

MANAGEMENT TEAM MINUTES 2/28/89

1

Present Were: Jim Dilley, Renetia Martin, John Acevedo, Marcia Quackenbush, Paul Causey,
and Donna Berka

Absent Were: Peter Campos

Minutes

OLD Business
The minutes from the meeting of February 21, 1989 were reviewed.

New Business

1. Letters of Support. Discussion of "memo" (attached). Jim will complete and distribute. Request of letters to staff should go to Manager first.
2. Steve's computer use suggestions for Review and Comments.
3. New Policy. For Conference attendees to write one or two page report of the conference they attend for AHP.
4. Vacation planning. Training Department form suggested. Donna will provide audit for all staff to Managers. Manager will then discuss implications with each individual.
 - a. It may be OK to roll time over to the next Fiscal Year, but it must be planned far enough ahead to change to current Fiscal Year ending 6/30/.
 - b. Unit manager is responsible for vacation leave being used properly.
 - c. June vacation hours cannot be used until July 1st. or later.
5. Employee Acknowledgement Program. Suggestion for consideration in the future. Could help morale. Follow-up to be done later. Everyone please think about this.
6. New Laser Printer. Joseph will now handle all questions. Steve is no longer involved.
7. MS Word: Manual. Ours has been lost. Training Unit will order three and keep one for their own use.
8. AP & S. Whether or not there will be a rate increase this summer is unknown at this time. We don't know if the department will get the balance of last June's increase, but more will be known later. (By looking at your paycheck!) Managers must not discuss pay increases (scheduled or otherwise) with staff except in limited cases. Extreme caution must be used.
9. Mail boxes. All agreed that they need to be centralized for all staff. ~~44~~
10. Volunteer Recognition. There was general agreement in favor of introducing volunteer(s) to the staff at a staff meeting.
11. Health Center #1 replacement. See Attached. Replacement is to start on March 15, 1989 and John will train Coordinator replacement for the month of April. John will be leaving on May 1, 1989.
12. Stress. Everyone should bear in mind that the stress and strain are immense right now with the restructuring and turnover of staff.
13. AGPA: AGPA went very well.

February 28, 1989
AHP Management Team Meeting
Training Department Report
INTERNAL USE ONLY

(last report 2/14/89)

Trainings Provided

State Trainings

1. Training of Trainers - San Diego 2/15 - 2/17

Denice, working on her own, provided the second of four TOTs to 14 participants. A lot of the "bugs" were worked out by this second training, and feedback was very positive (including one participant's remarks that "this was the best training I've attended in 15 years as a social service provider.")

2. Antibody Counselor Follow-up Training - Los Angeles 2/16

Jackie provided this training. The original Antibody Counselor Training in this site presented some special difficulties because of confusion on the part of local co-trainers concerning their roles. We had some apprehension about what the mood of these participants would be. The 13 participants were generally interested in and enthusiastic about Jackie's work with them.

3. Antibody Counselor Follow-up Training - Oakland 2/17

Jackie also provided this training to 9 participants. Training went well.

General Trainings

1. SF State Psychological Counseling Services Staff - 2/15.

Tyrone provided this training for 15.

2. Environmental Service Workers - 2/15, 2/15 and 2/22.

Tyrone provided two of these trainings on 2/15, and Jackie provided the 2/22 training. About 20 attendees at each training.

3. UCSF Sexuality Class - 2/17.

Mark provided this training for about 100 students.

4. Beginning AIDS Educator Training - 2/22.

Tyrone provided this training, in collaboration with SFAF. About 20 participants.

5. Tyrone stepped in for Laurie Yamamoto, who was ill, for the 2/23 training for volunteer therapists. Thank you for doing a good job with little advanced notice. 7 attendees.

Upcoming

1. Denice will provide the first TOT follow-up training 3/2 in Watsonville.

Participants in the Watsonville training have received telephone consultation from Denice, and some have already completed their secondary training commitments.

2. Marcia, with Steve's help, will provide the first MCH training in San Francisco, March 9-10.

Recruiting of participants has been a problem. It was the responsibility of the State Office of Family Health, MCH Branch, to announce this training. The letter announcing it did not go out until February 24 - less than two weeks before the training.

Other interested individuals, not affiliated with the State contract agencies, are invited to register for SF training only. The focus is on "middle management" MCH workers. Training is free, and we have some excellent speakers lined up. Call Steve and ask for registration form.

3. Mark will provide HIV Antibody Counselor training in Fresno, March 8-10.
4. Denice, who will be vacationing in Mexico next week, has arranged a training there!
5. Steve has proposed a plan for the use of computer time in the office. Copy attached.

Materials Development

1. Antibody Counselor Training Manual, is in semifinal form. Review copies will go to Jim, Renetia, Marcia, Jackie and Cheri Pies. Anyone on management team who would like to review the manual can let me know. We will need a quick turnaround - by March 13.
2. Mission Statement: With Renetia and Jim's assistance, we have developed a Mission Statement for the Training Department. We hope this clarifies our purpose and goals, both within our unit, through AHP generally, and with the community at large. Copy attached.
3. MCH Training Manual nearing "semi-final" state. Anyone interested in reviewing this material should let Marcia know.

Meeting Notes

1. National Black Lesbian and Gay Leadership Conference - 2/17-2/20.
Tyronne attended this conference in LA, on behalf of AHP.
2. Monthly AIDS Educator Network meeting - 2/23.
Attended by Tyronne.

MISSION STATEMENT AHP TRAINING DEPARTMENT

It is the mission of the AIDS Health Project Training Department to provide training and education to professionals who must address issues related to the AIDS/HIV epidemic.

While we include scientific or medical information in these trainings, the primary focus of our work is the exploration of psychosocial concerns of persons with HIV disease; of those at risk for HIV disease; and the friends and family of persons affected by the epidemic.

We believe that *training* encompasses not only the sharing of facts and knowledge, but explorations of *attitudes* and the development of *skills* necessary in providing HIV-related care. To this end, our trainings employ interactive techniques and active problem solving strategies by participants.

MEMO

February 26, 1989

TO: Marcia Q.

FROM: Steve P.

RE: Suggested Plan for AHP Computer Use

As the use of and reliance upon Macintosh computers at the AHP steadily increases, it appears to me that difficulty gaining access-time exists for some employees while others may have a computer sitting unexpectedly idle. Having myself experienced both scenarios and recognized the reasons why these situations occur, I would like to propose a plan. I feel that the number of PCs and PC-users now in this office calls for planning that accounts for more efficient use of available computer time.

At present, there are seven (including the soon-to-arrive rental for the Training Department) computers at the AHP. Most of these computers have an informal, "primary" user. Anyone not recognized as such must roam from station to station in hopes of "bargaining" for time at the keyboard. This is not always an easy or comfortable task. There is one computer which formally has no primary designee, but a few individuals use it regularly and could be considered primary users.

So, why not lend more structure to the existing informal situation in order to use our computers more efficiently and with more comfort and ease for all?

We could assign each computer one primary user. These are fairly obvious choices when recognizing those who presently use them the most:

PROPOSED PRIMARY USERS:

Rob
Dorothy
Donna
Ellen
Paul
Joseph
Steve

Each primary user could be assigned (or choose) one (or more) secondary user(s). These people would have a routine need for access to a computer. For example:

SECONDARY USERS:

Jim
David
Peter
Linda
Marcia
Richard
Denice
Bob
Larry (our volunteer)

There already exist some informal pairings of these people on individual computers, others are logical:

COMPUTER PAIRINGS:

Rob/Jim
Dorothy/Peter/Richard
Donna/Linda
Ellen/Denice/Bob
Paul/David
Joseph/Larry
Steve/Marcia

These are only suggestions and could be worked out as a group.

The next step would be for each grouping to negotiate regular time slots (or on a week-to-week basis) for individuals to access their computer, based upon their needs. This would require a bit of routine planning and organization of assigned work by individuals, but would eliminate the current need for on-the-spot negotiation and reshuffling of deadlines due to unprepared-for computer needs. Primary users might want to maintain written schedules of agreed-upon times (which might be the same each week). Those individuals who are routinely away from their office for blocks of time (regular meetings, time off, etc.) can arrange this time for their partner(s). Primary users would be sure to notify their partner(s) if unplanned idle time became available. Secondary users would barter with their prearranged time, in the event of emergency needs. Computer pairs might even find that there are routine times in which neither will be using the computer and could arrange for other secondary users (not in their group) to sign-up for those times if needed. There are a lot of possibilities.

Of course, this plan calls for flexibility. But I believe that, with the emphasis on planning ahead which this proposal represents, along with a little creative negotiation, a majority of available time on each computer *can* be utilized *most* of the time. Primary users should logically be responsible for the effective use of their computers, and secondary users should be expected to manage their work in a reasonable way in order to share the facilities fairly and efficiently.

Please feel free to share your impressions of this proposal with me, and, if you find it to be worth further consideration, consider sharing it with the management team.

2/28/87

REPORT FOR MANAGEMENT TEAM:

PROGRAMS

1. ALL BUDGET ANALYSIS ARE ~~ELUCIDATED~~ ^{CONCERNED} ON THE FISCAL MACINTOSH ^{AND ARE UPDATED ON A MONTHLY BASIS}. I AM CURRENTLY WORKING ON FORECASTING FISCAL 89-1990 FUNDING NEEDS FOR THE MAINTENANCE OF PROGRAMS CURRENTLY IN PLACE. ITS NOT TOO EARLY TO START DISCUSSING NEXT YEAR WITH RENETTA & JIM SO THAT ANTICIPATED CHANGES CAN BE INCORPORATED INTO MY PROJECTIONS. - SUPPLIES BUDGET IS OVER BENT
2. WE ARE CONSIDERING KEEPING QUOTA ON A LONG TERM BASIS - THROUGH THE END OF THE STATE TRAINING GRANT - TO HELP WITH GEN'L OFFICE SUPPORT/PHONE COVERAGE. MY FEEDBACK ^{ON HER} HAS BEEN VERY GOOD
3. UPDATE ON NEW OFFICE PLAN: MOST, IF NOT ALL OF THE PEOPLE IN ANY WAY AFFECTED HAVE BEEN BRIEFLY MADE AWARE OF THE SLATED CHANGES. I WILL MAKE GEN'L STAFF ANNOUNCEMENT ON 3/7 AT WHICH TIME WE WILL TRY THIS NEW PLAN FOR A FEW MONTHS.
4. ~~FISCAL~~ ACCOUNTING SUPPORT STAFF HAS BEEN ATTENDING A FULL COMPLIMENT OF "HOW TO" DEVELOPMENT & TRAINING COURSES INCLUDING ACCOUNTS PAYABLE, TRAVEL, COST TRANSFERS, AND CONTRACT & GRANT APPLICATIONS. LINDA & JOANN HAVE GIVEN ME A ROUGH DRAFT OF "PROCEDURES" ^(IN A NUTSHELL) FOR AHP STAFF WHICH, AFTER MY REVIEW, I WILL MAKE AVAILABLE TO EVERYONE.
5. THE SYSTEMS CONTINUE TO BREAK DOWN: CURRENTLY EXPERIENCING MAJOR TIME LAG IS THE PURCHASING DEPT. EXPECT 4-6 WEEKS FOR THE APPROVAL OF PURCHASE REQUISITIONS.

Prevention Program Unit Report 2-28-89

1. RM & JA are developing 2 positions, one clinical half-time and 1 administrative full-time, to transition JA's departure.

Currently Richard Dacquiog is being considered & oriented for the clinical position at HC#1, ~~with~~. The unit is talking about a temporary plan for the administrative position, so as not to leave holes in the unit.

from WIA Hospice

2. JA has asked Kitzy Schoen to facilitate a bereavement workshop for the Unit. This is to address the loss the Unit is experiencing with JA's & Phyllis Nauts' departure.

3. Unit members ^{JA,} Tim Caldarella, Marsha Blachman, & David Silver (along w/Judy Macks) presented a 3 hr. workshop at the AGPA (American Grp. Psychotherapy Association) with great success. The psychoeducational grp model, with countertransference issues was presented. Conference planners were duly impressed and recommended a full-day workshop for next year.

MEMO

To: Management Team

Re: Letter of Support Guidelines

From: Jim Dilley, M.D.

Date: Febr 28, 1989

To obtain a Letter of Support from the AIDS Health Project, the following conditions should be met. The requesting agency/individual should submit:

1. A description of the proposed project with a statement about why the project is important.
2. A statement about the agency, group or corporation requesting the letter of support. This should include a statement about the profit status of the group and qualifications of the individuals involved to successfully complete the proposed task.
3. A statement of how the proposed project fits into the spectrum of care/services currently available in San Francisco. Does the project augment or duplicate existing services in the City? If so, what linkages are established to ensure smooth coordination with other agencies?
4. The above materials should be forwarded to me and I will write the letter of support. Should any of the unit managers be the original contact person, he/she should collect this information and make a recommendation to me. A joint letter of support can then be written if that is desired.
5. Under normal circumstances, this process should not take more than one work week.

Thank you for your cooperation with this policy.



