-6714
FAX#: 415-749-6706

221075

#1/nanr:pgm



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

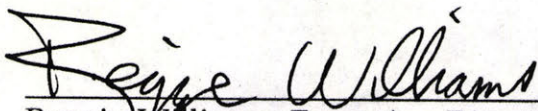
Memorandum of Understanding (MOU) Between the National Task Force on
AIDS Prevention (NTFAP) and the Bay Area HIV Support and Education
Services (BAHSES)

This MOU defines the relationship between NTFAP and BAHSES in providing HIV prevention services to African American gay and bisexual men supported by funds from the San Francisco Department of Public Health, AIDS Office during the contract period from October 1, 1990 through June 30, 1991.

The NTFAP will act as fiscal agent for BAHSES and perform the following services for BAHSES:

1. Maintain an accounting system for BAHSES and tract expenses and income for the prevention program outlined in the contract approved by the AIDS Office.
2. Provide budget reports to BAHSES on a monthly basis detailing the expenses as incurred by the program.
3. Provide payroll services for BAHSES and facilitate the tracking of employee accrual of vacation and sick leave benefits.
4. Provide health benefits to employees hired by BAHSES for this prevention program including health, dental, vision, life insurance, and state disability coverage.
5. Employees hired by BAHSES for this prevention program will be governed by the personnel policies and procedures of the NTFAP until such time that BAHSES has its own personnel and policies and procedures manual.
6. BAHSES will assure compliance with all contract requirements outlined in the contract for HIV prevention services for African American gay and bisexual men agreed with the AIDS Office.

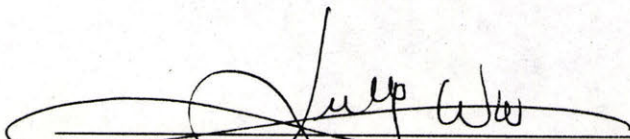
Signed:



Reggie Williams, Executive Director, NTFAP

3-25-91

Date



Lee Y. Woo, Regional Director, BAHSES

3/25/91

Date

BAHSES-BWMT/MACT INTRA OFFICE MEMORANDUM

March 26, 1991

TO: Reggie Williams, NTFAP

FR: Lee Y. Woo

RE: POLICY AND PROCEDURE CLARIFICATION

I would like to see the following Policy and Procedure issues brought to the attention of the Grant Oversight Committee (GOC) for resolution if resolvancy will not occur at your level.

1. Sick Leave Payoff - Are employees who terminate entitled to their unused sick leave as a pay off?
2. Fringe Benefit - Are employees who terminate entitled to the difference between the actual cost and encumbered fringe benefits?
3. Local vs. National Policy & Procedures - Can local policies override the National policy?
4. Policy & Procedure Resolution - What mechanism is established to resolve inter-agency policy issues?
5. Promotion - What is considered a promotion? Title change vs. increased responsibilities vs. annual increase.

Thank you for your time and attention to this matter and I look forward to hearing from you soon.

115005

#1:PPC/pgm

**BAHSES-BWMT/MACT
INTER OFFICE MEMORANDUM**

MARCH 27, 1991

TO: BAHSES/EACH/NTFAP Staff

FR: Lee Y. Woo

RE: WATER AVAILABILITY ON MARCH 27, 1991

The water supply at 625/631 O'Farrell Street will cut off on March 27, 1991 from 9:00 AM to 12:00 PM for repairs.

Please time your activities accordingly.

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

March 28, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: STAFF MEETING -THE WEEK OF APRIL 1, 1991

Our next staff meeting will be held on Wednesday, April 3, 1991 at 10:00 A.M. Please plan your schedule accordingly. This is a mandatory meeting of all BAHSES-BWMT/MACT staff members. It will be held in the BAHSES main office area.

511005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

March 28, 1991

TO: BAHSES, EACH, NTFAP Staffs
FR: *Lee Y. Woo*
Regional Director
RE: BAHSES/EACH COFFEE MACHINE.

The coffee machine in the BAHSES/EACH area does not need to be unplugged after work hours. The last person out should turn off the warmers only. The green light on the machine should remain on. Thank you for your attention to this matter.

243005

BAHSES/EACH INTER OFFICE MEMORANDUM

April 3, 1991

TO: Gus Arechavala

FR: Lee Woo, BAHSES
Wendell Carmichael, EACH

RE: WORK SCHEDULE

This memo is to confirm your work schedule. Your work hours are 9:00 AM to 6:00 PM with an hour for lunch Monday through Friday. You are expected to be on the job and ready to do work at 9:00 AM. Your lunch breaks taken between the hours of 1:00 PM to 2:00 PM.

Any changes to your work and lunch schedules have to be approved in advance by one of your supervisors.

cc: Personnel File

332005/333065

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 8, 1991

TO: ~~Jaime~~ Gaega

FR: Lee Y. Woo

RE: BAHSES PAYCHECKS.

Effective with this memo, all BAHSES paychecks will be given to me or Paul Mc Nabb. Please do not place them in the BAHSES mail boxes.

In order to reinforce our time sheet policy, I am trying to get our employee's times sheets processed in a timely manner, so we will exchange paychecks for time sheet. The other issue is security of the paychecks. The mail box area is in a public space and if the employee does not pick up his check at the beginning of the day it is available to others.

cc: BAHSES Staff

441160

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 8, 1991

TO: ~~BAHSES/EACH Staff~~

FR: ~~Lee Y. Woo~~

RE: FOOD

Due to the presence of cockroaches in the work areas, it is important that food items are not left out. All food items need to be sealed and put away at the end of the day.

121010

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 12, 1991

TO: BAHSES Staff

FR: Lee Y. Woo
Regional Director

RE: STAFF MEETINGS SCHEDULES (CORRECTION)

The following meetings are scheduled for 1991:

1. BAHSES Staff Meeting will be held every 1st and 3rd Wednesdays from 9:30-10:00AM at the BAHSES.
2. BAHSES Management Meeting will be held every Monday from 9:30-10:00AM at the BAHSES offices. Project Assistants and above to attend
3. BAHSES/EACH Management Meeting will be held every 2nd Wednesday from 1:00-2:00 PM at the Project Coordinator or Program Coordinator's office.
4. Staff Training Meeting will be held second Tuesday from 9:30-10:00PM at the BAHSES offices. Staff will be notified who should attend.
5. BAHSES/EACH Joint Staff Meeting will be held every 4th Friday from 11:00-12:00PM at the Project Coordinator or Program Coordinator's office.
6. NTFAP/BAHSES/EACH Management Meeting will be held every first and third Thursdays from 2:30-3:30PM at the NTFAP Conference area.

cc: NTFAP(4)
EACH(2)
PPM

531005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 12, 1991

TO: ~~BAHSES~~, EACH, NTFAP Staff

FR: Lee Y. Woo

RE: RELEASE OF STAFF INFORMATION.

Effective with this memo, any staff information request from outside of the agencies is not to be released. The only time we can give information is in an emergency. The information can only be released to medical staff and law enforcement agencies.

542010/322010/322030

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 15, 1991

TO: BAHSES, EACH, NTFAP Staff

FR: Lee Y. Woo

RE: RELEASE OF STAFF INFORMATION.

Effective with this memo, any staff information request from outside of BAHSES is not to be released. The only time we can give information is during an emergency. The information can only be released to medical staff and law enforcement agencies. If a supervisor is on duty, all inquires should be transferred to him/her.

542010/322010/322030

625 O'Farrell Street, San Francisco, CA 94109 415-749-6714 FAX 415-749-6706

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

April 15, 1991

TO: BAHSES/EACH Staff

FR: Lee Y. Woo

RE: POSTAGE METER.

The postage meter is not to be used for personal mail. This meter is only to be used for official agency mail.

434075



National Task Force on AIDS Prevention Atlanta Field Office

MEMORANDUM

TO: Reggie Williams, Executive Director
FROM: Martin Ornelas, Coordinator of Research & Evaluation 
DATE: 4/10/91
RE: Latino/a Gay, Lesbian & Bisexual Health and Leadership Conference

I have been thinking about submitting several abstracts to present at the conference in San Francisco during the 1st week of August. I want to share them with you to see what you think.

HIV Prevention Series:

- Workshop 1 - "Caliente, Con Ganas Y Saludable" - A risk reduction model by and for Latino gay and bisexual men. This could be done in English and in Spanish.
- Workshop 2 - "Relapse Workshop" - Present the work in progress that is being developed by Gavin. Adjusting for cultural and linguistical appropriateness. This could be a forum to obtain feedback from "Health Educators" in the field.
- Workshop 3 - "We are all living with HIV" - An experiential workshop focusing on issues of disclosure and creating a supportive environment.

Skills Building/Sharing:

- Workshop 1 - "Developing Culturally and Linguistically Appropriate Information - A model developed by and for Latino gay and bisexual men." A workshop focusing on the method and technical approach utilized in the development of the pilot test conducted in California. This would be a "How to" workshop and not a presentation of results.
- Workshop 2 - "Working in a non-Latino Gay environment." A workshop exploring issues of when we as Latino Gay men work in environments that are not "like us." We would look at Latino environments, African-American Environments, Multi-Ethnic and Multi-Racial Environments. A focus would be on the impact of these environments on our Latino Gay "psyche."

I think that the National Task Force has taken a strong leadership in working with the Latino Gay community. I think it would be appropriate to present and share the experience and expertise we have gained thus far by presenting the series of workshops **already developed** or in the **process of developing**.

The deadline for the workshop abstracts is 4/15/91. What do you think? Should we move forward? Any questions, let me know.

cc. Juan Rodriguez, Coordinator of Latino Programs



National Task Force on AIDS Prevention
of the National Association,
Black and White Men Together

MEMORANDUM

TO: All Staff, NTFAP, BAHSES & EACH
FR: Reggie Williams *RW*
RE: Conference Room

April 18, 1991

When arranging for the use of the conference room on the second floor of the building, please contact Ollie at the desk in the lobby. He is now handling **all** arrangements in regards to the conference room.

Please be sure to inform all staff so there's no confusion.

RW/ajm

cc: Ollie
Building Management

**BAHSES-BWMT/MACT
INTER OFFICE MEMORANDUM**

4/24/91

TO: BAHSES Staff
FR: Lee Y. Woo
RE: NAME TAGS

As soon as they are available all workshop facilitators, Health Education Workers and anyone doing public outreach will wear name tag.

The tag will be the agency business card in a plastic cover with the person's first name only. This will add a professional appearance to our presentation.

511000



National Task Force on AIDS Prevention
of the National Association,
Black and White Men Together

MEMORANDUM

TO: Project Coordinators
FR: Reggie Williams *RW*
RE: Monthly Reports

May 6, 1991

Please remember that monthly reports are due to me by the fifth of each month. These reports keep me informed of our current activities as well as serve to document and archive our work and progress. Below is a dateline for required reports:

May 5, 1991	For April 1991
June 5, 1991	For May 1991
July 5, 1991	For June 1991

And so on.

Thank you for your attention to this matter. Should you have any more questions, contact me at your convenience.

RW/ajm

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 10, 1991

TO: BAHSES Staff
FR: Lee Y. Woo
RE: STAFF MEETING

This memo is to inform you of our next staff meeting scheduled for May 17, 1991 at 10:00AM. Please, make necessary changes in your schedule so you can attend this important meeting.

511005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 14, 1991

TO: BAHSES Staff
FR: Lee Y. Woo
RE: APPOINTMENT

Effective with this memo, Shurland Aird will be acting Program Coordinator of Education. He will be responsible for coordinating BAHSES Education Services.

cc: Shurland Aird
Personnel File

323165

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 14, 1991

TO: See Distribution

FR: Lee X. Woo

RE: Title Change

Effective with the BAHSES-BWMT/MACT Board of Director resolution of May 8, 1991, my title of Regional Director was change to Executive Director. The Board of Directors appreciates you making the necessary changes to correspondence.

cc: BAHSES Staff
NTFAP Staff
EACH Staff
BAHSES-BWMT/MACT Board of Director

117060/331010/321025

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 14, 1991

TO: See Distribution

FR: Lee Y. Woo

RE: Title Change

Effective with the BAHSES-BWMT/MACT Board of Director resolution of May 8, 1991, my title of Regional Director was change to Executive Director. The Board of Directors appreciates you making the necessary changes to correspondence.

cc: BAHSES Staff
NTFAP Staff
EACH Staff
BAHSES-BWMT/MACT Board of Director

117060/331010/321025

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 17, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: NEW BAHSES EMPLOYEES

I am pleased to announce the hiring of new staff this month.

Alvictor Bradford

Project Assistant
Support Group

Randy Rodriguez

Project Assistant
Education

Michael Sullivan

Project Assistant
Outreach

cc: NTFAP Staff
EACH Staff

321005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 23, 1991

TO: *Jaime Geaga*
FR: Lee Y. Woo
RE: Retroactive Salary

I am requesting my retroactive salary, difference between \$28,000 and \$32,000 ($\$333.38 \times 8 = \$2,666.64$), from September 1, 1990 to April 30 1991. Please have amount payable by May 31, 1991. I will have BAHSES bill me for the parking fees ($\$75.00 \times 5 = \375.00). I will make a check payable to BAHSES, (Line item 432025).

If you have any question, please call me immediately.

cc: Reggie Williams
Louis Ashley, President, BAHSES Board of Directors
John Revicky, Treasurer, BAHSES Board of Directors
Paul McNabb

331020/491000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 27, 1991

TO: Jaime Geaga

FR: Lee Y. Woo

RE: TRANSFER OF BENEFITS (Lee Y. Woo)

Funds to cover sick leave, vacation and accrued medical benefits for the period of March 1990 to August 1990 are to be transferred from the NTFAP accounts to BAHSES benefit fund reserve.

cc: Robert Jensen
Personnel

332000/422035

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 28, 1991

TO: Gus Arechavala

FR: L. Y. Woo

RE: APPOINTMENT

Effective with this memo you are classified as a confidential employee. This means that you are able to handle staff & client records, and sensitive correspondence.

This appointment is revoked if issues of confidentiality are breached.

324060

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 28, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: OVERTIME

As part of agency policy, overtime may be approved in advance especially for non program personnel.

Overtime worked that is not approved is considered to be your own personal time.

331005/331015/331020

**BAHSES-BWMT/MACT
INTER OFFICE MEMORANDUM**

May 29, 1991

TO: Jaime Gaega, NTFAP Administrative Director

FR: Paul G.McNabb, Administrative Asst.

RE: BENEFITS INFORMATION

Could we please spend a few minutes discussing the procedures for getting people on the benefits package. I would like to be more up to date on the process with the benefits programs since new employees from BAHSES will be joining some of the plans. This will also help to alleviate work for you in the future. I hope we may be able to meet as soon as possible since these employee's are already on board.

Please call me at 749-6717 to discuss. Thanks!

331000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

May 31, 1991

TO: See Distribution

FR: Lee Y. Woo

RE: TEMPORARY STAFF APPOINTMENTS.

Serving my absence June 8-30, 1991, the following personnel will assume the indicated responsibilities:

Shurland Aird - Acting Executive Director - June 8-23, 1991

Alvictor Bradford - Acting Executive Director - June 24-30, 1991

Robert Jensen is responsible for Agency Grants and Budgets.

Paul McNabb is responsible for personnel payroll issues.

Distribution:

BAHSES Staff
NTFAP Staff (10)
EACH Staff (1)
BAHSES Board of Directors (7)
Personnel File

324160

ADDENDUM

TO: Staff Members
FR: Reggie Williams
RE: Policies & Procedures Manual
Advance Pay

June 4, 1991

The following information is a change in policy for the Policies and Procedures Manual. It is in regards to Advance Pay and the explanations follow.

Advance Pay is authorized for the following reasons only:

- a. Vacation.
- b. Emergency (no more than two per year).

Advance Pay requests for vacations will be submitted one week in advance with a copy of the approved time sheet. The total amount of the advanced paycheck will not exceed 50% of the employee's current pay period gross pay. Employee will sign a statement acknowledging receipt of advance and that it will be taken out of the next paycheck.

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

June 11, 1991

TO: Wendell Carmichael, EACH
Lee Woo, BAHSES

FR: Paul G. McNabb, Admin. Assistant

RE: OFFICE CLOSING

Pursuant to our meeting of both EACH and BAHSES staffs on Friday June 7, 1991, I have made observation of the conditions of the office as the first person to arrive in the mornings. This morning, upon my arrival the xerox machine and the postage meter machine were both on. Unless an extreme emergency arises, the postage meter machine should not be used by anyone except staff who are here between the hours of 9:00 and 6:00 p.m. In order to alleviate misuse of the postage machine for other than agency business, it might be necessary to take extra precautions regarding the use of the postage meter machine. Once again whoever is coming in after the staff has left for the day (or the last person out) is not following the rules which were set out in the meeting on Friday. Perhaps it may be someone who was not in attendance at the meeting, so we should be sure to inform all members of both staffs of the information processed through this meeting. Thank you for your cooperation and communication in this matter.

cc: Shurland Aird, Acting Executive Director-BAHSES
Kevin Brooks, Director Regional Support Services

121010/121030

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

June 17, 1991

TO: See Distribution *K43*
FR: *SH* Shurland Aird/Kevin G. Brooks
RE: TEMPORARY STAFF APPOINTMENTS

After reviewing the situation, it is the decision of the Executive Director that the following changes to the temporary staff appointments become effective immediately:

Kevin G. Brooks will replace Alvictor Bradford as Acting Executive Director June 24 - 30, 1991.

Distribution:

BAHSES Staff (8)
NTFAP Staff (10)
EACH Staff (1)
BAHSES Board of Directors (7)
Personnel file

324160

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

June 17, 1991

TO: BAHSES Staff
FR: ^{SN} Shurland Aird/Kevin G. Brooks *KGB*
RE: STAFF MEETING

There will be a BAHSES staff meeting on Wednesday June 19, 1991 at 10:00 am. All staff are requested to attend.

cc: Lee Woo

511005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 1, 1991

TO: All Program Managers

FR: Paul G. McNabb, Admin. Assistant

RE: NTFAP COPY MACHINE USE

Today, I received from James Fonduex new directions on use of the copy machine in the National Task Force area. I would very much like to get a time this week, before Friday, to train the program managers on how to access the machine so they may instruct their respective co-workers. So please give me your schedules between 9-1 so I may set a time for your training. It should only take five minutes. It will be up to the respective program managers to inform their employees of the new policy use.

cc: Lee Woo
Kevin Brooks
Shurland Aird
Robert Jensen
James Fonduex

511130

**BAHSES-BWMT/MACT
INTER OFFICE MEMORANDUM**

July 2, 1991

TO: Paul McNabb, Admin Assistant

FR: Kevin G. Brooks, Regional Program Director/Support Services

RE: NTFAP COPY MACHINE TRAINING

I will be available monday 7/8/91 and Tuesday 7/9/91 for training on the NTFAP copy machine.

513110

LUKE ADAMS
5337 College Avenue, Suite 245
Oakland, California 94618
415.649.9405

Lee Woo, Executive Director
BAHSES--BWMT/MACT
625 O'Farrell St.
San Francisco, California 94109

2 July 1991

Dear Lee:

I have just received the draft copy of the Board minutes for the 4 June 1991 meeting for my authorization. I am very pleased that you will not be leaving BAHSES this summer.

As you know, I was unable to attend this last meeting due to illness. Likewise, I note, Louis was also unable to attend. In the absence of two of four officers, including the secretary, standard parliamentary procedure would dictate that official minutes of the last meeting not be adopted until the next meeting.

Accordingly, I suggest that you send out to the Board a notice of the date and time of the next scheduled meeting, along with a copy of these minutes clearly marked "DRAFT: unofficial copy." Further, I want sent along with that information the following notes I have with regard to the draft minutes I have read, because they left me feeling a deep unease.

Both Louis and I signed off on the minutes of the May Board meeting, and I scanned them thoroughly. I saw no discrepancies between what was carried out in the meeting and what was recorded and, apparently, neither did Louis. While amendments to minutes can be made, they must be recorded as such in the next approved minutes. In the notes I have been provided for the June meeting there is only a nebulous reference to "some reservation of what was said versus what was recorded" with "changes to reflect correct statement." What are you talking about and what are the changes? How was it recorded? Have already authorized minutes been altered? This is of pressing concern, legally. Perhaps henceforth we should both take notes and tape record our meetings.

I have just now received the Board roster and just now have a way to get in touch with John Revicky outside of normal business hours. Although I volunteered to serve both on the rules revision subcommittee and on the 501(c)(3)

status subcommittee, both of which John agreed to coordinate, I have yet to have heard from him, although the notes from last meeting suggest he and Calvin are working on these points. The other issue is whether John, as a paid staffer, can sit on the Board. Legally, the answer is "yes." It will just take appropriate wording in the proper documents. The notes I have for the minutes suggest he might not be aware of this.

I have gone through the existing rules of BAHSES and made a number of notes for changes and expansions. Among my most pressing concerns are the lack of democratic mitigations on the rather tight hierarchical structure of the administration. I believe that this is just as much a recipe for disaster as is the opposite extreme of structurelessness and affinity groupings. For the long-haul health of the organization, it is important to have sound structures in place that reflect the values of the movement.