A project concerned
with AIDS Prevention
and Health Promotion

Notes from AHP Management Team Retreat
September 26, 1989

Submitted by Jim Dilley, MD

Accepted by Management Team, Oct. 10, 1989

I. Agency Mission Statement

The mission of the AIDS Health Project is to provide AIDS prevention and mental health services to those at risk for HIV infection and those with HIV disease; to train mental health, substance abuse, and other health and human service providers about the psychosocial aspects of the epidemic; and, to advocate for those affected by HIV.

II. AHP Management Team Mission Statement

The task of the management team is to support and carry out the mission of the agency; provide leadership to the staff; develop and implement policies that further the goals and objectives of the organization; and enhance the well-being of agency employees.

III. Manager's Expectations of Top Management

Each manager was asked to comment on his or her expectations of Jim and Renetia. The following is the gist of what was said:

Top Management is expected to be:

"Accessible, Objective, Reasonable, and Fair"

"Supportive and available"

"Aware of the larger picture--especially funding opportunities"

"Clear in giving directions and in expectations of the managers"

"Understanding of front line problems regardless of the ability to 'fix' them"

"Aware of issues affecting staff: JD and RM need to stay in close communication so that managers don't get 'caught in the middle' of misinformation between them"

"Able to help managers prioritize and stay on track"

IV. Top Management's Expectation of Middle Managers

Middle managers are expected to:

"Take care of the day to day operations of their units"

"Keep top management informed: 'No Surprises Rule'"

"Be Honest about feelings, attitudes regarding work issues"



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" Be loyal, be committed, own their own
"stuff" and be open" (Note: RM suggests that
managers be "COOL", ie., have commitment,
ownership, openness, and loyalty)

V. Managing Employees, especially Employee Conflicts

Several consensus items were reached. The primary issue underlying how the team will be able to address these kinds of issues in the future was identified as **CONFIDENTIALITY** and the degree of assuredness that information brought to the team would remain among the members.

*Management team members agreed in principle to bring difficult personnel issues to the table for discussion.

*Managers need to work on accepting and exploring the distinctions between being a manager and being a "front line" employee.

*Managers agreed to try to leave behind personal friendships and remind themselves that relationships are multidimensional: "one manager's friend is another manager's employee." (With deference to the women on the team.)

*Should a particular manager feel unable to objectively participate in a discussion about a particular employee, he/she may exercise the option of disqualifying him/herself from the discussion and be excused.

*All in all, it was agreed that the management team is in transition with regard to how best to handle these issues. However, it was also clear that all present wished that the team could provide a safe place for these issues to be addressed.

VI. Strategic Planning Committee

A brief outline of the accepted plan follows: (Notes from presentation by Paul, Chair of the Strategic Planning Subcommittee)

1. Program Managers will develop initial plans and share these with members of their units for discussion and input.

2. These amended documents will be collapsed into a single working document by Jim, Renetia, and ~~Paul~~ other members of

3. The single document will be taken to the ^{the Planning Council} Community Advisory Board by Jim for input and discussion.

4. The document with CAB suggestions will be brought to management team for final discussion and disposition.

4. Final plan will be adopted by the management team and rerouted back to the units by program managers.

VII. Policy Discussion and Decisions

Policy regarding Conference attendance will be written up by Peter.

Assessment and Recommendations

1. Morale problems and conflicts within the management team are taking their toll on the team's effectiveness. Perhaps some of these problems are unique features of a project that is dependent on a university for sponsorship of its research and teaching components. Such an arrangement forces the project to be completely dependent on the leaders for funding and survival. This can create problems for leaders that are detracting from the allocation of resources to internal development. It would be useful if the management team devoted time to using consultation to identify issues that have bearing on the organization's paired leadership.⁽¹⁾

2. The management team is understandably experiencing the traumatic impact of working in this field. Several members of the Project staff have recently been diagnosed with AIDS. These diagnoses have been a blow to the individuals, to the management team, and to the organization as a whole. All hope the staff do not have to face more of these diagnoses of friends and colleagues; however, measures need to be taken that will assist the staff in dealing with the administrative and personal issues that arise when a Project staff person is diagnosed with AIDS. I suggest that you form a subgroup, made up of a director, several coordinators, and line staff representing each department, whose task it will be to think through and recommend ways of handling AIDS diagnoses among the staff. These recommendations would be brought to the management team for discussion and approval.

The Final Step

3. Not enough attention has been paid to clarifying the management team's and the organization's primary task. I therefore recommend that the

team devote further time towards developing an agency mission statement and a management team mission statement.

4. The culture we live in encourages competition among its members and, its expression unavoidably prevails in the work place. Although team members have been able to admit to feeling competitive with each other and, also feel preferential treatment is given to some members and not others, the team appears to be reluctant to explore these issues further. Perhaps part of the reason team members feel at odds with each other is rooted in the submerged feelings of competition and favoritism. It would be useful if the management team explored the ways in which feelings of competition and favoritism have bearing on the team's effectiveness.

5. The management team members are creative and thoughtful people with ideas that can further the organization's growth and development. However, announcements currently take up so much meeting time that very little is left for discussion. If announcements are kept to a minimum, and greater time allotted for program development, business, problem solving, and understanding conflict, this will allow the team to use its most valuable resources effectively.

6. In private discussions with me, team members identified areas they would like to work on in their professional development. Most commonly, they desired greater understanding and participation in grant writing and fiscal management. Development of these skills may allow managers to work more independently and will add to the organizations internal resources. I recommend that the management team explore how it may help interested members in their professional development.

7. I recommend further consultation that will focus on helping the team talk about the issues we identified in this report.

Management Team Minutes

December 13, 1988

Present Were: Jim Dille, Renetia Martin, Marcia Quackenbush, Paul Causey and Peter Campos.
Joanna Rinaldi was present for the last 15 minutes of the meeting.

1. Minutes

The minutes from the meeting of November 22, 1988 were received.

2. Old Business

- A. Replacement for Judy still in progress. Soon an ad will be placed in the Oakland Tribune.
- B. Holiday Party. The arrangements have been set.

3. Scheduling for December 27-29, 1988

- A. Sandra will work all days and cover phones.
- B. Renetia will be on administrative back-up.
- C. John will be on clinical back-up.
- D. We are technically "open and operating with a skeleton crew."
- E. All managers are to leave a list of telephone contact points with Renetia for each day.

4. Scheduling Management Team Meetings

- A. Team meetings will be held every Tuesday (except the 5th Tuesday of the month) from 1:15 until 3:15 pm.

5. New Employees/Employee Reassignments

- A. Bob Brigham—Clerk Typist—1/2 time with State Training Program., 1/2 time General Administration. If you have work requirements, refer through Renetia.
- B. Ellen Goldstein—Administrative Assistant—Mostly with State Training Program.
- C. Steve Peura—New position as Assistant Coordinator-Administrative—for the State Training Program. Will be the direct supervisor of Bob and Ellen.

6. Building and Facility Issues

- A. Elevators are being upgraded and will be alternately shut down. Service elevator will be operational.
- B. A theft problem has been identified and suspects apprehended. (See attached)
- C. Phone. A new phone policy has been set up whereby Sandra will no longer screen calls. (See attached)
- D. Computers. The state training grant will be renting a computer for a few months. People should use the IBM whenever possible. Also, people should use the ImageWriter whenever possible (the ImageWriter should be restored to continuous sheet paper if labels are run.) We will buy a dual bin sheet feeder for the laser printer. Paul and Joseph will generate a memo on related subjects.

7. Jim and Renetia meet with Verneice

- A. Jim and Renetia met with Verneice to discuss some organizational development issues. They decided to have a person who works with Verneice come to interview each Manager and decide where each Supervisor/Manager was "at." No time line was set. The consultant will come to the Management Team meeting and make a presentation prior to contacting individual Managers.

8. Unit Reports

- A. Prevention and Education: No representative present.
- B. Administration: Donna is doing fine and is on the road to recovery.
- C. State Training Program: New staff and computers as noted above.
 - 1. Training the Trainer Program: A real nice and substantive advisory group meeting.
 - 2. ATS Program: Programs are proceeding.
 - 3. MCH: Programs are developing although with some problems related to coordination with State relative to start-up.
 - 4. Peter offered the expertise of the ATS staff, as needed, particularly as related to special populations.
 - 5. Could use another trainer of color.
- D. ATS:
 - 1. See attached report.
- E. Public Relations:
 - 1. Channel 4 is airing Midnight Caller tonight. Joanna Rinaldi will be on TV tonight to participate on a panel to discuss the impact of the show.
 - a. AHP will be listed on screen as a resource for AIDS Prevention Counseling.
 - 2. Living with HIV Forum moderated by Renetia from 7-9 pm tonight at Metropolitan Community Church. Full press packet went out.
 - 3. Mental Health Grand Rounds. Press release issued by UC Press.
 - 4. Development.
 - a. We will be sponsor for AIDS Walk.
 - b. We will not be part of Bike-A-Thon.
 - c. Holiday FOCUS offer bombed.
 - d. We have not been invited to be part of Threads of Life.
 - e. Holiday Gift donations have collected \$800.00 including Advisory group.
 - f. Bingo Night sponsorship at Rest Stop being considered.
 - g. Theater sponsorship (block purchase) for Greater Tuna being considered.
 - h. January 25-26, 1989 California Association of AIDS Agencies Conference in Sacramento.
 - i. State AIDS Plan being moved to final draft form and on January 25, 1989, the State AIDS Commission will meet to discuss the draft in San Francisco.

9. Management Team

The Management Team is invited to a Champagne gathering at Jim's,
4371 23rd. Street (at Hoffman) on
Monday, December 19, 1988 from 4-6 pm.

AHP - ATS PROGRAM OPERATIONS

Internal Memo

MANAGEMENT TEAM REPORT

12/13/88

1. CULTURE CIRCLES PROGRAM

This is a special program that we are in the final steps of designing. It is our hope that the Culture Circles program will prove to be an effective vehicle for discussing the cultural appropriateness of ATS services and for improving our ability to meet the service requirements of members of special populations. I have presented this program to Jim and Renetia and have been given the approval to continue. I look forward to any comments that you or members of your units may have. The program design is as follows.

- a. We will be looking at our services to special populations over the course of the next several months. Our primary goals are to double check ourselves on how we are providing services to these special populations, establish improved linkages with the referral community, and make changes as required.
- b. The Circle Schedule is tentatively scheduled to consider populations in the following order (one per month and tentatively scheduled to begin January). Other populations will be identified as we proceed with program operations.
 1. Jan Hispanic
 2. Feb Black
 3. Mar Asian (one grouping)
 4. Apr Minors
- c. The Circle program is designed as follows.
 1. Staff Circle. 2nd Week of the Month.
 - a. A 3-4 hour meeting of ATS staff who are members of the subject population, other ATS staff who work with the population, other interested AHP staff, and members of the Community Advisory Board. The time will be scheduled to facilitate the attendance of members of the ATS staff who are of the target population.
 - b. The focus of the meeting will be a discussion of the subject population culture and cultural implications related to the ATS setting.
 - c. The circle will utilize a neighborhood back-stoop meeting format with the members of the target population bearing the responsibility for carrying the discussion.
 - d. Persons who are not members of the target population, but who serve the population, are encouraged to attend. However, all who attend should understand that the program focus is a process of inreach rather than outreach. To this end, the primary goal is to evaluate ATS services in light of cultural considerations identified by members of the culture and the secondary goal is to improve the understanding of other persons about those cultural considerations.
 2. Community Circle. 4th Week of the Month.
 - a. A 1-2 hour meeting of persons who attended the Staff Circle and representatives of agencies that refer persons to ATS (the referral community).

- b. The focus of the meeting will be a discussion of factors related to referring a person to the ATS. The ATS staff will make a presentation related to the services that have been designed to meet the needs of the population. The referral agency representatives will provide their perspective on the referral dynamic, offer comments on the general target population's perspectives of ATS services, and offer suggestions on how the ATS services to the target population can be improved.
 - c. The circle will utilize a neighborhood back-stoop meeting format with the members of the target population bearing the responsibility for carrying the discussion.
 - d. A key component of the Community Circle will be a demonstration to the community agencies that the ATS have multi-cultural and multi-lingual staff, that we have designed services to meet the needs of ethnic populations, and that we want to serve ethnic populations.
3. Follow-Up as Required.

2. PUBLICATIONS

We are working on the following documents.

- a. Seropositive Hand Out. All review drafts are to be in by December 15th. We will be developing the pre-final almost immediately after that date. We will also be developing Spanish language and limited literacy versions.
 - a. Consultants. I am interested in being referred to a Spanish language consultant and a limited literacy consultant.
- b. Ethnic Service Insert for Green Brochure. We have received all input on the insert from community agencies and are making final modifications preparatory to typesetting. We will note all ethnic agencies and the languages that they speak on one side (in English), then note the agencies that speak Spanish and Chinese (in those languages) on the reverse side.
- c. ATS Spanish Language Poster. We are developing a Spanish language poster for distribution to community agencies.

3. REFERRAL THERAPIST UPDATE TRAINING

We had an update training for therapists who are/want to be on our list of referral therapists. Approximately 25 persons were scheduled to attend, with 15 coming from our present list and 10 from the list of volunteer therapists. Thanks to the following.