The questions over fundraising and the subsequent adopted motion leave the fundraising issue murky and unsettled. Who is to develop the fundraising policy? After that policy is adopted by the Board, will each fundraising action then still be required to come to the Board for review? it remains unclear, and it is an important issue--one that has implications both for the time commitments of the Board and the executive authority of the agency.

I find factual errors in the notes you have provided with regard to the fundraiser held by Paul McNabb.

Although issues were raised about timing during the May Board meeting, and it was suggested that the performance be moved to July, the Board clearly authorized the performance to be held on the June dates when Paul explained that his accompanist would be unavailable in July. Further, the Board authorized a \$250 seed budget for the event. I do not recall any discussion whatsoever, as the notes indicate, of a suggestion of corporate sponsorship.

I have difficulty in believing that a group of seasoned community activists such as this can work itself into such a lather over \$115.00 lost on a fundraiser. Is this for real? In the real world, fundraisers sometimes lose money, and sums considerably more than a hundred bucks. Those losses are written into development budgets.

I was most disturbed by the tone of the notes about the Board's reaction to the loss. If the Board had thought this was an unwise event, it should not have authorized it, but it did. If the Board was concerned about loss of a (minimal) seed budget, it should not have authorized it, but it did.

Now it appears that the Board would like to find someone to blame for the event not being a success. "It was left by the Board that Paul went against its wishes," your notes record. That is revisionist history, pure and simple. And you, Lee, as ED, know the score, so you have a burden of responsibility (and integrity) to point out the facts and, at least under the current rules, answer for your staff. This is an example of the pettiness and fratricidal cannibalism that plagues the Lesbian and Gay movement and AIDS service organizations.

Responsibility for this event lies squarely with the Board for its lack of decisiveness and clarity. Shrugging it off on a staff member who has volunteered to raise funds for the organization--one who is certainly not given adequate remuneration for his skill level, time and extensive duties--is an all too common and all too inexcusable way of doing business in this sector. As long as I am on your Board, my aim will be to stop that nonsense dead in its tracks whenever I see it coming. Its cowardly.

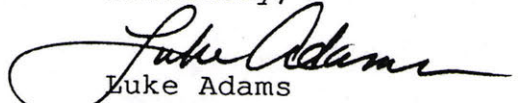
I am left wondering how "successful" the staff retreat was, really.

The notes also say that a financial report was presented to the Board. I requested that report at the May meeting, so I would like to see it as soon as I can.

In closing, I want to make a personal appeal to you, Lee. You know from first-hand experience with BAHSES' fiscal sponsor what it is like to be jerked around by folks with control issues. Please don't let that kind of carrying-on move over into BAHSES as it charts out on its own. I am impressed by you, and I have done a lot of studying up on the work you have done. I am confident in your capabilities, vision, and integrity, and keep a fervent hope that the meanness that often goes hand-in-hand with movement work will be risen above at BAHSES.

Please call me if you wish to discuss this further.

Sincerely,


Luke Adams
Secretary of the Board

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

June 4, 1991

Board Members Present: Peter Eggenberger
Jean Jackson, Vice President
Calvin Lowerey
John Revicky, Treasurer
Lee Woo, Ex-officio

Board Members Absent: Luke Adams, Secretary
Louis Ashley, President
Charles Smith

Recording Secretary: Lee Woo

The meeting was called to order at 7:10 pm.

-President Louis Ashley sent his regards (he was just released from the hospital).

1. The board reviewed the minutes and approved them with some reservation of what was said verses what was recorded. Changes to reflect correct statement.
2. Lee Woo confirmed that he was not leaving.
3. John Revicky reported the incorporation process and asked for clarification on some issues. He will continue to work on 501 (c) (3) status. John stated that he can sit on the board since he is receiving pay from the agency. John and Calvin to meet and work on the incorporation.
4. Lee discussed the problem of not having enough space for the various programs and the non-paid staff. Total space needed would be around 1200 sq. feet.
5. Jean Jackson asked a question about the fund raiser that was held at the Eagle Creek. The original flyers stated this was a fund raiser for BWMT/MACT then it was changed to BAHSES.

The board expressed concern over fundraisers and who should be allowed to do it, especially if the organization name is used.

Gregory Adams is working with group raising money. Ruddy of the Eagle Creek has hosted several events. There was some questions regarding scheduling of events. Last weekend had too many activities. There needs to be a better way of coordinating events to avoid conflicts and over booking.

6. Concert sponsored by Paul. Many questions were raised regarding this event.

1. Why did it happen when the board express that it should have been postponed until July. Lee explained that Paul had planned this event to happen before he left. The board noted that their approval of spending money (250.00) was based on Paul's statement of Corporate sponsorship and therefore the event would not have had a loss of over \$115.00.

2. It was left by the board that Paul went against its wishes.

3. The board has request that Paul explain his actions to the board at the next meeting.

MOTION: All future fundraisers are to be presented to the board for review and approval. The criteria for the fundraiser will be developed by the agency. Motion was seconded by Peter and Jean. The motion passed.

7. Film festival generated \$26.00 and expenses were \$26.00. Accounting has to be generated for each film series. By show it in the small room it will cut expenses by \$24.00 per film session.

8. Lee informed the board of the Staff retreat. It was successful and hope to have more. There was a staff survey passed out to measure satisfactions. Copy to be sent to the Board.

9. Lee presented the financial report to the board (got figures from Robert).

10. Next Board meeting is July 23, 1991 at 6:00 PM. 631 O'Farrell St., San Francisco, CA 94109.

Respectfully submitted,

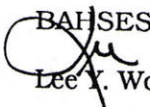
Louis Ashley, President

Luke Adams, Secretary

117025

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 17, 1991

TO: BAHSES Staff
FR:  Lee Y. Woo
RE: STAFF RETREAT

The next staff retreat has been scheduled for Saturday, November 2, 1991. It will be held at 350 Townsend Street, San Francisco, from 10:00AM to 5:00PM. Continental breakfast and lunch will be provided.

Please adjust your work schedule accordingly.

cc: Brenda Crowford
Board of Directors

511005

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

7/18/91

TO: All staff members BAHSES / EACH

FR: Alvictor Bradford/Project Assistant-Support Services

Ref: New support Group

There will be a new support group starting on 7/24/91. It will be held at 625 O'Farrell st. between 6:30 pm to 8:00 pm. If you have clients interested in a support group please refer them to me.

cc: K. G. Brooks
L. Y. Woo

514000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

7/18/91

TO: All staff members BAHSES / EACH

FR: Alvinor Bradford/Project Assistant-Support Services

Ref: New support Group

There will be a new support group starting on 7/24/91. It will be held at 625 O'Farrell st. between 6:30 pm to 8:00 pm. If you have clients interested in a support group please refer them to me.

cc: K. G. Brooks
L. Y. Woo

514000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 18, 1991

TO: BAHSES and EACH Staff

FR: *G. Arechavala*
Guatave Arechavala

RE: PHONE MESSAGES

Effective with this memo all in coming messages taking in the reception area are to be written and place in the employee's mailbox located in the BAHSES area. The EACH staff's messages are to be place in The EACH Program box. Thank you.

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

7/18/91

TO: All staff members of BAHSES and EACH

FR: Alvictor Bradford / Project Assistant-Support Services

RE: NEW SUPPORT GROUP

There will be a new support group starting on 7/24/91. It will be held at 625 O'Farrell St. between 6:30 to 8:00 pm. If you have clients interested in a support group please refer them to me.

cc: K. G. Brooks
L. Y. Woo

514000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 22, 1991

TO: See Distribution

FR: Lee Y. Woo

RE: UPDATED COST, FUND AND LINE ITEM LIST.

Please find attached the updated accounting code list:

Fund Accounts	(411060)
Cost Center Code	(431030)
Line Item Codes	(431065)

Distribution:

Kevin Brooks
Shurland Aird
Alvictor Bradford
Gus Arechavala
Paul McNabb
Mike Brunetti
NTFAP

411060/431030/431065



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



Board of Directors Resolution 91-01

BAY AREA HIV SUPPORT AND EDUCATION SERVICES
BWMT/MACT

Whereas, Bay Area HIV Support and Education Services a project of the Black and White Men Together and Men of all Colors Together (BAHSES-BWMT/MACT) established June 1991, and

Whereas, the Board of Directors (BAHSES-BWMT/MACT) support the community work of BAHSES-BWMT/MACT in the San Francisco Bay Area:

Now, therefore, be it resolved that;

1. BAHSES-BWMT/MACT hereby authorizes the employment of Lee Y. Woo as Agency Executive Director at a salary to be determined by the Board of Directors; and
2. BAHSES-BWMT/MACT hereby authorizes Executive Director or his designee as needed, to establish one or more bank accounts as needed, to rent office space, to employ personnel which include hiring, disciplinary action, termination and all related agency administrative tasks, and
3. BAHSES-BWMT/MACT hereby authorizes the Executive Director or his designee to be official spokes person for the agency; and
4. BAHSES-BWMT/MACT hereby authorizes the agency Executive Director or his designee authority to sign grant applications, contracts and memoranda of understanding.

Dated Approved: August 28, 1991


Vice President





625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



Board of Directors Resolution 91-02

**BAY AREA HIV SUPPORT AND EDUCATION SERVICES
BWMT/MACT**

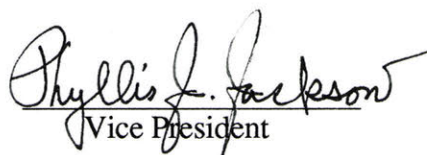
Whereas, Bay Area HIV Support and Education Services a project of the Black and White Men Together and Men of all Colors Together (BAHSES-BWMT/MACT) established June 1991, and

Whereas, the Board of Directors (BAHSES-BWMT/MACT) support the community work of BAHSES-BWMT/MACT in the San Francisco Bay Area:

Now, therefore, be it resolved that;

1. BAHSES-BWMT/MACT hereby authorizes the job title of Lee Y. Woo will be Executive Director, and
2. BAHSES-BWMT/MACT hereby authorizes Executive Director salary of \$36,800.00 per year.

Date Approved: August 28, 1991


Vice President

117060



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER



Black and White Men Together

San Francisco Bay Area

2261 Market Street #506

San Francisco, CA 94114

September 11th, 1991

The Board of Directors,
Bay Area HIV Support Services

Dear Board Members,

This letter is to inform you that we are rescinding our resignations from the BAHSES board.

We have re-evaluated our other commitments and have concluded that it *is* possible to continue to carry out our duties on the BAHSES board.

We believe that the goals and visions of this organization *must* be achieved, and have decided to make this a *top* priority in our lives.

Regards,

Calvin M. Lowery

Calvin M. Lowery

Peter Eggenberger

Peter Eggenberger



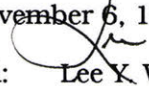
625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES
TO SERVE OUR COMMUNITIES

BAHSES MEMORANDUM

November 6, 1991

FR:  Lee Y. Woo

TO: Louis Ashley

RE: AGENCY IMAGE

On October 29, 1991, I attended two award events in San Francisco and Alameda counties. In each instance, a number of agencies (both new and old) were sited for contribution to their respective community in the fight against HIV/AIDS. At no time did I hear BAHSES' name mentioned for our work over the last several years.

I and the staff of BAHSES find this hard to believe and accept since the agency is well known for the work we do in Alameda and San Francisco. The question I have is : If our peer agencies do not recognize or acknowledge our existence, can we expect any better from funding agencies?

In my opinion, agency recognition should be a high priority for the Board of Directors. Taking personal action by individual Board members to get out and make this agency known to other agencies and potential funding sources, is a corrective image-making step.

Your attention to this matter is urgently required for long-term agency survival and staff morale.

I request this matter be placed on the next Board Agenda.

cc: Board of Directors
Kevin Brooks
Shurland Aird

117035



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

November 6, 1991

FR: Lee X. Woo

TO: Louis Ashley

RE: AGENCY IMAGE

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In my opinion, agency recognition should be a high priority for the Board of Directors. Taking personal action by individual Board members to get out and make this agency known to other agencies and potential funding sources, is a corrective image-making step.

Your attention to this matter is urgently required for long-term agency survival and staff morale.

I request this matter be placed on the next Board Agenda.

cc: Board of Directors
Kevin Brooks
Shurland Aird

117035



THE NATIONAL ASSOCIATION OF BLACK & WHITE MEN TOGETHER

A GAY MULTI-RACIAL & MULTI-CULTURAL ORGANIZATION FOR ALL PEOPLE

Co- Chairmen
Robert Williams
Washington, D.C.

Michael G. Warner
Indianapolis, IN

Treasurer
Kenneth S. Allen
Chicago, IL

Recording Secy.
Ronald Trooper
Flagstaff, AZ

Corresponding Secy.
Michael Liskowski
Milwaukee, WI

Board of Directors
Class of 1992
Paul Sears
Detroit, MI

Ollie Lee Taylor
Tallahassee, FL

Rene Seidel
Los Angeles, CA

George Nolley
Boston, MA

Al Benvenuti
Detroit, MI

Thom Bean
San Francisco, CA

Board of Directors
Class of 1993
Douglas Noble
Los Angeles, CA

Robert Petersen
Youngstown, OH

Francis Gibson Jr.
Springfield, UA

David Housel
New York, NY

Jim Rinehart
Lincoln, NE

James Toms
New York, NY

December 10, 1991

TO: NABWMT BOARD OF DIRECTORS AND OFFICERS
NABWMT BOARD STAFF AND NTFAP

FROM: ROBERT L. WILLIAMS

SUBJECT: PASSING OF NELSON RIVIERA

Please be advised that Nelson Riviera, former NABWMT Board Member, and current NABWMT Newsletter lay-out and design artist passed away on December 5, 1991.

The following information should be passed along as quickly as possible to all other board members, staff and chapter officers that you are liaison to.

Memorial services for Nelson will be Friday, December 20, 1991 at 7:30 P.M. at the Unitarian Church on the corners of County and Union Streets in New Bedford, Mass.

Cash donations are being accepted to help bring Nelson's mother to the United states from Puerto Rico, for Nelson's memorial service. Any excess funds collected will be turned over to the Wendell Roberson Fund.

Donations and condolences can be sent to:

John E. Bush
1396 Drift Road
West Port MA 02790

National will be contributing a donation of \$100.00 to show it's appreciation for Nelson's many years of dedication to our National Organization.

If you have any questions, please contact me in the evening at 1-301-670-6842

In Brotherhood



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES
TO SERVE OUR COMMUNITIES

January 2, 1992

TO: Board Members

FR: Lee Y. Woo

RE: BOARD OF DIRECTORS APPLICANTS

Enclose please find the applications of the new BOD applicants to be reviewed. We will be meeting on January 15, 1991 at 6:00 PM to learn more about the background of the applicants. If you have any questions about this meeting please give me a call. Thank you.

117035



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES
TO SERVE OUR COMMUNITIES

March 6, 1992

Calvin M. Lowery
4A Hoffman Avenue
San Francisco, CA 94114

Dear Calvin,

It is with great embarrassment, absolute frustration and complete distrust that I have to write this letter.

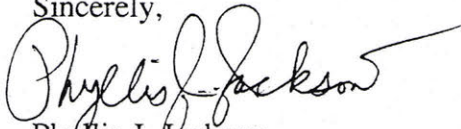
Your check # 381 dated February 10, 1992 for 450.00 has been returned for insufficient funds (See attached). This latest event calls into question your motives for not giving the funds raised at The Eagle Creek on June 2, 1991. Further questions arise about the reason you are serving on the BAHSES Board, a lack of good faith and honesty on your part.

To set the record straight, the \$450.00 was not the full amount collected according to your report \$468.00 was raised (see attached). The fact you under paid the agency and to bounce your personal check is unacceptable. I am requesting full payment of The Eagle Creek Fundraiser and associated cost by March 15, 1992.

Fundraiser	\$	468.00
Returned Check Cost		5.00
Return Check Processing Fees		<u>50.00</u>
Amount Due	\$	523.00

BAHSES will not accept any payment by personal check, the amount owed must be remitted in money order or cashier check along with your resignation from the board. If you are not able to meet the deadline, I need to know immediately so I can determine the necessary legal action to be taken. I have to bring this nine months ordeal to an end as soon as possible.

Sincerely,


Phyllis J. Jackson
President

LYW/GRA

Attachments

cc: BAHSES BOD
BWMT-BOD
Reggie Williams, NTFAP
BOD Personnel File

117035



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

11-24/276
1210(B)

WELLS FARGO BANK 381

15TH AND MISSION ST. BOX 113027 16TH STREET SAN FRANCISCO, CA 94103

2-10-92

PAY TO THE ORDER OF **B.A.H.S.E.S.** \$450.00

FOUR HUNDRED FIFTY 04/100 DOLLARS

CALVIN M. LOWERY
1004061632 B1 215-826-7669
14 ROSEMOUNT AVE
SAN FRANCISCO, CA 94114

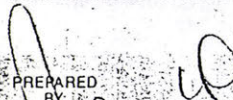
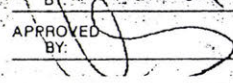
Calvin M. Lowery

RETURNED ITEM ADVICE

FIRST COMMERCIAL BANK F/N # 133574	ACCOUNT NUMBER 4010096	DATE 2-20-92	BRANCH PARKSIDE # 04
THE CHECKS LISTED ON THIS ADVICE HAS/HAVE BEEN RETURNED TO US UNPAID. WE HAVE CHARGED YOUR ACCOUNT ACCORDINGLY. ☒ CHECKS ARE ENCLOSED WITH THIS ADVICE. ☐ CHECKS WILL BE HELD UNTIL WE HAVE RECEIVED YOUR DEPOSIT TO COVER THE OVERDRAFT THIS HAS CREATED.			
REASONS FOR RETURN KEY 1. Refer to Maker 2. Account Closed 3. Uncollected Funds 4. No Account 5. Insufficient Funds 6. Post Date 7. Stale Date 8. Amount Altered 9. Amounts Differ 10. Signature Missing 11. Signature Irregular 12. (2) Sigs. Required 13. Endorse. Missing 14. Endorse. Irregular 15. Payment Stopped 16. Other:	KEY 5	DATE OF DEPOSIT 2-13-92	MAKER CALVIN M. LOWERY DRAWN ON (ABA) 11-24/276 AMOUNT 450 00
WE HAVE CHARGED YOUR ACCOUNT FOR 1 ITEMS AT \$ 5.00 PER ITEM			SERVICE CHARGE 5 00 TOTAL CHARGE \$ 455 00

ACCOUNT OF ☐ **BAY AREA HIV SUPPORT SERVICES**
BAHSES-BMT/MACT
P O BOX 811
OAKLAND, CA 94604

DD-077 (3/88)

PREPARED BY: 
 APPROVED BY: 

EAGLE CREEK FUNDRAISER 1991 (BAHSES)

DOOR: \$286.00

RAFFLE: \$ 67.00

DONATIONS: \$115.00

TOTAL RAISED: \$468.00



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

June 1, 1992

TO: BOD Members

FR: Lee Y. Woo

RE: EXECUTIVE DIRECTOR'S MESSAGE

I would like to take this opportunity on behalf of the staff to welcome the new board members, Sam Hinds and Ray Combs to the Board of BAHSES.

For the June Board Meeting, Shurland Aird, Program Coordinator-Education will represent me. He has been fully briefed and is able to answer most of your questions. The area that he might not have total knowledge is in budgeting. The FY 92/93 budgets are being worked on while I am in Portland. To date it stands at \$237,800 with another \$150,000 pending for a total project budget of \$387,000. I am hoping for an operation budget of \$500,000 for FY 92/93. At the July Board Meeting, Will give a full report on the status of our FY 92/93 confirmed grants and income.

Pat Wall has completed the Federal 501-C-3 application and it will be forwarded to Portland for my signature.

I would like to recommend to the Board that they consider planning a major gala fund raising event for next April 1993.

Lee Y. Woo
Executive Director

LYW/ALL

#2 BAHSES/Memo

117035/511120



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM



B A H S E S
TO SERVE OUR COMMUNITIES

July 13, 1992

TO: Board of Directors
FR: Lee Y. Woo, Executive Director
RE: 1992 STAFF AND BOARD CHRISTMAS DINNER

I am requesting board participation in the planning of the 1992 Staff and Board Christmas Dinner. The charge I would hope the Board would take would be the joint planning and fund raising for the Dinner. I will ask volunteers from staff to participate with the board on this project. Last years we had approximately 31 people attend the Christmas Dinner. This would also be a good time to recognize the work done by staff and board members.

I would like to have the committee meet sometime during August 1992. The committee members will establish the actual date.

Please call Gus to let him know you are interested in participating on the committee or let me know at the next board meeting.

cc: Shurland Aird
Mike Brunetti
Gus Arechavala
Arni Lovitt

117035/511120





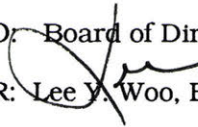
625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

July 14, 1992

TO: Board of Directors

FR:  Lee Y. Woo, Executive Director

RE: 1992 STAFF AND BOARD CHRISTMAS DINNER.