- a. Ed and Alan for coordinating the training and presenting.
- b. Paul for putting together handouts for FOCUS, Groups, and Materials.
- c. Tyronne for lending an evaluation form which we used as the basis for our form.
- d. Jim for reviewing the evaluation form and hand-out protocol and contributing some ideas.

4. HEALTH CENTER #1 CLINICAL TRAININGS

In a plan approved by Jim, staff at HC #1 have opted to reduce supervision to 1 x month from semi-monthly to create time for clinical trainings to assist them in understanding/dealing with new and different client needs. Renetia has volunteered to be the liaison with Alan and to assist him in identifying AHP staff who can provide trainings.

5. EILEEN EYA

Eileen will be going on vacation for the balance of the month. I will appreciate your assistance in helping me through the period of her absence.

6. AIDS LAW PROJECT

We have been approached by the Department of Mental Health regarding the preparation of a handbook on legal implication of AIDS services for mental health professionals. I have been working with Jim and Rob on the development of the Scope of Work.

7. SFAF TESTING BROCHURE FEEDBACK

You all received copies of the draft of this brochure. I received comments from several ATS and other AHP staff and have passed the comments on. Isabel Auerbach and I will be meeting with ATS staff this week regarding modification of the draft.

MANAGEMENT TEAM REPORT

Strategic Planning Committee

12/13/88

Committee Membership and Meetings

The Committee is composed of Paul, Peter, and Joanna. A meeting was held on Thursday, 12/8/88. Paul and Peter were present.

Committee Minutes

1. Committee's Charge

- a. The Committee felt its charge was to serve as a forum for manager discussion of the strategic planning process and to massage the process from a manager perspective when appropriate.
 - 1. Serve as a vehicle for more extended discussions on a manager level.
 - 2. Help set the stage for the implementation of a formal strategic planning process.

2. About the Strategic Planning Process

The Committee noted that there is no fixed definition of what the strategic planning process involves - other than that it generally addresses issues related to program development. The actual components of the process depend to a great extent on the nature of the organization.

- a. Some Factors Affecting the Component of the Strategic Planning Process
 - 1. Degree to which managers are interested in overall program planning.
 - 2. Degree to which executive staff is interested in extending the organizational planning process below the top echelons of the organization.
 - 3. Time factors.
 - 4. Nature of the organization, its perceived charge, its linkage with other groups.
- b. Issues to Consider and Committee Recommendations
 - 1. Staff Involvement and Ownership. The extent of involvement of staff varies. Some processes include only top management, others extend the process to middle management, others extend the process to all staff. One of the more beneficial aspects of the strategic planning process is that it can help develop a feeling of ownership between the participants and the organization. The Committee feels that this is a major consideration and that the process should involve all staff.
 - 2. Use of an Outside Facilitator. The Committee feels that an outside facilitator should be used.
 - 3. Time. In general, the process can take as little as 2 months or as long as 6 months. In a 2 month process, there are usually approximately six 2-hour meetings. The Committee feels that the time frame should be negotiated with the facilitator.

Staff Involvement

3. The First Step - Assessment

In all strategic planning processes, the first step is to perform an assessment. The assessment may include the following.

- a. Review of the Mission Statement.
- b. A statement of purpose from each program.
- c. Determination of role in the marketplace.
- d. Input from a cross-section of staff for the purposes of determining the validity of the mission statement and program statements, given the present situations in which services are being provided.



*A project concerned
with AIDS Prevention
and Health Promotion*

MEMO

Date: December 23, 1988
To: All staff based at CED
From: Renetia
RE: Telephone Messages

We have experienced a lot of growth in the past few months, thus expanding our telephone usage. The demand for Sandy to respond to our client calls and our incoming professional calls has become difficult to manage.

We are, therefore, implementing the following policy. Please give your direct line to anyone trying to reach you here. Sandy will no longer screen calls and put them on hold for you. When you are not here or the line is busy, your calls will rollover to the main switchboard and she will take a message.

Please implement this change immediately. Thank you.

RM:rd



center for educational development

1855 Folsom Street, San Francisco, CA 94103
Telephone (415) 565-3066

RECEIVED
JAN 1 1988

INTEROFFICE MEMORANDUM

Date 12/01/88

To: All CED Managers
From: Matt Sullivan - Building Manager *MS*
Subject: Recent Thefts

As you are probably aware, for some months the CED Building has had a recurring problem involving thefts. While some of these thefts have been of the nuisance variety (i.e. soda pop missing from refrigerators), we have also been the victims of more serious, felony type thefts.

I am pleased to tell you that the suspects have been apprehended. Regretfully, the apprehended suspects were members of the UCSF PSO program and had been assigned to security positions in the building. I have been assured these individuals will be prosecuted to the full extent of the law.

I am asking all CED employees to believe me when I say that this has been a case whereby two bad apples, who if they are proven guilty, will bring discredit only upon themselves, not upon the other honest, hardworking and conscientious PSOs working security in the CED. Continue, as you have in the past, to give them the opportunity to provide you with a safe working environment.

Management Team Minutes

Tue, Feb 12, 1991

Present were: ✓ J.D. Benson Jim Dilley Joanna Rinaldi
 ✓ Peter Campos ✓ Renetia Martin ✓ Dorothy Stinnett
 Paul Causey ✓ Imelda Orlina ✓ David Silven
 ✓ Ed Diaz

MINUTES

The minutes from the previous meetings were reviewed.

ANNOUNCEMENTS

1. Jim. His father is a bit more stable than before. Jim projected back next Monday. (Dorothy)
2. Action Alert re Immigration Issues. Dorothy will review with Jim and draft response from him if he so indicates. (Dorothy)
3. Peter Off this Friday.
4. Absolutely Positive. A smashing success, so report those who attended. Janet Cole was very gracious in her remarks about AHP. Items for further discussion include a screening for staff, use of excerpts in new ATS video, etc. (Renetia)
5. District Attorney Office. Person convicted of anti-gay hate crime referred to our office for community service obligation. Jim asks that we take up at next meeting. (Dorothy)

UNIT REPORTS

6. Report Summary

A. Administration and Operations (Dilley/Campos)

1. I-4 Coding. If you do not pay someone over a 3 month period, they will not only have to sign in again - but you will have to generate a new job requisition.
2. Memo distributed regarding child care at AHP functions.
3. Memo distributed re self-identification for M-Team purposes.
4. Hazard Communications. Please send list of staff who have participated to Peter. Should know very soon whether we have to train all staff. Will set up AHP training.

B. Anonymous Testing Service (Diaz)

1. Busy.

C. Development and Clinical Supervision (Martin)

1. Would like to consider throwing some kind community function if services significantly change after issuance of CARE proposals.
2. Group Facilitators work group memo coming soon.

D. Fiscal (Orlina)

1. Will begin paying sales tax on all document sales, effective 7/1/90 (yes, 90). Does not apply to subscriptions (Focus). We have been collecting the money from document purchasers. Will file under UC's sales tax permit.
2. Have developed a standard sub-account and object code system for standardized chart of accounts. New proposal submission budget worksheet will match.

Management Team Minutes, Page 2

E. Hospital Services/ASAP (Rinaldi)

1. Absent.

F. Marketing (Campos/Causey)

1. None.

G. Office Staff (Stinnett)

1. Distributed copy of volunteers summary report.
2. Have new group of volunteers from Recreation Center for the Handicapped.

H. Prevention (Silven)

1. Have transferred the Spanish Speaking Women's Drop-In group to Women's Services.
2. PBP/VTP Coordinator position posted.

Women's Services (Benson)

2. Prevention for Women proposal in final stages.

I. Training (Benson)

1. Workin'.

NEW BUSINESS / GENERAL DISCUSSION

7. Proposals

- A. Discussion re process of developing proposals. Several items for future consideration came out.
 - a. Need to train new proposal writers in the AHP system. Renetia and Peter to schedule workshop.
 - b. Need to establish mechanism for earliest possible response to RFP (i.e. have Dorothy intercept all RFP's and refer to Peter) for determination by appropriate staff if proposal to be submitted.
 - c. Importance of having ideas already developed before RFP comes out. Clusters will help in this area by requiring work plans (two year plans).

8. Holiday Party

- A. Will be Friday, December 6th at Stern Grove. Potluck.

9. Multicultural Representation by AHP

- A. We are actively covering the following special population meetings (Latino AIDS Coalition (Marisa), Black Coalition on AIDS (Renay), Youth Coalition (Ed Diaz), Asian Pacific Islander Coalition on AIDS/HIV (Kean Tan), Womans AIDS Network (JD Benson).
- B. At a future expanded PMM-Team meeting, the subject of the nature of the representation (ATS or AHP) will be discussed.

NEXT MEETING

1. Agency wide retreat. Some folks would like one.
- ✓ 2. Volunteer from the DA's office.
- ✓ 3. What non-M Team staff people should do on the first Tuesday of the month after the half-hour all staff meeting.
- ✓ 4. Hazard Communication Training.

DS -
cc to all
unit managers, pls.
Jim

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
PERSONNEL DEPARTMENT

FILE	
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RECEIVED
MAY 23 1990

To all Staff

May 18, 1990

VICE CHANCELLORS, DEANS, DIRECTORS, ADMINISTRATIVE OFFICERS

RE: 1990 Staff Merit Program

As you may know, the UC budget under consideration by the state legislature does not contain funds for staff merit increases, or for a July 1990 range adjustment. Therefore, merits and range adjustments anticipated for this July 1, 1990, will be delayed for six months.

This would mean that employees with a July merit review date would be eligible for a January 1991 merit, and those with a January 1991 merit date would be eligible for a July 1991 merit increase. For employees in merit based pay plans, there would be no "split merit".

Employees who would be affected by these proposed changes include employees covered by Staff Personnel Policies, by collective bargaining agreements who are eligible for merit increases, (except RN's), Administrative and Professional Staff (A&PS), Management and Professional Staff (MAP), and the Executive Program members.

Please plan to proceed with your Performance Evaluations on your usual, pre-July schedule. Because the state budget is still uncertain, we are unable to provide you with control point information at this time.

Please insure effected employees are apprised of these circumstances. As soon as further information is available from the Office of the President, you will be notified. If you have questions please contact Julius Katz, Manager of Employee Relations, at 6-2789 for employees in non-represented programs. Contact Linda Glasscock, Labor Relations Coordinator, at 6-3905 for employees covered by collective bargaining agreements.



Randy Lopez
Assistant Vice Chancellor --
Staff Personnel Services



A project concerned
with AIDS Prevention
and Health Promotion

Fri, May 25, 1990

Sandra Hernandez, MD, Director
SF DPH AIDS Office
25 Van Ness, 5th Floor
San Francisco, CA 94102

Dear Sandra:

Enclosed with this letter is a summary of the discussion that took place at the AHP-ATS Oral Sex Symposium yesterday. At the outset, I would like to thank you for your support of our meeting. We appreciated the attendance of your AIDS Office staff members.

As you will recall, the meeting was called to share an observation by some of our ATS counselors that they were seeing an increase in the number of persons who tested positive and who stated that their sole risk was oral sex. As a result of our discussion, the group has identified a plan that will allow us to explore these perceptions further.

The following plan is presented for your approval.

1. The effort would be a joint undertaking between the ATS program and your Research Division (Paul O'Malley volunteered on behalf of the Research Division).
2. Every person who tests positive would be asked 3-5 questions during the results session about specific risk behaviors (particularly related to oral sex). These questions will be developed by your Research Division. We want to emphasize that it is not our intention to turn the ATS results sessions into research session. The questions developed will no doubt be the same type of questions that we typically ask in results sessions. We will simply be standardizing a set of questions. At no time will our counselors ask questions that are not appropriate for the particular session. At the end of the session, after the client leaves, the counselors will note the client's responses on a card that will be tagged with the client's lab result number. This card will then be provided to your Research Division.
3. In addition, clients who test positive who say that their only risk (ever or in the last year) is oral sex will be provided with a referral to your Research Division. Clients will be informed that DPH is interested in looking at the subject of oral sex transmission. Paul indicates that he feels this subset of clients will be very interested in sharing their experiences - given their concern over testing positive as a result of oral sex. Clients who follow through with the referral will be interviewed following your established protocols.
4. The above effort will be undertaken for a period of three months. After that time, another meeting will be held and the Research Division will present an analysis of the results of the survey.

I feel that the above proposed activity is similar to the health insurance and test site location surveys that we have conducted in the past and feel that the effort will support our overall objectives at the test site. I look forward to your comments and approval.

Thank you.

Sincerely,

Peter V. Campos
ATS Coordinator

c.c. Symposium Attendees
Encl.



*A project concerned
with AIDS Prevention
and Health Promotion*

Summary Report Oral Sex Symposium May 24, 1990

Attending

Valerie Kakabein	SF DPH AIDS Office
George Lempf	SF DPH AIDS Office
Paul O'Malley	SF DPH AIDS Office
Chuck Frutshey	SF AIDS Foundation
Pierre Ludington	AAPHR
Amalia Abel, RN	AIDS Health Project, ATS Program
Rama Barnwell	AIDS Health Project, ATS Program
Jackie Brookman	AIDS Health Project, Training Unit, formerly ATS Program
Peter Campos	AIDS Health Project, ATS Program
Ron Henderson	AIDS Health Project, Training Unit and ATS Program
Rob Marks	AIDS Health Project, Focus editor
Paul Causey	AIDS Health Project, Marketing
Francis Salmeri	AIDS Health Project, ATS Program
David Silven	AIDS Health Project, Prevention Unit
John Tighe	AIDS Health Project, Focus writer

Purpose of the Meeting

The purpose of the meeting was to provide an opportunity to discuss whether transmission of HIV via oral sex was increasing and, if so, whether the basic health education message on oral sex should be modified.

Conclusion

It was the conclusion of the group that a three month study be undertaken, during which the ATS program and the SF AIDS Office Research Division would work jointly in the development of data on risk behaviors of persons who test positive at the ATS. At the conclusion of the three month period, the data will be summarized and the group will reconvene. (See cover letter to Dr. Sandra Hernandez for detail)

Discussion Item: Number of Cases

Peter Campos reported that the ATS program was having approximately one person every other week who tests positive and who states that their sole risk (either ever or in the past three years) was oral sex. The concern at the ATS is that the numbers of such cases appear to be increasing over recent months.

Paul O'Malley described three cases from the City Clinic Cohort in which transmission was felt to be attributable to oral sex.

Discussion Item: Reasons Why Reports of HIV Transmission Attributed to Oral Sex May be Increasing

The following reasons why transmission of HIV attributable to oral sex may be increasing were suggested.

1. Highly Infectious Persons with HIV. San Francisco has a large population of people with HIV who have had HIV for a long time. One theory is that such persons may have "more of the virus" and hence be "more infectious". The line of reasoning continues that having any kind of sex where bodily fluids are exchanged (including oral sex) with these highly infectious persons is high risk sex.
2. Increase in Number of People Having Oral Sex and Ease in Isolating Oral Sex Behavior. San Francisco's gay population has significantly changed its sex practices. As a result, more people are having just oral sex, compared to other cities where people continue to have oral and anal sex. As a result, the number of people in San Francisco who can attribute transmission to oral sex has increased. This approach would suggest that the perception that transmission by oral sex is increasing is an artifact of our ability to distinguish people who sole risk is oral sex. The line of reasoning would follow that oral sex is always a significant risk behavior, but that it is usually not fully appreciated when people have both oral and anal sex.
3. Frequency of Oral Sex. One possible explanation is that the gay population is having more frequent oral sex and that it naturally follows that with this increase in frequency we would see more transmission. The rise of sex clubs that emphasize relatively anonymous oral sex was noted here.
4. Intensity of Oral Sex - Techniques. It was suggested that higher risk techniques, such as deep throating, are possibility becoming more popular.
5. Failure to Appreciate Throat-Based Gonorrhea. It was observed that transmission may be linked to inflammations in the throat, which are caused by, among other things, throat-based gonorrhea. It was noted that people may not know that they have this type of gonorrhea. It was further noted that City Clinic does not offer the diagnostic test for this type of gonorrhea.

Discussion Item: Reasons Why Reports of HIV Transmission Attributed to Oral Sex May be Misleading

The following reasons were suggested disputing the notion that transmission of HIV attributable to oral sex may be increasing.

1. False Indicator Reflecting Need to Conform. It was suggested that persons reporting transmission via oral sex may be avoiding disclosure of anal intercourse due to the stigma associated with that act. Persons who have had discussions with persons who attribute their risk to oral sex challenged this observation. One ATS counselor noted that it was easy to observe the genuine surprise when someone who had only had oral sex was told they have a positive test result.
2. False Indicator Attributable to Slow Conversion. It was suggested that such persons may be "slow converters" or persons who have "hidden infection". As a part of this discussion it was noted that many people who attribute HIV transmission to oral sex have a history of testing negative. Paul O'Malley noted that PCR tests on their 3 cases had not shown previous infection, thereby disputing the notion of hidden infection.

Other Discussion Items

1. Possible Co-Factor - Poppers. One factor held in common by the 3 City Clinic Cohort cases was the use of poppers. It was noted that poppers cause increased blood pressure in the head region, thereby exacerbating the possibility of transmission via breaks in the skin in the mouth and throat region.
2. Suggestions for Improving the Safe Sex Message. It was suggested that the following topics be emphasized in oral sex / safe sex discussions.
 - a. Importance of good oral hygiene
 - b. Importance of regular STD checks with emphasis on throat-based infections
 - c. Importance of not taking fluids into the mouth

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of May 22, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Joanna Rinaldi,
David Silven, and Dorothy Stinnett.

Absent Were: Marcia Quackenbush and Peter Campos,

Minutes

The minutes from the meeting of May 8, 1990 were reviewed.

Announcements

1. Counseling & Testing administratively now sitting in SFGH Department of Psychiatry, but still an AHP program.
2. Training of Trainers appeal to Sacramento. Denice's presentation was excellent, articulate and clear. Final result pending. (Renetia)
3. Thank You to all staff who presented at the monitoring did very well. Office of AIDS praised us. (Renetia)
4. Upstairs feel like a GMO more and more. Lots of grants pending.
5. Living with HIV - tomorrow, Wednesday, May 23, 1990 from 7 - 9PM. (Paul)
6. Friday, May 24, 1990 at SFGH (for KGO-TV) AHP will present one hour on film.
7. Joanna's health is now okay. All problems have died down.
8. Jim and Joanna are now writing a grant for federal money with a collaboration with CSAS.

Unit Reports

9. JIM DILLEY

- A. Re: APA - NYC. Lots of AIDS stuff happening in all areas.
- B. Symposia on HIV & Chronic Mental Illness.
- C. Met with Ford Foundation Re: funding material development. Got leads to other likely funders.

MANAGEMENT TEAM MINUTES

Strike from minutes

10. RENETIA MARTIN

- ~~A. Things feel "strange" at the AIDS Office. At issue is the money policy for staff who are leaving.~~

11. JOANNA RINALDI

- A. Three personnel actions
1. Counseling and Testing -Casual employee (15 hours) for counseling is pretty well decided.
 2. Ward 86 one to replace Ernie, down to final decisions.
 3. ASAP hire to capture an excellent candidate for helping the program.
- B. Taking Friday off.

12. DAVID SILVEN

- A. Grant proposal now being written for Prevention. Some program changes.
1. Asking for more money.
 2. Competition: Operation Concern, Polaris, WMHI, Consortium of Gay Men of Color, and others.
 3. Adding: counselor at Mission Neighborhood Clinic.
 4. Split HC#1 counselor's time to be in the Tenderloin, too.
 5. Half-time slot to run Volunteer Facilitator Post Groups. and contract with BWMT to hire.
- B. Volunteer Facilitator Groups waiting to start up. Jerry Polon will clinically supervise.
- C. Marcello Esteban is now doing intervention for Spanish-speaking clients at Mission Neighborhood Health Center.
- D. Last "Celebration of Lives" successful, although the other eight agencies did not help.
- E. Self-Healing Group starting up with Richard McCormack facilitating.
- F. Laurie Yamamoto leaving in two weeks. Party, Friday, June 1, 1990 at 4:30PM in Room 125.
- G. VTP and Women's Services Coordinator positions will be posted soon.

General discussion

13. "Absolutely Positive" screening of the rough cut.

Future Agenda Items

14. HIV Steering Committee

15. Retreat location.



A project concerned
with AIDS Prevention
and Health Promotion

5/24/90

MGM. TEAM:

Here is the material on
Publicity & the Media that
we have discussed. I will
be away on vacation until
June 1 - we'll discuss this
material at our meeting on
June 12.

Thanks. Paul

Also note: I will make myself available
on Wed. & Fri. mornings for
"media consulting" for you and your staff.

Address Correspondence To: UCSF AIDS Health Project • Box 0884 • San Francisco, CA 94143-0884
Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430

Affiliated with the University of California, San Francisco

GUIDE TO SPECIAL EVENT PUBLICITY AND THE MEDIA

by Paul Causey

Here is a brief guide to publicizing your events to the community and the media. When you have an upcoming event that is of interest to the general public, you should:

1. Write and distribute a Press Release;
2. Send announcements to be listed in the calendar section of appropriate newspapers;
3. Mail flyers/announcements to interested parties (those likely to attend and those who may have contact with people likely to attend like other AIDS organizations, clinics, therapists and/or physicians treating the HIV affected, etc.);
4. Send flyers/announcements to the miscellaneous resources that I have mentioned later in this paper.

THE PRESS RELEASE

A Press Release, sometimes called a News Release, is a document that tells a *news* editor the vital information that is needed in order to either do a story/announcement prior to an event *or* to schedule a reporter to cover the event.

What do you say in your release? Say *who* the event is for, *what* it is, *where* it is, *when* it is, *why* people should attend and/or how it came about. It is best to try and cover this in the first paragraph of the release. (See the attached samples and guidelines that I have selected from different sources.)

TIPS:

Keep it short and simple. Always bear in mind that the smaller papers - the ones most liable to pick up our stories - may reprint the release *word for word* if it is well written. If you feel strongly that the topic warrants a reporter being present, one or more personal phone calls to the news editor will be required. For live TV/Radio coverage, please see me directly - I have contacts that may help.

SAMPLES AND ATTACHMENTS:

Living with HIV Press Release, Feb., 1989
Mental Health Conference Press Release, Jan., 1989
Living with HIV Press Release, April, 1990
(Sample News Release) - KRON Media Access Guide
News Release Guidelines - Media Tips - NAN

CALENDAR ANNOUNCEMENTS

The community event calendars in papers are almost always handled by a person different from the news editor; therefore a separate document is required - and best when mailed separately, too. Generally, this listing has a longer lead time than press releases, too, since these calendars are often written and type-set 2 weeks before publication.

This notice should be prepared in the form of a Memo. It doesn't hurt to include a copy of the Press Release and/or the flyer but the calendar editor will NOT read the Release and "pick out" the calendar listing information. Your request for a listing must clearly show the following:

1. Name of the event
2. Date and time
3. Location with exact address
4. Who's doing the event
5. Contact name and phone number (*not* the media contact)
6. Intended audience (general public, HIV affected community, mental health professionals, etc.)
7. Exact date of the issue in which you want the listing printed

TIPS:

For weeklies, the issue date must be the same week as the event - don't ask it be more than a week in advance and to repeat it the next week - they simply won't do it. For dailies, it would be the same day; however, the SF Chronicle and Examiner will list events that have entertainment value, ONLY (like fund raising events).

SAMPLES AND ATTACHMENTS:

Sample AHP Calendar Listing Memo
B.A.R. Health Calendar Listing

FLYERS

We can produce your flyers here. Requests are to go through Joseph. Provide him with the "copy" to go in the flyer and, if you like, an approximation of what you would like it to look like. He (or a volunteer) will produce a draft and work with you from there. He will also see to it that certain information that we require will be included (like our logo).

TIPS:

Joseph's work requires a 1 to 2 week turn-around time. The sooner you get the information to him, the more time he will have to work with you.

SAMPLES AND ATTACHMENTS:

Various AHP flyers

PRINTING

After the flyer is finished, determine the quantity that you will need. Then, decide where you will have it printed. The cost effective rule to use: if *over* 300 copies, send it out to be off-set. Use Reprographics and allow 3-5 working days - a rush job can be done (sometimes over-nite) but it will cost 50 to 100% MORE. For under 300 copies, have it xeroxed here. NOTE: Ordering from Reprographics requires a P.O. and reference number from Imelda - use their form "Misc. Purchase Order."

MAILING TO SELECTED LISTS

We have compiled several lists that can be used for the mailing of flyers and announcements. Thanks to Dorothy, *and if you give her enough lead time*, the office staff and volunteers can handle the mailing for you. Please use the attached form ("Please, Dorothy, I Need Help!"). Several steps are involved in making the mailing smooth and timely.

First, provide the information on xeroxing if we are xeroxing the material. Decide color of paper, etc. for each piece. Provide a sample (mock up okay) of the exact way in which you want everything collated and folded. (NOTE: If using Reprographics, they can fold for you but it will cost more - generally, it's only cost effective over 500 pieces OR if time doesn't allow for us to do it.)

MAILING TO LISTS (con't.)

Next, decide which list(s) you will use and whether to use *bulk rate* or *first class* postage. Bulk rate costs almost *up to 2/3 less* than first class; however, bulk rate takes from 3 to 10 days to be delivered (although often it moves as quickly as first class), is neither forwarded nor returned to us, must be mailed in quantities of no less than 200 per mailing (different batches of 200+ each is okay) and must be zip code presorted (which can be done fairly easily BEFORE the labels are printed). Other restrictions apply in regards to the contents like each piece (envelope) per batch (of 200) must have the *exact* same contents.