I am requesting board participation in the planning of the 1992 staff and board Christmas Dinner. I hope the Board will take care of the joint planning and fund raising for the dinner. I will ask volunteers from staff to participate with the board on this project. Last year we had approximately 31 people attend the Christmas Dinner. This would also be a good time to recognize the work done by staff and board members.

I would like to have the committee meet sometime during August, 1992. The committee members will establish the actual date.

Please call Gus to let him know if you are interested in participating on the committee or let me know at the next board meeting.

cc: Shurland Aird
Mike Brunetti
Gus Arechevala
Arni Lovitt

117035/511120





BAHSES MEMORANDUM

January 7, 1993

TO: Board of Directors

FR: Mike Brunetti *mb*

RE: FOLLOW-UP TO INFORMATION REQUESTED

Board members present at the January 5, 1993 presentation requested I submit Support Services/program information. AIDS Office Monitoring Reports and follow-up correspondence were specifically requested. Copies of the information were to be sent to the entire board. The enclosed attachments fulfill this request. In addition, I was to provide comments about the performance of Support Services and the findings of the AIDS Office monitoring activities. These comments were to be put in writing since many of the points made were discussed. Board members present perceived written comments could provide clarification for other members absent and serve as future points of discussion when the board meets again.

Two preliminary points need be made about the monitoring teams' findings: 1.) The monitoring team was sent to evaluate agency performance over the entire *two years* of contracts with the City and County of San Francisco. 2.) BAHSES has already complied with recommendations made by the monitoring team as a result of the process which actually took several months.

Beginning with the request for complete AIDS Office monitoring team activities, several attachments are enclosed. While the attachments create a paper trail, they are relatively self-contained and chronological. Included in the packet are:

- o AIDS Office Monitoring Report for Support Groups (Attachment A)
- o AIDS Office Monitoring Report for Transportation (Attachment B)
- o Correspondence to clarify AIDS Office findings (Attachment C)
- o Formal follow-up to AIDS Office which outlines agency activities to comply with findings (Attachment D)

Insights, explanations or points of clarification as well as impressions about Support Services' performance during the two years also requested follow. It was the intention of the board members present to better understand why scores were not higher rather than to seek blame or criticize. Some of the points itemized are actually responses to questions by members for which I did not have the information off the "top of my head" at the meeting. These items are listed to objectively evaluate reasons for not performing to the standard of the AIDS Office Monitoring Team. As asked for, they are my impressions.

1.) STAFFING: Five (5) people have been in the position of Program Coordinator - Support Services during the two years support groups have been offered. It is clear that any function which experiences such turnover impacts program outreach, recruitment, delivery of service and follow-up with clients/staff/funding source. Staff turnover resulted from some employees failure to meet the needs of the job, volunteers, etc. We believe that with Dakota Scott-Hoffman in the position, staffing has been stabilized.

2.) AIDS OFFICE SCORING SYSTEM: A review of each category reveals how agencies funded by the City and County of San Francisco were "graded". We were graded for support groups and transportation services. We exceeded our Units of Service for transportation by huge numbers. We did not meet the Units of Service for support



groups. I don't wish to diminish the fact we did or did not meet Units of Service. However, in our interpretation of these scores we must make room for a subjective rating gap since we are rated by people, not computers. For example, Program Policies and Procedures for Support Groups was rated a "2". Program Policies and Procedures for Transportation was rated a "3". Guess what? They are the *same* Policies and Procedures. Were we rewarded for meeting units of service in transportation?

Two additional points to demonstrate: The NTFAP fiscal practices were rated on our evaluation as a "2". If you review the final sheet of each program, you'll see why. It is well known we have no control over the NTFAP or when they will be audited.

The office environment was considered a "2" (reflected under "Program Environment"). Do we move to nicer quarters to get a higher score or move out of the Tenderloin because people are afraid to be here at night? Again, let me focus on the fact that program accomplishments were not met. But, please look at the entire scale.

3.) CLIENT PROFILE: BAHSES is located in the Tenderloin. Few people from out of this area join a support group if they live elsewhere. We therefore need to profile our client base. BAHSES' clients are most often on disability, general assistance and/or unemployed. Few have any desire to seek or prospects for full time employment. Many live in Tenderloin hotels. They move often. Most do not have a valid telephone and many are in recovery or active users. While some will attend a drop-in support group, joining a 10+ week program requires some level of commitment. Retention is an issue for support groups throughout the City; however, the above profile does not demonstrate a group of people we can expect to use support groups for 25+ weeks. (The former transportation client was even a more difficult profile.) However, since we have combined transportation for only those clients in support groups, we no longer face the day-to-day threats we experienced from the transportation client.

A second component about our clients is their resistance to complete paperwork. Cultural suspicion about the general system, carrying required HIV+ documentation, literacy levels and other types of client resistance is apparent. Dakota has been wonderful in counseling each person who resists paperwork and has been successful in obtaining as much as the individual is capable of producing.

A third component about our clients is the fact that a segment of African-American gay/bisexual men do not relate to our agency, e.g. BWMT. We must accept that our history and current make-up is multi-cultural. Not all target population members will use our services because of that. The AIDS Office has assured us we are not punished for being multi-cultural as long as we provide targeted support groups for African-American men which we do. Could any one agency meet the needs of an entire culture?

4.) UNITS OF SERVICE: During the contract year 1991-1992, BAHSES was to have 100 unduplicated African-American gay/bisexual men in Module I of the support group program (10 weeks) or would have completed Module I. The units of service were 2,625 which means those were the total number of *hours* the population members would be in support groups. During contract year 1992-1993, BAHSES was to have 63 unduplicated African-American gay/bisexual men in Module I or have completed Module I. Units of Service were 2,625 for that contract year as well. While the agency was successful in lowering the number of unduplicated clients, the AIDS Office would not lower Units of Service. Given such high units of service, denial, societal and cultural issues make this a hard to reach group requiring more effort to obtain a member of the target population for long term commitment to a support group.

With some research, I found that our Units of Service profile 58% African-American men and during the calendar year of 1992 we met 524 units of service for that target population. If we include the other ethnicity's we serve (primarily European-Americans) our units of service would be 898. We are not given credit by the AIDS Office for any other ethnic group beyond African-Americans.

5.) OUTREACH: Dakota has been extremely innovative in his outreach and approaches in order to obtain African-American gay/bisexual clients into support groups. For example, every other Thursday evening he joins the Education team to do bar zaps. He has stood at the BART station and distributed flyers about the agency and its services. We are working on starting a group at Rafiki House. We are expanding our collaboration with AIDS Health Project (with whom we train facilitators) to include Shanti Project. A daytime group is set for March, 1993 for African-American men who are in advanced stages of HIV disease. A Transgender support group for Tenderloin people has begun and plans to expand agency networking are ongoing. We have expanded our volunteer facilitator base and are attempting to find ways to get money to supply special activities for support group members. We often provide one-on-one counseling to members of the community. A client intake takes an hour and we often find the person does not even come to a meeting; rather, was satisfied to receive counseling for the hour. These and other associated activities to *obtain* units of service are not credited to us by the AIDS Office. Units of Service are the only criteria - right or wrong - used to evaluate a target population which the AIDS Office itself admits is "difficult to reach".

I hope this has been helpful and that it recounts our discussion at the presentation accurately. I welcome the opportunity to review the contents of this at a later date, if required. And, please remember, these are my impressions. I cannot speak for others who were in the position and/or able to influence it during the past two years.

cc: Lee Y. Woo
Dakota Scott-Hoffman
117035/513040/513050

AIDS OFFICE MONITORING REPORT SUMMARY

This is the official monitoring report for the provision of HIV services funded through the AIDS Office, San Francisco Department of Public Health. Comments in answer to points raised herein may be made by letter and addressed to the Program Manager. Copies of the letter will then be filed along with each report.

CONTRACTOR: National Task Force on AIDS Prevention/Bay Area CONTRACT TERM: 5/1/92 - 4/30/93
HIV Support and Education Services (BAHSES)
 FACILITY SITE: 625 O'Farrell Street FUNDING SOURCE: Federal CARE Title I
 PROGRAM REVIEWED: Emotional Support Groups CONTRACT NUMBER: 83-17103
 DATE OF VISIT: August 27, 1992 CONTRACT AMOUNT: \$ 78,375
 PROGRAM MANAGER: Michele Long Dixon DATE OF REPORT: September 1992
 AGENCY REPRESENTATIVES: Lee Woo, Mike Brunetti,
 OTHER: Michael Torres, Gifford Leung, M.D., Judith Weid

Type and Scope of Review (Circle All That Apply)

Fiscal Client Records Personnel Records Policies and Procedures Staff Interviews Director Interview
Contract Performance Review Site Visit Client Feedback Administrative

Other: _____

CARE Program Performance Rating

4 = Commendable 3 = Acceptable 2 = Improvement Needed 1 = Unacceptable 0 = Not Applicable

ENTER APPROPRIATE RATING FOR EACH CATEGORY BELOW.

1. Accomplishment of Objectives	<u>2</u>	6. Client Record Documentation	<u>1</u>
2. Timely completion of Work	<u>2</u>	7. Program Policies and Procedures	<u>2</u>
3. Quantity of Work Performed	<u>2</u>	8. Administrative Practices	<u>2</u>
4. Timely Submission of Materials to AO	<u>3</u>	9. Program Environment	<u>2</u>
a. Quarterly Reports: <u>3</u>		10. Fiscal Practices	<u>2</u>
b. Response to Protocols: <u>3</u>		11. Collaborative Efforts*	<u>2</u>
c. Contract Documents: <u>3</u>		12. Overall Rating	<u>2.0</u>
5. Program Evaluation Procedures	<u>2</u>		

Ethnic Designation of Staff and Board in Compliance with Health Commission Requirements X Yes No

If Not, Has a Satisfactory Plan to Achieve Compliance Been Submitted? Yes No

Audit Report Received by AIDS Office? Yes X No

If not, what is the anticipated date of submission? Uncertain

*11 Collaborative Efforts: For the purposes of CARE monitorings, this category refers to community relations and cooperative effort items reviewed during the monitoring process.