The lists that we have are:

<u>Source</u>	<u>Qty.</u>	<u>Description</u>
PRESS	(78)	Bay area news media - general audience
LHIV	(203)	Attendees from Living with HIV events
CLHIV	(140)	<u>Use Restricted</u> - for Living with HIV announcements, ONLY
CLIENT	(119)	Those from groups who have signed waiver agreements
GEN	(237)	People who have requested info on services locally
UCFACP	(113)	UCSF Psychiatry Faculty - mostly off campus
WRM	(178)	From the Women's Resource Manual
VTP	(120)	Our own volunteer therapists (list from VTP Coordinator)
ASPA	(???)	AIDS Service Providers Assoc. (Bay Area) - <i>pending</i>
ASPASF	(???)	AIDS Service Providers Assoc. (SF only) - <i>pending</i>

NOTE: Lists must be printed; if more than one source is selected, they will be merged together, also. This operation requires a 1 to 2 day turn-around.

Samples and Attachments:

AHP Miscellaneous Purchase Order
"Please, Dorothy..." Completed Sample
"Please, Dorothy..." Blank (for your copying and use)

MISCELLANEOUS SOURCES FOR PUBLICITY

THE UNIVERSITY

NEWSBREAK & MEDSOUNDS

This publication is published twice monthly and has a calendar listing. Their lead time is longer than most papers. A copy of their current deadline dates is attached. Call Michelle in News Services at 6-1541; her name and phone number is on the flyer, too.

TO OUR NEIGHBORS

This paper is mailed to over 100,000 homes and businesses in the vicinity of UCSF. It is a calendar listing of UCSF events and articles of interest. Call Michelle in News Services at 6-1541. Publication starts with January/February and continues every two months. Deadlines are one and 1/2 months prior to publication (e.g. May 15 for July/August, July 15 for September/October, etc.).

NEWS SERVICES

UCSF News Services is available to assist us in the writing and distribution of press materials for *major* events and news items. Personally - and off the record - I don't care for their style and besides, they use their own letterhead, too, rather than ours.

It's better to write and prepare your own release but to have them distribute it to the "mass media." They will copy it and put it over the wire services and mail it to all major Bay area media (print, TV and radio).

Here, again, please talk to me before contacting this resource as I prefer to continue to act as the "middle-person" for AHP.

SF AIDS FOUNDATION MONTHLY MAILING

Often, the SFAF will insert flyers in their monthly list of AIDS related educational events. Contact them mid-month for the month following. We must supply them with the flyer - 150+ . Call John V-J Simon, 864-5855, ext. 2033, to make arrangements.

AIDS SERVICE PROVIDERS ASSOCIATION OF THE BAY AREA

Another excellent source, ASPA mails quite often to it's members. They maintain a calendar of events as well as feature upcoming events in a newsletter. This is also a good place to put Job Listings. We are founding members of ASPA. Send materials to:

AIDS Service Providers Assoc. of the Bay Area (ASPABA)
10 United Nations Plaza, Suite 200
San Francisco, CA 94102
241-5519

LIST OF COMMUNITY NEWSPAPERS

B.A.R. (Bay Area Reporter)

395 Ninth Street
San Francisco, CA 94103
861-5019
861-7230

Type: Weekly - publishes every Thursday

News Editor: Brett Averill

Calendar Deadline: Thursday, 5:00 pm, week previous

Calendar Editor: ATTN: Health Calendar Editor

(For social events: ATTN: Calendar Editor)

BAY TIMES (formerly Coming Up!)

592 Castro Street
San Francisco, CA 94114
626-8121

Type: Monthly - publishes first day of month

News Editor: Kim Corsaro

Calendar Deadline: 20th of the month, month previous

Calendar Editor: Maxine Morris

BAY GUARDIAN

2700 19th Street
San Francisco, CA 94110
255-3100

Type: Weekly - publishes every Thursday

Calendar Deadline: 2 weeks prior to publication (same for all columns)

Calendar Editor: Susan Gerhard

Also send to:

Political Alerts Editor: Jean Tepperman

Gay Matters: David Israels

SENTINEL

500 Hayes Street
San Francisco, CA 94102
861-8100

Type: Weekly - publishes every Thursday

News Editor: Tim Vollmer (but tends to change almost weekly!)

Calendar Deadline: Monday, 5:00 pm, same week

Calendar Editor: Kathleen Baca

#

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**SAMPLES AND ATTACHMENTS
follow this page**

AHP
Letterhead**FOR IMMEDIATE RELEASE**

Contact: Paul Causey
Voice: (415) 476-6430
FAX: (415) 476-7996
February 12, 1989**DOCTOR'S WHO TREAT AIDS/HIV TO SPEAK**

Physicians with substantial experience in treating HIV infection will participate in a panel discussion at 7 p.m. February 23 at 1855 Folsom St. as part of a series of forums designed to inform and support people living with HIV.

The series is sponsored by the AIDS Health Project, which also sponsors the "Positives Being Positive" support groups that meet regularly to allow HIV positive individuals to share information, knowledge and emotional support.

The physicians on the February panel will discuss their own treatment approaches for HIV infection, what tests they use, what medical symptoms they use to monitor HIV progression, the ideal patient-physician relationship, and what treatments they believe will be helpful in the future.

The panel was designed so that audience members can receive a variety of viewpoints on treating HIV infection and can leave with information that could help them in deciding their own course of treatment.

The panel members include Drs. Lisa Capaldini, Steven Follansbee, Frederick Santiago (Positive Action Healthcare), Bill Lang (ViRx), and Keith Barton (Berkeley Holistic Health). The discussion will be moderated by Joanna Rinaldi, coordinator of AIDS Health Project hospital services at San Francisco General.

This is the second in the "Living With HIV" series sponsored by the AIDS Health Project. Future programs in the series will include "Women Living with HIV;" "Coping: the Emotions of HIV," and a health fair consisting of workshops by local health and alternative healing agencies.

For more information, please call the AIDS Health Project at 476-6430.

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A project concerned
with AIDS Prevention
and Health Promotion

FOR IMMEDIATE RELEASE

Contact: Paul Causey
Voice: (415) 476-6430
FAX: (415) 476-7996
April 4, 1990

DR. VOLBERDING TO REPEAT HIS PRESENTATION ON UPDATED INFORMATION ABOUT THE AIDS DRUG "AZT" (San Francisco)

On March 28, 500 people turned out to hear the Director of AIDS Programs at San Francisco General Hospital, Dr. Paul Volberding, present the latest information on AZT, the only FDA-approved drug for people with HIV infection. The meeting was presented by the AIDS Health Project's monthly public forum series, *LIVING WITH HIV*.

Although the over-flow crowd meant that 300 people were turned away, the program is being repeated on Friday, April 13 at the UCSF Laurel Heights Auditorium on California Street at Presidio from 7:00 - 9:00 pm. The Public Service Program Office of the University of California San Francisco is providing the Auditorium for the evening at no charge.

LIVING WITH HIV is free and open to the general public. The AIDS Health Project produces the event through it's *POSITIVES BEING POSITIVE* Program, as part of the Project's services to all in the community who are infected with HIV, their loved ones and care givers.

continued on the reverse side . . .

VOLBERDING (con't.)

April 4, 1990

page 2 of 2

"Dr. Volberding impressed me with his candor, " said Michael Botkin, Coordinator of *POSITIVES BEING POSITIVE*. "In particular, his comments like 'now is the time to get tested and get involved with a physician' and 'any physician can learn to manage HIV disease'."

"The information he provided on using AZT with other drugs to slow disease progression in people who are HIV positive but without symptoms was important to hear." He added, "Volberding's explanation of using T-cell ratios, counts and beta-2 testing as indicators of disease progression was especially easy to understand. The slide projections helped and we'll use them on April 13, too."

For more information, please call the AIDS Health Project at (415) 476-6430.

#

(SAMPLE NEWS RELEASE)
(on your official letterhead)

Date: July 24th

Contact: (Publicist's name)

(Area code and phone number)

(Organization)

FOR IMMEDIATE RELEASE

**Physicians for Social
Responsibility and The
Mid-Peninsula Peace Center**

COMMEMORATION OF THE ANNIVERSARY OF THE BOMBING OF HIROSHIMA

August 6th marks the anniversary of the 1945 bombing of Hiroshima. Peace groups throughout the Bay Area are planning events commemorating this day. In Palo Alto, Physicians for Social Responsibility and the Mid-Peninsula Peace Center will sponsor a program at 7:30 pm. in the Stanford Memorial Church. The public is invited to this free event.

Dr. Craig Schindler, co-founder of Project Victory, will be the featured speaker. The program will include musical selections by members from various Stanford choral groups. The theme of this observance is "hope and re-dedication to the work of peace." People will be asked to remember a past event in a spirit of hope for the future, and renew their commitment to build a world free from nuclear weapons.

Following the program, participants are invited to take part in a candlelight walk to a vigil in Lytton Plaza. The vigil is sponsored by C.A.N.E., (Community Against Nuclear Extinction.)

ORGANIZATION OF RELEASE

- #1 The Who, What, When and Where are in the lead paragraph;
- #2 Background information on the featured speaker and program in the second paragraph;
- #3 Additional follow-through details are in the third paragraph.

NATIONAL AIDS PREVENTION MONTH
Media Tips

News Releases

Newsrooms are inundated with news releases. A person reading a mile high stack of releases may only have time to scan them. This person should be able to tell, at a glance, if the information in your release is newsworthy.

The first paragraph of your News Release should give the reader the who, what, when, where, why and how. Other facts and information should be placed in order of importance. Once again, remember who the audience is, and try not to use technical words or jargon. While you don't have to translate everything into one syllable words, remember that you probably know far more about AIDS and related issues than newspeople and most certainly the public. NAN is still getting calls from people asking what AIDS stands for.

Your News Release should never be more than two pages long. If the release must be longer, compile the basic facts and information into a brief memo and attach it to your release.

News Releases do not have to be hard news. Give your news a human interest angle and it becomes a Feature Release. The opportunities for feature releases are endless. Be sure the feature is timely and significant. Examples might include: highlighting a particular volunteer; a neighborhood responding positively to the challenges AIDS poses; or starting up a local food bank. Keep your Feature Release as brief as a regular News Release, but be sure in your brevity you still pull on the old heartstrings.

News Release Guidelines

- Do not editorialize. (If you must give your organization's response to the news, quote your spokesperson.)
- Get your facts right, check everything from the spelling of names to the dates.
- Use clear, concise sentences, no jargon or technical terms.
- Be sure your release is not blatantly self-serving.
- Most releases should be marked for "immediate" release. Use a release date only when there is a specific reason, such as a news announcement.
- Use a headline if you wish, but don't assume it will be used by the media.
- Market your release to the proper people and departments. General news should go to the city desk or assignment editor, specialized news should go to the appropriate department.

NATIONAL AIDS PREVENTION MONTH
Media Tips

News Release Format

1. Type it, double spaced.
2. Use only one side of the paper, with wide margins.
3. At the top of the page list:
date release was sent
contact person, their day and night phone numbers
organization's name and address
release date - ususally immediate.
4. Never split a paragraph from the first to the second page.
type "MORE" at the bottom of page one and begin page two with HEADLINE - page 2
5. Indicate the end of your release with three hash marks.
#

(On your official letterhead or plain bond paper)

Date

Name of Contact
Organization
Address
Day and evening phone number
Release date — FOR IMMEDIATE RELEASE

NEWS RELEASE HEADLINE

Start out with the who, what, where, and when. List background and other information in order of importance.

#

News Memo

To: Addressed to editor or reporter

From: You

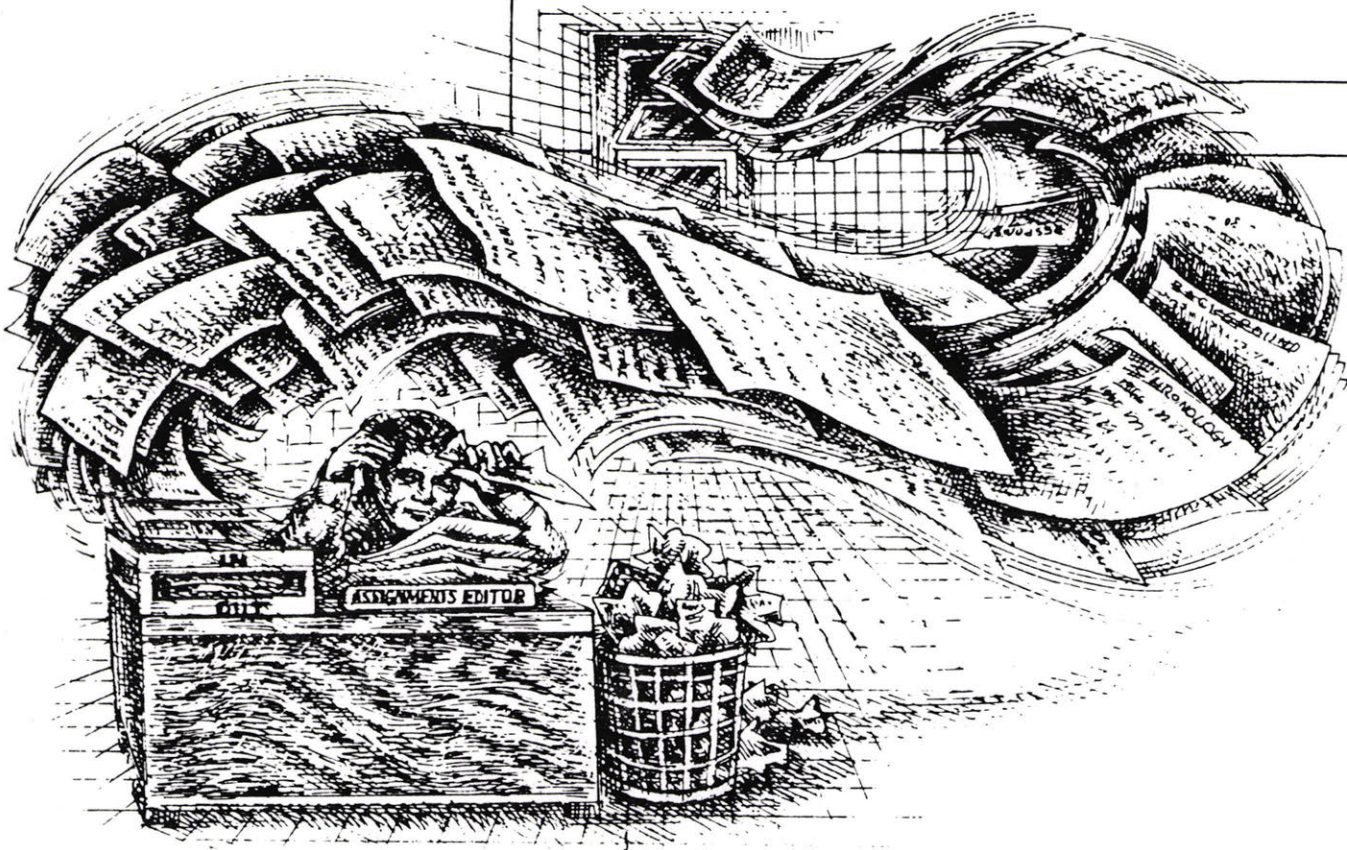
Re: A one sentence or two sentence statement regarding the story you are suggesting, the event to which you are inviting reporters, or other purpose of the news release.

Time & Date: Specific time, date, year.

Location: Specific location, including directions if the location is off the beaten path.

Why: You must have a reason for the news release or the event. You will be more successful if you can say why and provide enough information for the decision maker to decide to accept your invitation for coverage.

Contact: The name and phone number of someone the news editor or reporter can contact with questions about your news release.



News Release

Contact: Dean Swartz
FACS 213/851-7372

LOS ANGELES - Basic guidelines for writing and sending out successful news releases were suggested today at a News Media Relations Workshop by Dean Swartz, director of communications, Foundation for American Communications.

News releases should be cleanly typed or copied on 8½ by 11 inch paper, Swartz said. They should be hand-delivered or mailed First Class to the designated target media, including radio and television stations, weekly and daily newspapers and appropriate magazines. Wire services should not be overlooked, he said.

Other guidelines are:

IDENTIFICATION: The sending organization should be identified plainly. Use your letterhead or printed news release forms. The name and telephone number of a contact for additional information must appear at the top of the page.

RELEASE DATE: Most releases should be "immediate" or "for use upon receipt." Stipulate a release time only when there is a specific reason such as a speech, a news announcement, or a meeting involved in the news being released.

MARGINS: Leave wide margins and space at the top, so editors can edit.

HEADLINES: If you want to use a headline, remember it's just to summarize your writing, not something they will use.

LENGTH: Never use more than one page unless you must; never more than two pages. If you have a long release, get all the highlights into a terse memo and attach the information to it as background material.

STYLE: Use the summary lead and five w's (who, what, when, where, why and, sometimes, how) most of the time. Double space. Short sentences with active verbs are better than others. Edit material tightly. Make sure it's accurate, timely and not blatantly self-serving. Don't split a paragraph from the first to second page. Put "more" at the bottom of the first page.

AVOID: Fancy, stilted wording. Translate into plain English language. Don't shout NEWS or hype your news release.

CHECK: Double check names, spellings, numbers, grammar. Proofread carefully.

PLACEMENT: Your news release should be in the hands of editors at least 24 hours before any event or activity you are publicizing. You should know in advance to whom to deliver your news releases. General news goes to the city desk or assignment editor. Specialized news should be given directly to reporters or departments, especially if they know you or vice versa.

AT END: Put this 30 or this ###

AHP
Letterhead

NEWS MEMORANDUM

TO: MAXINE MORRIS, CALENDAR EDITOR

BAY TIMES

FROM: PAUL CAUSEY, 476-6181

RE: "LIVING WITH HIV PUBLIC FORUM"

Please consider the following public event for listing in the Bay Times Calendar section for June, 1990.

Program: RE-EXAMINING SAFE SEX

Date: Wed., June 19, 1990, 7:00 - 9:00 pm

Place: M.C.C. Main Hall
150 Eureka Street (18th & 19th)

Panel: Chuck Frutchey, S.F. AIDS Foundation
Dr. Keith Barton, Private Practice
Buzz Benz, Entrepreneur

Format: A discussion with the Panel will follow brief presentations.

All *Living with HIV* events are sign language interpreted for the deaf and hearing impaired. *Living with HIV* is a public service of the AIDS Health Project's Positives Being Positive Program and is supported entirely by private donations. All are welcome.

Your assistance in helping the AIDS Health Project publicize this event is greatly appreciated.

Health Calendar

FRIDAY

5th Anniversary Sober & Free Conference: Feb. 16-18. South Bay lesbian & gay members of AA or Al-Anon write PO Box 6978, San Jose CA 95150-6978.

Quan Yin Herbal Program: HIV+ individuals must sign up by Feb. 16 for the next 12-week program beginning Feb. 22. \$190 includes bloodwork (3 CBCs). Concurrent treatments not discouraged. 861-4963.

Young Lesbian Rap Group: For those 23 and under. Meets Fridays, 7-9 p.m., ending April 6. MCC Church, 150 Eureka, SF. 863-4434.

Young Gay Men's Rap Group: For those 23 and under. Meets Fridays, 7-9 p.m. This is a non-therapy rap group conceived and conducted by gay & bisexual young men. MCC Church, 150 Eureka, SF. 863-4434.

SATURDAY

Women With Wings—In Constant Motion: For women with HIV. Alternate Saturdays, 11 a.m.-3 p.m. Sliding scale. SF location. 695-1254.

Recovery Team: 1:30 p.m. MCC Church, 150 Eureka, SF. 863-4434.

Women's Clinic: Call at 8:30 a.m. for same day appointment. Pap smears, STD, bladder & pregnancy testing. Health care by and for women. Berkeley Free Clinic, 548-2570.

Art Class: Exploring ARC/AIDS issues through creativity, free, 12-4 p.m. Game night, social mixer for PWA/PWARC/PHIVs, 7-11 p.m. Rest Stop, 134 Church, SF. 621-REST.

SUNDAY

Afternoon Tea: Come play games & socialize, 2-7 p.m. For PWA/PWARC/PWHIVs. Free. Rest Stop, 134 Church, SF. 621-REST.

Men's Clinic: Free & confidential VD testing and treatment for gonorrhea, syphilis, NGU, scabies, lice, venereal warts, etc. AIDS/ARC counseling and referrals. 6-8 p.m. Gay Men's Health Collective, 2339 Durant Ave., Berkeley. 844-0425.

MONDAY

Lesbian Support Group: Through May 7. Meets on alternate Mondays, 7:30-9 p.m. 457-1115.

Gay Male Spirituality For Caregivers: An experience in self-nurturing by Adele Brookman, MS, MFCC & Paulann Sternberg, MA. 1-4 p.m. Kairos House, 114 Douglass, SF. 10 limit. Register: 861-0877

HIV+ Support Groups—Hayward & Tri-Valley Areas: A variety of emotional support groups for PWAs, HIV+s, friends, families & lovers. A safe place to share your feelings. Meets every Monday and Wednesday. 887-0566.

TUESDAY

Amron Metaphysical Center: "Absolute Essentials for Self-Healing," by Rev. Blanche Yarbrough. 7 p.m. 2254 Van Ness Ave., SF. Edmond, 775-0227.

Lesbian Psychotherapy Group: 5:30-7 p.m. Operation Concern, 1853 Market, SF. Call 626-7000 for appointment.

Ministry of Light: Gay men's support group, 8-9:30 p.m. 1000 Sir Francis Drake Blvd., rm. 18, San Anselmo. 457-0854 or 457-1115.

Asian Gay Men's Support Group: 6:30-8 p.m. The Pacific Center, 2712 Telegraph Ave., Berkeley. 548-8283.

WEDNESDAY

Living With HIV—"How We Live Day By Day": A panel conversation of asymptomatic, HIV+ men & women. 7 p.m. MCC Main Hall, 150 Eureka, SF. Positives Being Positive spon-

Epidemic

(Continued from previous page)

spread HIV faster if you were trying to.

There is no awareness, no education, and certainly no treatment for HIV in most of the East. The governments (mostly ex-communist in Eastern Europe, mostly corrupt oligarchies in Asia proper) until recently denied that there was any HIV within their borders, a claim reinforced by the stupid practice of counting cases of AIDS instead of incidence of HIV.

A massive education and medical support campaign is needed, but not forthcoming. For example, take this simple test. Which of the following two institutions is spending more on AIDS prevention in Africa: (a) the U.S. government or (b) the Shanti Project? The answer, of course, is (b) the Shanti Project, which is supporting HIV prevention in South Africa. What our government should do is melt down a few stealth bombers and use the metal for needles.

Karen Rane
Your Exclusive (

Fleet Pricing

Leasing All Lines

New and Used S

Factory and Priv

Community-Orien

Karen Ranes

861-6000

Now ever

AHP MISCELLANEOUS PURCHASE ORDER

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Requested by _____

Vendor _____

Address _____

Phone _____

Date _____

Shipping address University of California
AIDS HEALTH PROJECT
1855 FOLSOM ST. #506
SAN FRANCISCO, CALIF.
94143-0884

Date _____

Purchase Order No. _____

Requisition No. _____

Acct./Fund _____

Grant Name _____

Please invoice in triplicate to:

Accounting Office - 425 CED
Box 0812
University of California
San Francisco, CA 94143

[illegible]

Delivery Date _____

Approved by:

Date Ordered _____

Ordered by _____

Received / Logged by _____

Unit Manager/Supervisor

Authorized Signature

Please, Dorothy, I need help!!

FROM: Paul C.

DATE: 5/7/90

I am requesting that the following items be sent out:

A. Name of Item(s)	Quantity (if known)
1. <u>LV. w/ HIV Flyer 5/23</u>	<u>400 (total yield)</u>
2. <u>" " " 6/19</u>	<u>400</u>
3. _____	_____
4. _____	_____

B. Copying Req.?: Yes ☒ / No _____ / Only Items Checked _____ (check one)

Paper Color: 1. Brite Yellow
 2. Blue
 3. _____
 4. _____

Comments: Both need cutting to 5" x 8 1/2"

C. Needs Stuffing? Yes ☒ / No _____ (must attach sample) ☒

Specify envelope: ☒ AHP Printed - plain stock
 _____ Plain (stamped, discreet return address)
 _____ Other _____

D. Send to following mail list(s): (NOTE: LABELS MUST BE PRINTED, TOO!)

☒ PRESS	(78) Bay area news media - general audience
☒ LHIV	(203) Attendees from Living with HIV events
☒ CLHIV	(140) <u>Restricted use</u> - for Living with HIV announcements
_____ CLIENT	(119) Those who have signed waiver agreements
_____ GEN	(237) People who have requested info on services locally
_____ UCFACP	(113) UCSF Psychiatry Faculty
_____ WRM	(178) From the Women's Resource Manual
_____ ASAPA	(???) AIDS Service Providers Assoc. (Bay Area)
_____ ASAPA	(???) AIDS Service Providers Assoc. (SF only)
_____ Other	() _____
_____ Other	() _____

This is a partial list of what we have - others are mostly AIDS professionals to be used for marketing purposes. See David Lee for details. Lists are scanned and cleaned to avoid duplication when possible.

DEADLINE: MUST REACH RECEIPT NO LATER THAN 05/18/90.

_____ Bulk rate postage is **OK** to use (allow three weeks delivery time).

☒ Bulk rate postage is **NOT** OK to use - please use first class only.

Please, Dorothy, I need help!!

FROM: _____

DATE: _____

I am requesting that the following items be sent out:

A. <u>Name of Item(s)</u>	<u>Quantity</u> (if known)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

B. Copying Req.?: Yes _____/No _____/Only Items Checked _____ (check one)

Paper Color: 1. _____

2. _____

3. _____

4. _____

Comments: _____

C. Needs Stuffing? Yes _____/No _____ (must attach sample)

Specify envelope: _____ AHP Printed - plain stock

_____ Plain (stamped, discreet return address)

_____ Other _____

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_____ GEN	(237)	<i>People who have requested info on services locally</i>
_____ UCFACP	(113)	<i>UCSF Psychiatry Faculty</i>
_____ WRM	(178)	<i>From the Women's Resource Manual</i>
_____ ASAPA	(???)	<i>AIDS Service Providers Assoc. (Bay Area)</i>
_____ ASAPA	(???)	<i>AIDS Service Providers Assoc. (SF only)</i>
_____ Other	()	_____
_____ Other	()	_____

This is a partial list of what we have - others are mostly AIDS professionals to be used for marketing purposes. See David Lee for details. Lists are scanned and cleaned to avoid duplication when possible.