MONITORING REPORT

AGENCY/PROGRAM NAME: National Task Force on AIDS
Prevention/BAHSES/Emotional Support Groups
CONTRACT NUMBER & PERIOD: 83-17104/ 5/1/92 - 4/30/93
FUNDING SOURCE & AMOUNT: Federal CARE Title I/ \$ 78,375
AIDS OFFICE PROGRAM MANAGER: Michelle Long Dixon
DATE OF MONITORING: August 28, 1992

BRIEF PROGRAM DESCRIPTION (FROM CONTRACT SUMMARY):

Emotional support groups will be provided for African American men with HIV disease. The groups will deal with emotional reactions to being positive, medical treatments, social services, legal issues, and continuation of personal relationships. A minimum of seven support groups will be conducted.

UNIT OF SERVICE DEFINITION:

A unit of service is defined as an hour of group support.

PROJECTED UNITS OF SERVICE AS OF JULY 31, 1992: 656 hours

ACTUAL UNITS OF SERVICE AS OF JULY 31, 1992: 206 hours

PROJECTED UNDUPLICATED CLIENTS AS OF JULY 31, 1992: 16 clients

ACTUAL UNDUPLICATED CLIENTS AS OF JULY 31, 1992: 23 clients

1. ARE THE PROGRAM OBJECTIVES BEING MET?

The program objective, to provide support groups for African American men with HIV is being met, yet the majority of the membership of the groups is representative of other ethnic groups (16%) and White men (38%). Of the 37 clients served, 17 are African American, surpassing the projected number of unduplicated clients through July.

2. ARE THE CONTRACT OBJECTIVES BEING PERFORMED IN A TIMELY MANNER?

The contract objectives relative to outreach to the African American community through ethnic-specific channels have not been met but have been postponed pending hiring of a Program Coordinator from the target population by September 1992.

3. ARE THE DELIVERABLES (UNITS OF SERVICE/UNDUPLICATED CLIENTS) ON TARGET?

Units of service are at 31% of projections for the 3-month period (May-July) while unduplicated clients are at 144% of projections for the same period. Not included in the unduplicated client count are 14 men who attended the drop-in group from whom no demographic information was collected. Rollover clients from the previous contract year are included in the unduplicated client count. The monitoring team was unable to determine the extent to which higher than projected numbers of unduplicated clients represented one-time attendance without return, versus routine attendance and commitment.

4. IS THE STAFFING LEVEL, AND STAFF TRAINING AND EVALUATION APPROPRIATE?

The agency has recently completed recruitment for the Program Coordinator position and expects to fill the position with a person from the target population in September 1992. This position, which has been held by three people in the past, has been vacant since March 1992 with the Program Director, who is not a member of the target population, managing the program pending a replacement. Volunteer Facilitators for the groups (50% African American, 50% other ethnicities) complete a two-day training program and are supervised and evaluated annually in writing by the Program Director.

5. IS THE POPULATION BEING SERVED, THE TARGET POPULATION SPECIFIED IN THE CONTRACT? ARE THERE FURTHER NEEDS OF THE TARGET POPULATION THAT ARE GOING UNMET?

Forty-six percent (46%) of the population being served is representative of the target population. The other fifty-four percent (54%) includes other ethnicities. The agency attributes this client mix to the reputation of the agency as multicultural as well as lower than anticipated ethnic-specific outreach due to the lack of a Program Coordinator from the target population. The agency also reports representation from the transgender community - one African American.

6. DESCRIBE WHAT PROGRAM EVALUATION ACTIVITIES HAVE OCCURRED AND THE RESULTS OF THE EVALUATION PROCESS.

To date, the program has no written program evaluation process or report. Client satisfaction forms are filled out at the end of each module (10-15 weeks) assessing the extent to which the program goals have been achieved based on clients' perceptions of how they have benefited from the program. Monthly meetings, attended by the Program Director, Volunteer Facilitators, and the Clinical Supervisor are held to review the modules' structure and content as well as client feedback. Out of these meetings came the idea of taking a break from meetings after the 5th week and instituting drop-in groups. Compilation of quarterly reports and monitoring protocols are also a part of program evaluation activities.

7. DESCRIBE THE PRIMARY RELATIONSHIPS THE AGENCY HAS WITH OTHER AGENCIES.

Primary relationships include referrals from and to Glide Church, AIDS Indigent Services (AIDS), the Early Advocacy and Care for HIV program (EACH), 18th Street Services, and the Center for Positive Care. A collaborative relationship exists with the AIDS Health Project for training of Volunteer Facilitators.

8. DESCRIBE THE CLIENT REFERRAL PROCESS THE AGENCY MAINTAINS WITH OTHER SERVICE PROVIDERS.

The agency maintains referral relationships with the agencies mentioned in #7 above as well as others. Clients are informed of support groups being held at BAHSES and are encouraged to attend.

9. DESCRIBE THE QUALITY ASSURANCE PROCEDURES THAT ARE IN PLACE FOR THE PROGRAM. ARE THEY APPROPRIATE AND RELEVANT TO THE SERVICE BEING PROVIDED?

The agency did not demonstrate quality assurance procedures for this program.

10. ARE POLICIES AND PROCEDURES RELATING TO UNIVERSAL PRECAUTIONS, CLIENT CONFIDENTIALITY, CLIENTS' RIGHTS, GRIEVANCE PROCEDURES ETC., APPROPRIATE, IN PLACE AND IN USE?

Appropriate policies and procedures are in place and in use.

11. HOW CAN THE AIDS OFFICE OR PLANNING COUNCIL ASSIST THE PROGRAM IN IMPROVING SERVICES TO ITS CLIENTS?

BAHSES would like more follow-up to reports (quarterly reports) given to the AIDS Office relative to potential program problems based on reported statistics.

REVIEW TEAM RECOMMENDATIONS

COMMENDATIONS:

The program is to be commended for its responsiveness to the needs of the client population by instituting drop-in groups for clients joining the program in the middle of a module as well as continuing to attempt to meet the needs of the target population in spite of staffing difficulties.

IDENTIFIED PROBLEMS (INTERVENTIONS & TIMELINES):

1. Client Record Documentation. More detail is needed in client files relative to whether or not clients are attending groups and any other needs articulated to or noticed by the Volunteer Facilitators or Program Director. This information can be useful in evaluating client retention levels and developing a more accurate profile of the client most likely to use and benefit from the type of service being offered. Timeline for implementation: November 15, 1992.
2. Client Record Documentation. Include client diagnosis documentation in client files as well as a signed statement of clients' rights and responsibilities. Timeline for implementation: November 15, 1992.
3. Accomplishment of Objectives, Timely Completion of Work, Quantity of Work Performed. Create outreach campaign (in conjunction with the new Program Coordinator) for the support groups that is specific to African American men, targeting groups, agencies, professional and recreational activities specific to that population. Make sure that all brochures and other written materials state that the support groups are specifically for African American men, not multi-ethnic. Timeline for submission of plan: November 15, 1992.
4. Collaborative Efforts. Encourage continued communications with other agencies within the Tenderloin to exchange methodology on obtaining documentation from difficult clients. Timeline: December 30, 1992.
5. Program Evaluation. Formalize program evaluation functions including a timeframe for the occurrence of evaluation (quarterly or annually) and produce a written report of these activities. Add an evaluation component for the Volunteer Facilitators. Timeline for submission of plan: November 15, 1992.
6. Program Policies and Procedures. Change grievance procedure to allow for another first avenue of redress other than confrontation with the offending staff person. Timeline for implementation: November 15, 1992.
7. Program Environment. Continue to explore the possibility of relocating some group meetings or changing meeting times to accommodate those clients with concerns about being in the Tenderloin at night. Timeline for implementation: December 1, 1992.

IDENTIFIED PROBLEMS cont.:

8. The agency must report on their success in filling the Program Coordinator position by the September 1992 deadline. Timeline for implementation: by October 31, 1992.

ADMINISTRATIVE AND FISCAL REVIEW

The National Task Force on AIDS Prevention (NTFAP) utilizes generally appropriate administrative and fiscal systems which conform with AIDS Office and Department standards for governance, personnel management, and fiscal management. This conclusion is based upon previous review of the following: by-laws, governing body composition and operation, personnel policies and procedures, fiscal management and accounting procedures; and fiscal records documenting selected expenditures.

The National Task Force on AIDS Prevention was formerly a subsidiary of the National Association of Black and White Men Together. In early 1992, NTFAP incorporated separately from the National Association, and subsequently received its nonprofit determination from the IRS. Consequently, several recommendations which were made as a result of a November, 1991 monitoring are no longer relevant, since they addressed the administrative relationship between NTFAP and the National Association. Other recommendations have been altered to address the needs of the newly incorporated organization. Below is a summary of administrative and fiscal functions which have been most affected by the transition, and accompanying recommendations.

IDENTIFIED PROBLEMS:

Administration

Governing Body

1. NTFAP currently has a three person Board of Directors, which was formed for the purposes of State incorporation. The current three Board members are all men of color: one is Filipino and two are African American. This Board is developing a plan for recruiting additional Board members, but the projected number of members is uncertain, as is the date for completing the recruitment process.

Personnel

2. The Personnel Policy underwent several revisions to comply with AIDS Office recommendations made in November 1991. However, since those recommendations applied to the relationship between NTFAP and NABWMT, the policy must be revised again to reflect NTFAP's newly incorporated status. NTFAP plans to revise the policy manual in the next six months.

Fiscal Management and Accounting

3. The Fiscal Management Policy document also needs to be revised and simplified now that NTFAP is incorporated separately from NABWMT.
4. The contracted accountant which NTFAP/NABWMT had used for several years will no longer be available to provide this service. Consequently, NTFAP is bringing all accounting activities in-house, and will be hiring a part-time assistant to support the Operations Manager who has primary responsibility for fiscal activities. In addition, NTFAP is assessing various accounting software packages to determine if the program used by the contracted accountant will be adequate. New and existing staff will need to be trained on whatever software is selected.
5. While the 1990-91 audit was performed by the NABWMT auditor, and was submitted to the AIDS Office, NTFAP has yet to identify a new auditor.

continued on next page

RECOMMENDED INTERVENTIONS AND TIMELINE:

Administration

Governing Body

1. The AIDS Office requests an update on the recruitment and appointment of additional Board members by July 1, 1992. The AIDS Office recommends that the Board reach its capacity target by August 15, 1992.

UPDATE 9/30/92: The AIDS Office has not received confirmation of additional local Board members being recruited and appointed. However, NTFAP has submitted plans for developing a national Board in addition to the local one. The AIDS Office is concerned that a three person Board is insufficient guidance on the local level, and that the NTFAP Executive Director's voting participation on the local Board creates a conflict of interest. The AIDS Office recommends that NTFAP provide an update on the status of local Board development by October 19, 1992.

Personnel

2. The AIDS Office recommends that the Personnel Policy Manual be revised to reflect the new organizational structure and responsibilities by October 1, 1992.