DEADLINE: MUST REACH RECEIPT NO LATER THAN ____/____/90._____ Bulk rate postage is **OK** to use (allow three weeks delivery time)._____ Bulk rate postage is **NOT OK** to use - please use first class only.

RECEIVED
MAR 01 1990**REVISED REVISED REVISED**

February 22, 1990

TO: Contact people for NEWSBREAK/MEDSOUNDS

FROM: Michele Firpo, News Services

RE: REVISED 1990 DEADLINE DATES

Below are the REVISED deadline dates for the remaining 1990 issues of Newsbreak/Medsounds.

Copy must be received in our office by 11 a.m. on the deadline date shown below to be included in the following issue. Dates are all Tuesdays unless otherwise noted.

Please submit items for the Today & Tomorrow Calendar or the Gazette section in writing to me at the News Services office, Room S 20, Box 0462. If absolutely necessary, last minute copy can be taken over the phone at x61541.

<u>NO.</u>	<u>DEADLINE DATE</u>	<u>FOR THE PERIOD COVERING</u>
#11	May 29	June 9-29 (3 weeks)
#12	June 19	June 30-July 27 (4 weeks)
#13	July 17	July 28-Aug. 24 (4 weeks)
#14	Aug. 14	Aug. 25-Sept. 14 (3 weeks)
#15	Sept. 4	Sept. 15-28
#16	Sept. 18	Sept. 29-Oct. 12
#17	Oct. 2	Oct. 13-26
#18	Oct. 16	Oct. 27-Nov. 9
#19	Oct. 30	Nov. 10-23
#20	Mon., Nov. 12	Nov. 24-Dec. 14 (3 weeks)
#21	Dec. 4	Dec. 15-Jan. 4, 1991 (3 weeks)

NOTE: If this is directed to the wrong person, please pass it on to the right person and have he or she call me with a correct box number and phone number. I can then update my contact list and not bother you anymore!

NEWSBREAK/MEDSOUNDS DEADLINES!

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of May 8, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Minutes

The minutes from the meeting of April 25, 1990 were reviewed.

Announcements

1. Celebration of Lives. Final one next Tuesday; to be resumed in the Fall. (David)
2. Absent — Jim. Out all next week; APA.
3. SFGH Services Profile. A couple of pieces prepared. Available soon. (Joanne)
4. Joanna Publication. Copy of published article "Evaluating a Hospital-Based Substance Abuse Interaction and Referral Service for HIV Affected Patients", in General Hospital Psychiatry. (Joanna)
5. NAN Leadership Conference. Discussion re: AHP role. (Renetia)
6. "What HIV Does to the Immune System", a new publication from the Training Unit. (Marcia)
7. Scott Mandel, formerly of Olgilvy & Mather, America Responds to AIDS is relocating to San Francisco. (Marcia)
8. Absent — Marcia. Out for next two weeks to Sweden. (Marcia)
9. Marcelo Esteban. An AHP independent consultant who will be working at Clinica Esperanza. (David)
10. Stop AIDS Focus Groups. Four focus groups on gay and bisexual men. (David)
11. HIV Community-Based Steering Committee. Having their next meeting. Paul will attend. (Paul)

Old Business

12. AIDS Prevention Service Providers Group. Has met several times and developed plan for urging city to release more funding for prevention.

MANAGEMENT TEAM MINUTES

13. Women's AIDS Network Meeting. Report presented by Joanna.

Discussion Items

14. Tenderloin Support Groups. Discussion re: the need for support groups for positives and negatives.
15. Follow-Up Counselors. Discussion re: the need for follow-up counselors for selected clients.
16. Spanish Speaking Social Worker at SFGH. Please help Joanna find a clinical social worker.

Please Note

17. Management Team meeting for May 15, 1990 is CANCELLED.
18. ATS Oral Sex Symposium,

Thursday, May 24, 1990
2:30 - 4:30PM
AHP Conference Room (521)

19. Management Team Retreat,

Thursday, May 31, 1990
10AM - 4PM
Chez Renetia

Minutes of Monthly Staff Meeting of the AIDS Health Project April 3, 1990

Welcome and Introduction of New Staff

1. Flo Hurley - Former MSO (Mother Superior!) at Dept. of Psychiatry, SFGH - Fiscal Unit
2. Michael Botkin - Journalist for *Bay Area Reporter* - New Coordinator for Positives Being Positive Program replacing Pierre Ludington
3. Rosetta Mullens - former SF City employee - ATS new vocational nurse at Health Ctr #1

Announcements

1. AHP Softball & Picnic will be held Sunday, May 6 at Upper Douglas Playground (corner Douglas and 27th) from 12:00 noon to 4:00 pm. Bring food, etc. according to previous memo.
2. Marsha Blachman's Farewell Party will be held Friday, April 7, 4pm, at AHP 521.
3. AIDS in the Workplace will sponsor a "Day at the Park" or afternoon ball game on Wednesday, May 9. Need input from staff and management re event.
4. Judy Macks will be giving Inservice today, April 3rd, on "AIDS In Africa" at 3:30.
5. The VI Int'l Conference on AIDS is requesting volunteers to help with the conference as well as hosts to provide volunteer housing. Forms will be posted on the AHP bulletin board near the Xerox machine.
6. The new procedure for the handling Time Sheets seems to have gone well. Hopefully, everyone has clarified any questions concerning their Vacation and Sick Leave and have received their pay in good form.
7. A presentation on Euthanasia and AIDs will be given next Tuesday, April 10, flyer to be posted.

AIDS in the Workplace Committee Report

1. Next meeting of AIDS in the Workplace Committee will be held Tuesday, April 17 at 2:00. New members are needed. Attendees can come for one or any number of meetings without making a commitment.
2. "Brown Bag" lunch discussions concerning burnout and stress will be held the last Thursday of each month starting April 26 in the AHP Conference Room #521.
3. Jackie Brookman will be conducting an ongoing lunchtime meditation group each Wednesday, 12 noon to 1:00pm in the AHP Conference Room #521.

Unit Reports

David Silven - Prevention Services

1. Women Services - Rita Silverberg, Laurie Yamamoto and Denice Dietch will be available for AHP women's services and clients until Marsha Blachman's position is filled.
2. "Celebration of Lives" held its first monthly meeting at MCC on Eureka Street and was a very moving and healing experience. This meeting is a collaboration with other AIDS service organizations and provides a multicultural forum (rituals, music, ect.) to honor PWA's in our lives who have died. The next gathering will be on April 17. Anyone wishing to speak (for approximately 2 minutes) about someone in their life is welcomed to participate.
3. Prevention Team is soliciting referrals for an upcoming 6-week couples group starting in April for male-male couples in which one or both partners has a history of symptomatic HIV.

4. Next *Living with HIV* series will feature Paul Volberding again on "AZT: Latest Update" and will be held at the Laurel Heights auditorium on Friday, April 13 (Good Friday) evening at 7:00. Volberding agreed to do a repeat of his March 28th lecture as more than two hundred people had to be turned away for lack of space.
5. An evaluation is currently being done on Positives Being Positive groups; we anticipate the results within the next month.
6. The Volunteer Therapist Program is sponsoring its first Saturday workshop for therapists working with HIV/AIDS on April 7, at the AIDS Office. Ron Henderson is the featured presenter.
7. We are launching the new "Volunteer-Facilitated HIV Support Groups" program with our first weekend training of volunteers during the last weekend in April. The training is a collaboration with the AIDS Task Force of Black & White Men Together and Men of All Colors Together. Currently it looks like all the slots for the April Training are filled. If someone you know might be interested in being a volunteer, please ask them to contact David Silven. Volunteers are not expected to have prior counseling experience. We are planning to do more trainings for new volunteers in the near future.
8. The Volunteer Therapist program has been very busy with lots of referrals. Trainings are held twice a year with approximately 15-20 people per training.

Marcia Quackenbush - Training Unit

1. Trainings are going on as usual with Train-the-Trainers and Antibody Counselor Trainings.
2. Are moving along on proposals for the next year thanks to Denice!
3. Jackie Brookman is putting the finishing touches on Care for Caregivers training.
4. Ron Henderson is arranging youth service providers antibody counselor training. Talk to Ron if you want to refer someone to that training.
5. Richard is proceeding with outreach to school programs in psychology, counseling, and social work.
6. Training Unit is developing a brochure for promotional purposes.
7. John Tighe is doing some writing for the unit developing a program learning packet for antibody counselors (part of State project).
8. Field testing of HIV and Alcohol Training will start this month.
9. Jackie Brookman will be doing a training in Africa and Marcia Quackenbush will be going to Sweden in May.

Paul Causey - Marketing/Development Unit

1. *Face to Face* and the *AIDS Law* books are selling very well.
2. Attended the National Community Mental Health Conference which was very rewarding. They would like to help market some of our books and materials.
3. Marketing/Development has hired two consultants to help with grant writing (which will hopefully help finance one .50 FTE M/D assistant) and marketing of books and materials.
4. We have received our first subscription from an Eastern Block country for *FOCUS* coming from Romania.
5. The CDC AIDS Weekly abstracted "Diet, Immunity, and Nutritional Therapies," an article in the January issue of *FOCUS*.
6. A grant has been submitted to do an update newsletter for the AIDS Law Book.

Peter Campos - Alternative Test Sites Unit

1. ATS has now taken over the responsibility from the San Francisco DPH for telephone service and scheduling of blood draw appointments. A number of new personnel have been hired. ATS is going through a period of adjustment with the transition.
2. A new VCR and Monitor have been purchased for ATS (no more rentals necessary).
3. Updates on the SF Resources Compendium and ATS Resources brochure are forthcoming.
4. A T-Cell Testing proposal is in the works.
5. Any knowledge of translators for Asian and Spanish languages would be appreciated as ATS will be trying to translate all materials in as many of these languages as possible.
6. Ads have been running in local Spanish newspapers and the SF Chronicle concerning the importance of being tested for persons at risk (especially in light of prophylaxis study results).
7. Jeff Pappan of the Roving Team died. He had returned to his hometown of Wichita, Kansas to die and was involved in a lot of AIDS education and service in his community.

Joanna Rinaldi - Hospital Services

1. The job replacement for Ernie Guomas' position as Clinical Social Worker II at Ward 86 has been posted in the UC employee recruitment newsletter. As of May 15, Ernie will become the new Mental Health Case Management personnel at SFGH who will deal primarily with the responsibility of out of hospital placement of medically complex patients whose behavioral and/or medical problems, including those with pre-existing psychiatric problems as well as those who have developed behavioral problems secondary to HIV-related cognitive impairment, make them difficult to place.
2. Ward 86 has new evening services at SFGH on Monday, Wednesday, and Thursday evenings from 5:00-9:00 pm. Call 821-8830 for appointments.
3. More convenient times for calling Ward 86 are the following: Tuesday afternoon, Wednesday all day, Thursday morning, and Friday afternoon. One is more likely to get through at these times.
4. Mark Higgins has been accepted to medical school at the New York Medical College in New York City for the fall semester. Sorry to see him go, though happy for him.
5. The General Medicine Counseling & Testing referral number is 821-5166.
6. Counseling & Testing Services is now providing HIV counseling & testing services for the orthopedic department at SFGH.

A discussion followed concerning AHP's stand on the boycott of the VIth Int'l Conference on AIDS due to the U.S. Immigration policy on HIV.



A project concerned
with AIDS Prevention
and Health Promotion

AHP - ATS PROGRAM OPERATIONS
Internal Memo

Mon, May 7, 1990

TO: ATS Staff
FR:  Peter Campos
RE: Forthcoming Special Meetings

M-Team
Please send interested
staff + #1 + #2.



Please note the following special meetings. If you are interested in attending, you are invited.

① **ATS Proposal Think Tank**

Wed, 5/16, 2-430 AHP Conf. Rm.

As you are all aware, ATS services for 90-91 and beyond are going out to competitive bid. We will be developing and submitting a proposal in a few weeks. This meeting will give us all an opportunity to share ideas and discuss the forthcoming proposal.

② **Oral Sex Symposium**

Thurs, 5/24, 230-430 AHP Conf. Rm.

Counselors report an increasing number of clients with positive results who say that their only risk is oral sex. This meeting will provide an opportunity to talk about this observation, discuss the subject with persons from other agencies, and review our safe sex message.

Nurses Meeting

Thurs, 6/7, 300-430 AHP Conf. Rm.

Nurses (and supervisors and coordinator) meeting with Dr. Jim Dilley.

1. Designated meeting area for our group -

Report to Kiosk for count anyone missing -

1. Who's accountable? Get Staff list in purse!!!
5

Kathy Sheppard -

1. Drills

a. Children

b. By floor 1st, then full Bldg.