UPDATE 9/30/92: NTFAP submitted a copy of the revised manual on 8/27/92.

Fiscal Management and Accounting

3. The AIDS Office recommends that the Fiscal Management Policy be simplified and revised to reflect the new organizational structure, responsibilities, and the in-house accounting system by October 1, 1992.

UPDATE 9/30/92: The AIDS Office requests that a copy of the revised policy be submitted in response to this report by October 19, 1992.

4. The AIDS Office requests an update on the implementation of the new in-house accounting system by July 1, 1992.

UPDATE 9/30/92: Conversations with NTFAP staff indicate that the transition is still in progress. More daily fiscal activities are conducted in-house, but the external accountant's services continue to be utilized. The AIDS Office recommends that NTFAP provide an update on this transition by December 31, 1992.

5. The AIDS Office requests that NTFAP identify its new audit firm by October 1 1992.

UPDATE 9/30/92: The AIDS Office requests an update on the status of the audit by October 19, 1992.

continued on next page

ADDENDUM TO NTFAP ADMINISTRATIVE AND FISCAL REVIEW

Bay Area HIV Support and Education Services

August 28, 1992

Bay Area HIV Support and Education Services (BAHSES) utilizes the National Task Force as its fiscal agent. BAHSES incorporated separately from NTFAP in August of 1991 and recently applied for IRS tax exemption as a non-profit. However, BAHSES staff have stated that until the Board can assure the availability of 3 months of operating expenses, BAHSES will not be able to contract independently of NTFAP.

BAHSES has a 7 member Board of Directors, utilizes its own personnel policies, and is implementing an accounting system to run parallel to NTFAP books. BAHSES has begun to document fiscal policies and practices.

If BAHSES is able to contract independently of the Task Force, the AIDS Office will conduct a New Contractor Questionnaire site visit to review BAHSES administrative and fiscal practices in greater detail. In the meantime, the AIDS Office has identified the most immediate problems and preliminary recommendations:

IDENTIFIED PROBLEMS

1. By-laws include language restricting the number of interested Directors, and governing self-dealing transactions. However, there are three problems with the existing language:
 - Directors are not prohibited from voting on the level of compensation they receive as "interested persons"
 - Self-dealing transactions are only reported retroactively
 - The restriction of the number of interested Directors conforms with State law but does not conform with DPH AIDS Office policy prohibiting family members of employees from serving on the Board
2. BAHSES has already developed substantial documentation of administrative and fiscal procedures. The AIDS Office has some concern that the scope of these procedures is too broad and detailed given the size of the organization and the staffing available. Maintaining such a complex chart of accounts and generating financial reports, as well as regularly updating the procedural documentation, will demand an excessive amount of staff time.

RECOMMENDED INTERVENTIONS AND TIMELINES

1. The AIDS Office recommends that BAHSES amend or revise the by-laws to state: 1) that Board members must fully disclose any self-dealing transaction before it occurs, to prevent conflicts of interest; 2) that interested Directors may not vote on the level of compensation which they receive.

The AIDS Office also recommends that BAHSES prohibit family members of employees from serving on the Board.

These changes should be implemented by January 1, 1993.

2. The AIDS Office recommends that BAHSES finalize streamlined systems which are realistic to implement given the size of the organization and the staffing available. The AIDS Office will provide technical assistance in this process during the transition period.
3. The AIDS Office requests an update on BAHSES progress towards contracting separately from NTFAP. In particular the AIDS Office recommends that BAHSES develop a Memorandum of Understanding with NTFAP for guidance and clarity during the transition period. BAHSES should submit an update on these efforts to the AIDS Office by January 1, 1993.

AGENCY NAME: BAHSES/National Task Force on AIDS Prevention

October 8, 1992

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AGENCY/PROGRAM NAME: National Task Force on AIDS
Prevention/BAHSES/Emotional Support Groups
CONTRACT NUMBER & PERIOD: 83-17104/ 5/1/92 - 4/30/93
FUNDING SOURCE & AMOUNT: Federal CARE Title I/ \$ 78,375
AIDS OFFICE PROGRAM MANAGER: Michelle Long Dixon
DATE OF MONITORING: August 28, 1992

COMMENDATIONS & RECOMMENDATIONS

PLEASE SEE PRECEDING PAGES FOR COMMENDATIONS, IDENTIFIED PROBLEMS,
RECOMMENDED INTERVENTIONS AND TIMELINES

CONTRACTOR REVIEW AND RESPONSE DUE: 10/19/92 by 12 noon

This Report Has Been Received and Accepted By AO Departmental Review:

Michelle Long Dixon
Michelle Long Dixon, Program Manager
Name and Title of Author of this Report

9/21/92

Date

Calvin Leung (for)
James Loyce Jr., Associate Director

10/9/92

Date

CONTRACTOR/PROVIDER RESPONSE

☐ I have received Monitoring Report, acknowledge finding. No further action is necessary.

☐ I have received Monitoring Report, acknowledge findings, response to recommendations attached.

☐ I have received Monitoring Report, Disagree with findings, response to recommendations attached.

Signature & Title of Authorizing Contract Signatory

Date

AIDS OFFICE MONITORING REPORT SUMMARY

This is the official monitoring report for the provision of HIV services funded through the AIDS Office, San Francisco Department of Public Health. Comments in answer to points raised herein may be made by letter and addressed to the Program Manager. Copies of the letter will then be filed along with each report.

CONTRACTOR: National Task Force on AIDS Prevention/Bay Area CONTRACT TERM: 7/1/92 - 6/30/93
HIV Support & Education Services (BAHSES)
 FACILITY SITE: 625 O'Farrell Street FUNDING SOURCE: Federal CARE Title I
 PROGRAM REVIEWED: Transportation Svcs CONTRACT NUMBER: 83-17103
 DATE OF VISIT: August 28, 1992 CONTRACT AMOUNT: \$ 5,225
 PROGRAM MANAGER: Michelle Long Dixon DATE OF REPORT: September 1992
 AGENCY REPRESENTATIVES: Lee Woo, Mike Brunetti
 OTHER: Judith Weld, Michael Torres, Gifford Leoung, M.D.

Type and Scope of Review (Circle All That Apply)

Fiscal Client Records Personnel Records Policies and Procedures Staff Interviews Director Interview
Contract Performance Review Site Visit Client Feedback Administrative

Other: _____

CARE Program Performance Rating

4 = Commendable 3 = Acceptable 2 = Improvement Needed 1 = Unacceptable 0 = Not Applicable

ENTER APPROPRIATE RATING FOR EACH CATEGORY BELOW

1. Accomplishment of Objectives	<u>3</u>	6. Client Record Documentation	<u>2</u>
2. Timely Completion of Work	<u>4</u>	7. Program Policies and Procedures	<u>3</u>
3. Quantity of Work Performed	<u>3</u>	8. Administrative Practices	<u>2</u>
4. Timely Submission of Materials to AO	<u>3</u>	9. Program Environment	<u>2</u>
a. Quarterly Reports: <u>3</u>		10. Fiscal Practices	<u>2</u>
b. Response to Protocols: <u>3</u>		11. Collaborative Efforts*	<u>3</u>
c. Contract Documents: <u>3</u>		12. Overall Rating	<u>2.72</u>
5. Program Evaluation Procedures	<u>3</u>		

Ethnic Designation of Staff and Board in Compliance with Health Commission Requirements: X Yes: No:

If Not, Has a Satisfactory Plan to Achieve Compliance Been Submitted? Yes: No:

Audit Report Received by AIDS Office? Yes: X No:

If not, What is the Anticipated Date of Submission? Uncertain

*II Collaborative Efforts: For the purposes of CARE monitorings, this category refers to community relations and cooperative effort items reviewed during the monitoring process.

MONITORING REPORT

AGENCY/PROGRAM NAME: National Task Force on AIDS Prevention/Bay Area
HIV Support & Education Services (BAHSES)/
Transportation Services
CONTRACT NUMBER & PERIOD: 83-17104/ 7/1/92 - 6/30/93
FUNDING SOURCE & AMOUNT: Federal CARE Title I/ \$ 5,225
AIDS OFFICE PROGRAM MANAGER: Michelle Long Dixon
DATE OF MONITORING: August 28, 1992

BRIEF PROGRAM DESCRIPTION (FROM CONTRACT SUMMARY):

Transportation services will be provided to African American men with HIV disease to and from support groups, pharmacies, and medical appointments.

UNIT OF SERVICE DEFINITION:

A unit of service is defined as a one-way bus or taxi trip.

PROJECTED UNITS OF SERVICE AS OF JULY 31, 1992: 361 trips
ACTUAL UNITS OF SERVICE AS OF JULY 31, 1992: 845 trips

PROJECTED UNDUPLICATED CLIENTS AS OF JULY 31, 1992: 4 clients
ACTUAL UNDUPLICATED CLIENTS AS OF JULY 31, 1992: 97 clients

1. ARE THE PROGRAM OBJECTIVES BEING MET?

The program objectives are being met although the program provides services to persons outside the target population. While the agency feels it is serving HIV+ clients only, diagnosis documentation exists only for clients utilizing the taxi vouchers (physician verification of physical limitations).

2. ARE THE CONTRACT OBJECTIVES BEING PERFORMED IN A TIMELY MANNER?

Contract objectives are being performed in a timely manner.

3. ARE THE DELIVERABLES (UNITS OF SERVICE/UNDUPLICATED CLIENTS) ON TARGET?

Deliverables are on target and have exceeded projections - 234% of projected units of service and 2425% of unduplicated clients.

4. IS THE STAFFING LEVEL, AND STAFF TRAINING AND EVALUATION APPROPRIATE?

This program did not receive the funding requested in the original proposal for staffing. Therefore, the program is being managed through existing staff. The agency feels, and the review team concurs, that the staffing level for this program is inappropriate given the amount of time necessary to manage this program compounded with increasing incidences of verbal abuse and threats of physical violence.

5. IS THE POPULATION BEING SERVED, THE TARGET POPULATION SPECIFIED IN THE CONTRACT? ARE THERE FURTHER NEEDS OF THE TARGET POPULATION THAT ARE GOING UNMET?

The population being served is composed of 50% from the target population and 50% from other ethnic populations. The contract specifies that 45 unduplicated African American men will be served and the program has already exceeded that goal. In this type of program, availability of which is spread secondarily through word of mouth on the street, it is difficult to limit distribution of transportation vouchers to African American men only without attaching additional restrictions, such as attendance at emotional support groups. The overwhelming response to the program, as well as reported resale of vouchers for cash and other goods, has caused the agency to limit distribution to 2 vouchers/person/week. Many clients of this program would appear to benefit from case management services in conjunction with transportation assistance. The agency reports that 4 African American women have also been served through this program.

6. DESCRIBE WHAT PROGRAM EVALUATION ACTIVITIES HAVE OCCURRED AND THE RESULTS OF THE EVALUATION PROCESS.

To date, the program has no written program evaluation process or report. Client satisfaction forms are offered to clients after service usage of at least 30 days. Compilation of quarterly reports and monitoring protocols is also a part of program evaluation activities.

7. DESCRIBE THE PRIMARY RELATIONSHIPS THE AGENCY HAS WITH OTHER AGENCIES.

BAHSES has Memoranda of Understanding (MOUs) with 16 agencies through which bus and taxi vouchers are issued to clients of these agencies.

8. DESCRIBE THE CLIENT REFERRAL PROCESS THE AGENCY MAINTAINS WITH OTHER SERVICE PROVIDERS.

The sixteen cooperative agencies are responsible for screening eligible individuals for the program, completing the appropriate forms, issuing the vouchers, and reporting monthly on the disbursements.

9. DESCRIBE THE QUALITY ASSURANCE PROCEDURES THAT ARE IN PLACE FOR THE PROGRAM. ARE THEY APPROPRIATE AND RELEVANT TO THE SERVICE BEING PROVIDED?

Quality assurance procedures involve the maintenance and monthly review of transportation logs, which report: 1) the ethnic composition of, and the reason(s) for usage by each client, and 2) the amount allocated and projected fund usage for the next 30 days. To receive a taxi voucher a form must be completed by a physician attesting to a client's physical limitations. These procedures are appropriate and relevant to the service being provided.

10. ARE POLICIES AND PROCEDURES RELATING TO UNIVERSAL PRECAUTIONS, CLIENT CONFIDENTIALITY, CLIENTS' RIGHTS, GRIEVANCE PROCEDURES ETC., APPROPRIATE, IN PLACE AND IN USE?

Appropriate policies and procedures are in place and in use.

11. HOW CAN THE AIDS OFFICE OR PLANNING COUNCIL ASSIST THE PROGRAM IN IMPROVING SERVICES TO ITS CLIENTS?

BAHSES would like more follow-up to reports (quarterly reports) given to the AIDS Office relative to potential program problems based on reported statistics.

REVIEW TEAM RECOMMENDATIONS

COMMENDATIONS:

1. The agency has conducted a realistic assessment of its ability to continue this program in light of available resources from within the agency and from the funder. The result of this assessment is a decision to continue to maintain the program through the end of the contract period or until the funds for vouchers are exhausted (whichever occurs first) and to request non-renewal of this contract for the next funding period. The agency is to be commended for supporting the program to date with in-house staffing.

IDENTIFIED PROBLEMS (INTERVENTIONS & TIMELINES):

1. Announce closing of the bus token program to current clients (1-2 weeks ahead of time) and maintain the taxi voucher program for as long as is feasible for the agency or until the end of the contract period (whichever occurs first). Prepare a proposal for this phaseout and submit to the AIDS Office prior to implementation. Timeline: by November 15, 1992.

2. Refer clients to the Shanti van program (Crossings or general agency) for continuation of transportation assistance. Timeline: November 15, 1992.

3. Include client diagnosis documentation in client files as well as a signed statement of clients' rights and responsibilities. Timeline for implementation: November 15, 1992.

October 12, 1992



Department of Public Health
AIDS Office
25 Van Ness Avenue, 5th Floor
San Francisco, CA 94102
Attention: Michelle Long-Dixon

Dear Michelle:

This correspondence provides responses to recommendations from the Monitoring Report recently received.

Support Groups

1.) Reading information about Program Evaluation was clear. What is unclear is the question which follows regarding Quality Assurance. What is the difference? For example, we were under the impression that the hiring of a Clinical Supervisor is part of our overall evaluation/improvement system (Quality Assurance). Deciding to hire a Clinical Supervisor based on the need for professional input was a part of our internal evaluation. Can you clarify in order for us to improve Quality Assurance systems.

2.) One of the tasks we have undertaken is the set-up of daytime support groups in order to better serve target population members who may not want to be in the Tenderloin during evening hours. Further, we are willing to conduct off-site support groups during the day to continue availability of the groups to target population members. We anticipate success with these efforts. These efforts were not mentioned.

Transportation

1.) There is one inaccurate statement regarding HIV+ diagnosis/documentation requirements. BAHSES has and continues to require some form of documentation about a person's HIV+ status prior to receipt of bus tokens. (We have allowed someone to use 2 tokens if he/she forgot or did not bring appropriate documentation that day; however, in order to continue to receive tokens, HIV+ documentation is



required. And, the client file in those situations was so noted.) Information about the taxi voucher remains correct.

2.) The agency does not intend to announce closure of the transportation system since the agency hopes not to do that. The goal will be to maintain the transportation program but limit its use to clients of support groups only.

You will be pleased to know we have hired and are training Dakota Scott-Hoffman as our new Program Coordinator - Support Services under this contract. He has already begun to implement monitoring recommendations and will be in contact with you to meet and review how we can continue to improve the services BAHSES provides to African-American men.

Thank you for your continued input and understanding during the transition from my undertaking to Dakota's.

Sincerely,



Mike Brunetti
Program Director -
Support Services



November 11, 1992

Michelle Long-Dixon
Program Manager
Department of Public Health - AIDS Office
25 Van Ness Avenue, 5th Floor
San Francisco, CA 94102

Dear Michelle:

This correspondence is a follow-up to the Monitoring Report. It contains an update of Review Team Recommendations, our corrective activities and applicable date(s) of implementation.

Please contact me or Dakota Scott-Hoffman with any questions.

EMOTIONAL SUPPORT GROUPS

Item #1: Client Record Documentation

Client files were reviewed for accurate and complete documentation. Record-keeping is now done in the following manner:

- o Activities Reports are completed at the end of regular weekly meetings. Names of those who attended (including any relevant personal issues) are listed on the Activities Report and given to the Program Coordinator - Support Services. Activities Reports are reviewed by the Program Coordinator - Support Services and transcribed to individual client records.
- o Absences of group members are also documented in individual client records.
- o Phone calls are made to group members who are absent from a meeting to encourage retention. If phone calls are not possible or client phone number changes, a letter is sent.
- o All documentation entered in individual client files is initialed by the person making the entry.

System recommendations were implemented September 25, 1992 and are now on-going.

Item #2: Client Record Documentation

Client diagnosis, specifically HIV status documentation is now a part of the required intake procedure. Verification is accepted in one of two ways:

- o In most cases, a hard copy document i.e. from the Department of Public Health or medical practitioner, is received directly from the client and placed in file - OR -
- o Telephone verification is done by the Program Coordinator - Support Services.

Client Rights and Responsibilities statement is signed and is also a part of the complete documentation required for HIV support group program entry. (See Attachment A)

System recommendations were implemented October 5, 1992 and are now on-going.



Item #3: Accomplishment of Objectives, etc.

The Outreach Campaign includes the following:

- o Street outreach and bar zaps are being done in conjunction with the agency's Education Department. The bars included are those most often frequented by members of the African-American gay/bisexual community. Specific outreach has been done and will continue at:

- Eagle Creek
- Mother Lode
- Polk Gulch
- Uncle Berts
- Pendulum

- o The agency's network for this contract currently includes:

- African-American HIV Service Providers
- Gay Men of Color Consortium
- San Francisco HIV Support Group Coalition
- Men of Color Coalition
- EACH (Early Advocacy and Care for HIV)
- Tenderloin AIDS Resource Center
- Glide Goodlett AIDS Project
- A.I.D.S.
- Shanti Project
- AIDS Health Project
- Black Coalition on AIDS

Current advertisements and brochure used for outreach are attached (See Attachment B).

System recommendations began implementation September 29, 1992 and are on-going.

Item #4: Collaborative Efforts

Item #3 lists the collaborative agencies currently exchanging information with BAHSES. As a part of the exchange, BAHSES will learn what others are doing beyond referrals for the difficult client but this information has yet to be obtained.

Item #5: Program Evaluation

Module I of the HIV Support Group Program recently underwent complete revision. (See Attachment C). Included in the revision cycle were: - Volunteer Facilitators, Clinical Supervisor, Program Director - Support Services, Program Coordinator - Support Services, former support group members. Target population members provided input. The revision to Module I was completed October 26, 1992.

Module II will undergo similar revision with the above people on November 23, 1992. A quarterly review will be conducted of the revised program and appropriate documentation/findings will be available to the AIDS Office through the Quarterly Report.

Long-term volunteer facilitators have been evaluated with the exception of one person. (He will be evaluated on November 16, 1992). Of those evaluated, all are performing within expected parameters and none require re-certification or re-training.

New facilitators (specifically those who attended the October 17 and 18, 1992 training) will be evaluated January 15, 1993 since all are currently facilitating groups.

System recommendations place the agency on-target for program evaluation.

Item #6: Program Policies and Procedures

A change was made to comply with the recommendation (See #2 under Client Grievances Procedure) which provides a client with the ability to speak directly to the Executive Director about any issue rather than forcing the client to confront someone directly. (See Attachment D).

Item #7: Program Environment

The agency now has three daytime groups which directly addresses client concerns about evening groups in the Tenderloin. A fourth daytime group is in the collaborative stages with Tenderloin AIDS Resource Center and Shanti Project. The group is targeted to all facets of the Transgender community and focus groups to define needs are scheduled to be held December 10, 1992.

Item #8: Program Coordinator - Support Services

Dakota Scott-Hoffman was hired as the Program Coordinator - Support Services on September 16, 1992. His past two months of activities are documented and attached. (See Attachment E and Attachment F). Also attached are Detailed Units of Service for all support group attendees as well as Detailed Units of Service for African Americans. (See Attachment G and Attachment H).

It is clear to me that Dakota's efforts have geared us into the direction we want to be and I have personal and professional hopes that this will continue.

TRANSPORTATION SERVICES

In my correspondence to you dated October 12, 1992, Transportation Services were clarified. BAHSES plans to continue transportation services/program to those who attend the agency's HIV support group program.

Also, in the October 12, 1992 correspondence the documentation requirements were corrected from inaccuracies.

It is the hope of the agency that you agree we are moving forward and making progress. Both Dakota and myself would welcome any comments, reactions and/or input you may have with regard to the contents of this correspondence.

We look forward to hearing from you.

Sincerely,



Mike Brunetti
Program Director -
Support Services

cc: Board of Directors
Lee-Y. Woo
Dakota Scott-Hoffman
222005/513040/513050

Attachments Enclosed