6th & 2nd Chemicals Flammable

Indicate where fire hoses & extinguishers are on maps
Classes - for extinguisher use training -

Need to set up designated meeting place
outside Bldg -

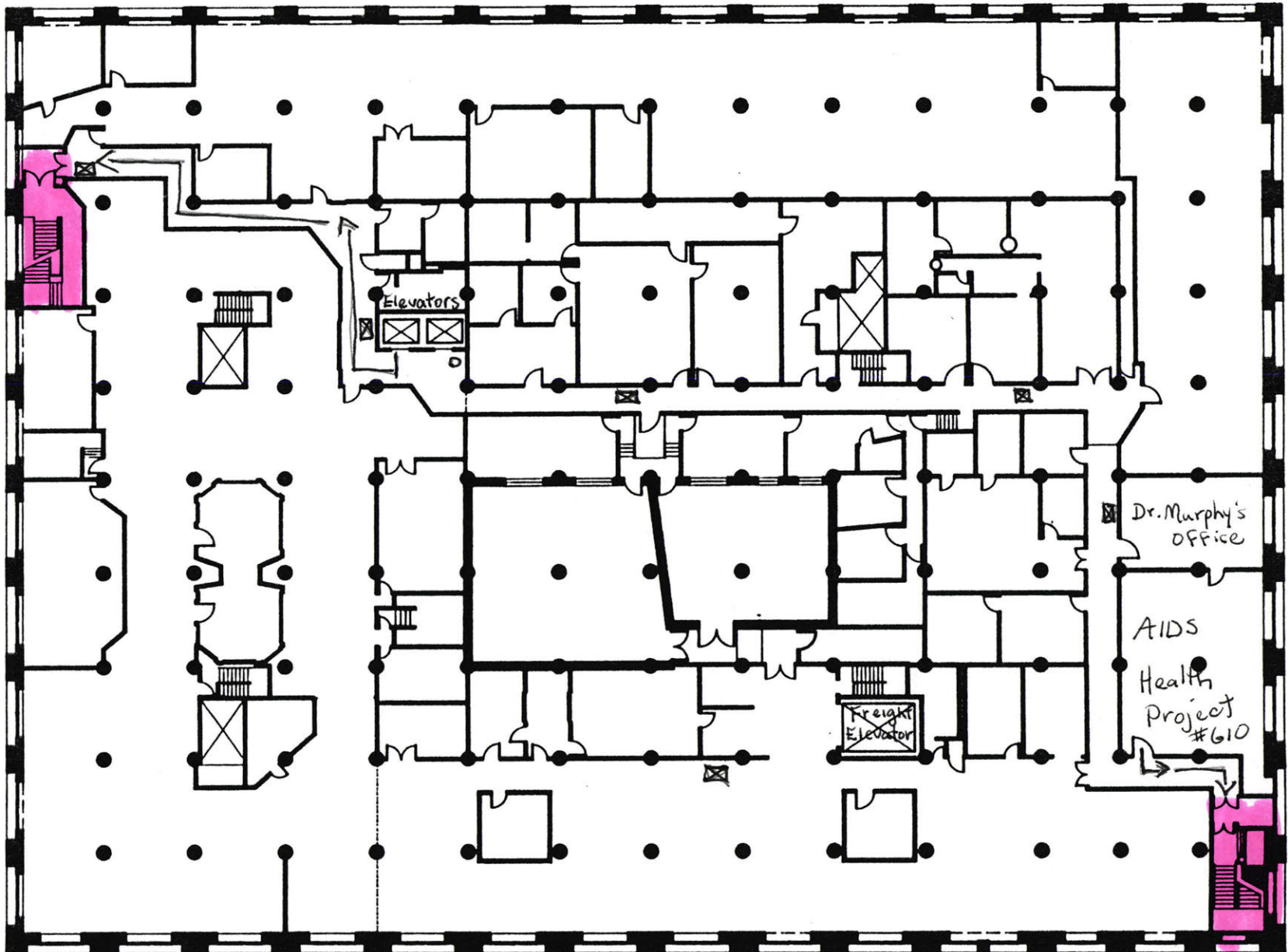
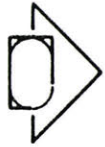
Evacuation Procedures

UCSF Mission Center

- 1. When the alarm sounds, notify your co-workers. Walk calmly but swiftly to the nearest emergency exit. Do not use elevators or internal stair wells.**
- 2. If there are individuals in your department who have mobility problems, make sure they have assistance when evacuating the building.**
- 3. Once outside the building, walk to your department's designated area staying clear of emergency equipment and personnel. Remain there quietly until instructions for further action are given by building management or emergency personnel.**
- 4. Supervisors should be responsible for making sure their people are out of the building and then report to the department manager or monitor whether or not all personnel is accounted for; individuals not accounted for should be reported immediately to building management or emergency workers. Do not attempt to reenter the building.**
- 5. Remain calm. During an emergency, be responsible for yourself and your co-workers. Follow the instructions given by police and fire personnel.**

☒ = Fire Extinguishers
○ = Fire Alarm only

6th Floor



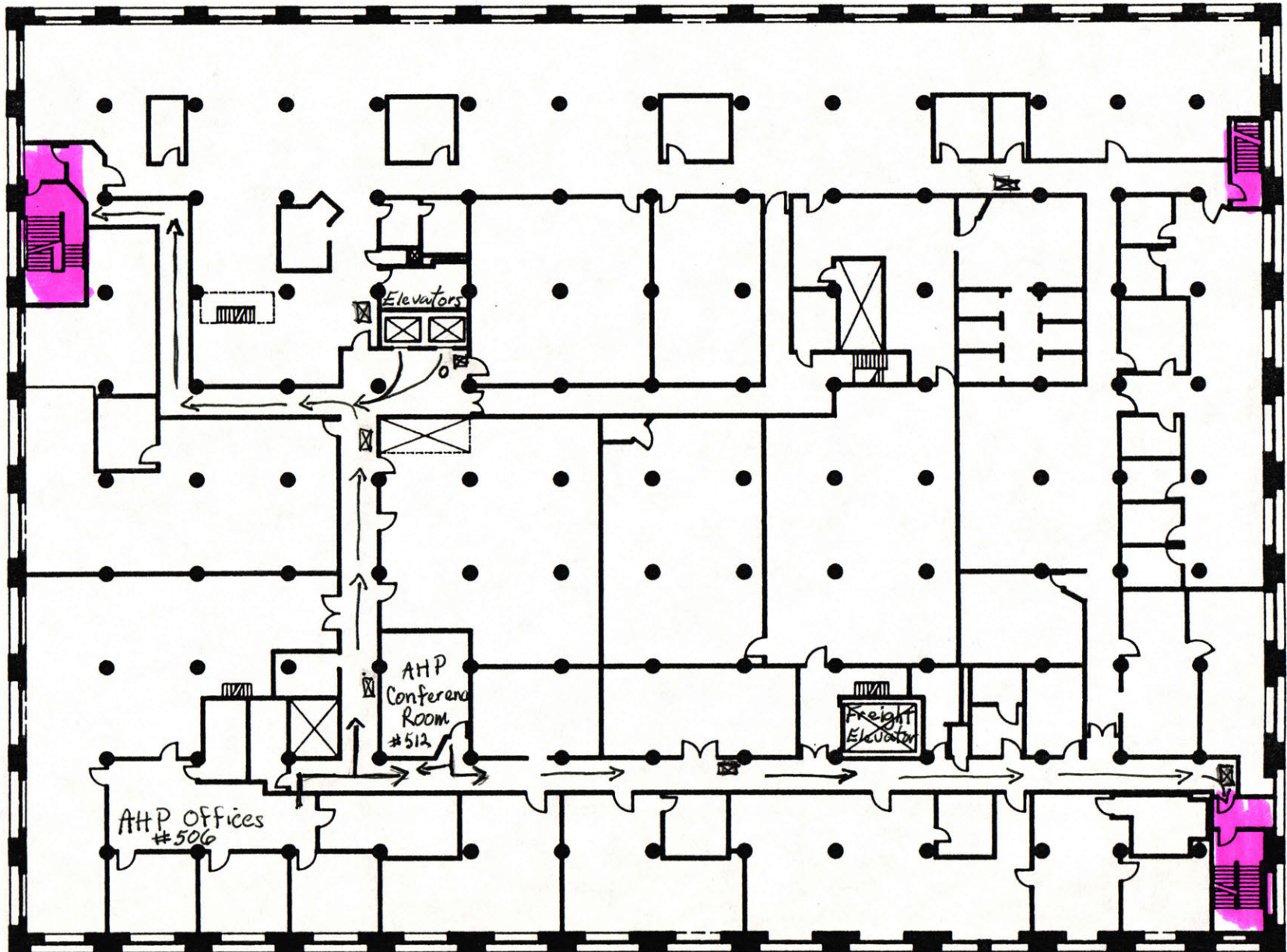
AIDS Health Project

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○ = Fire Alarm only

5th Floor



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DATE: 2 / 5 / 90
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AIDS Health Project

MISSION CENTER MANAGEMENT OFFICE
MCB 645, Box 0831
476-0390

April 12, 1990

To: Mission Center Building Safety Committee

Fr: Katy Irwin *KI*

Re: Committee Meeting

A meeting of all Building Safety Representatives is scheduled for Friday, April 20, 1990 at 9:00am in Room 125. During the meeting, the Campus Fire Marshal will be going over evacuation procedures in preparation for drills which will be held in May. If you cannot make the meeting, please send someone in your place.

Please call me at 476-0390 to let me know who will be attending. See you next Friday.

MTg
Fri. 9 am

#125

Staff Mtg
8:30

pon

STM
Dorothy Stinnett
AIDS Health Project
Box 0884

RECEIVED
APR 13 1990

MD

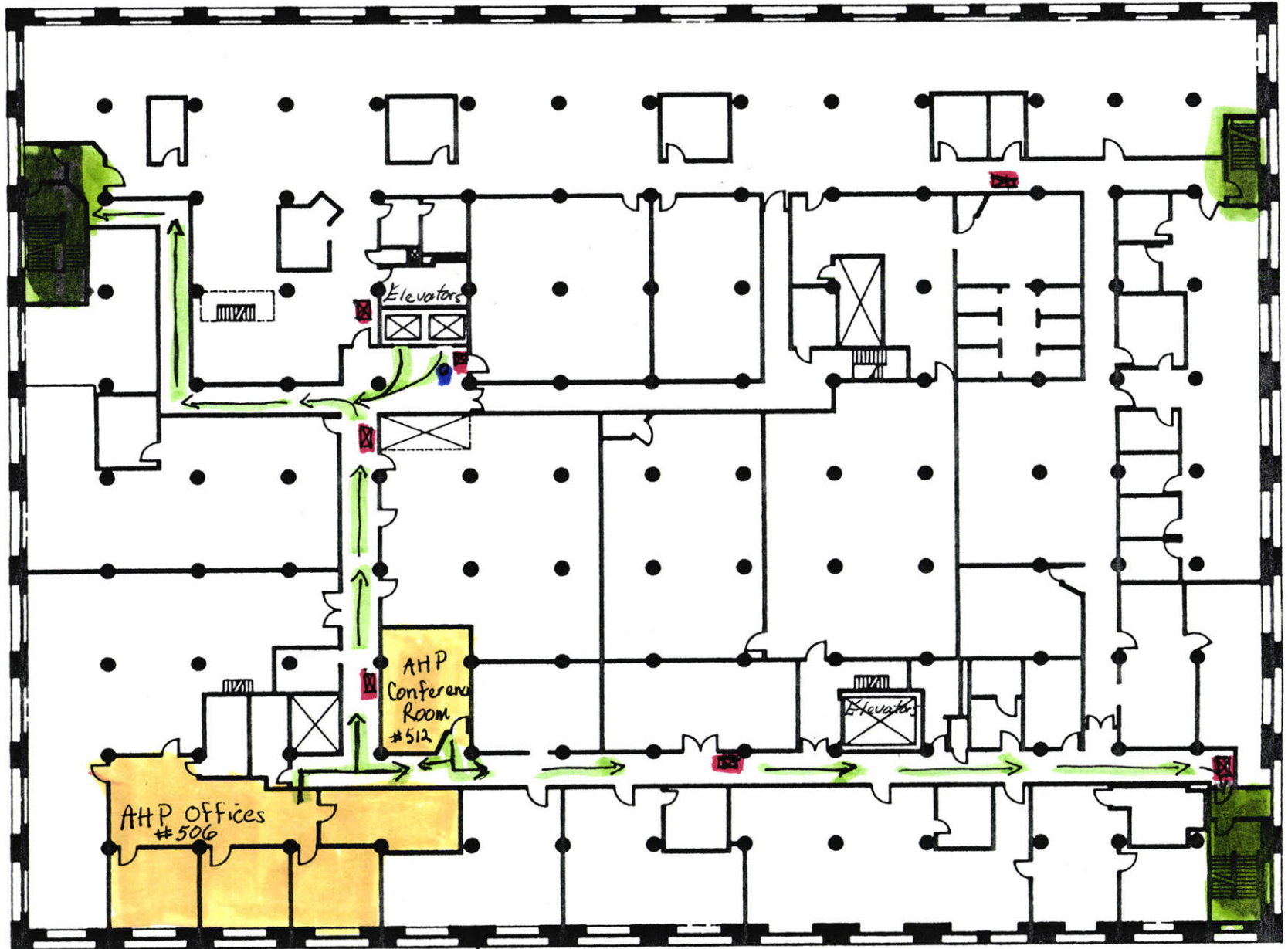
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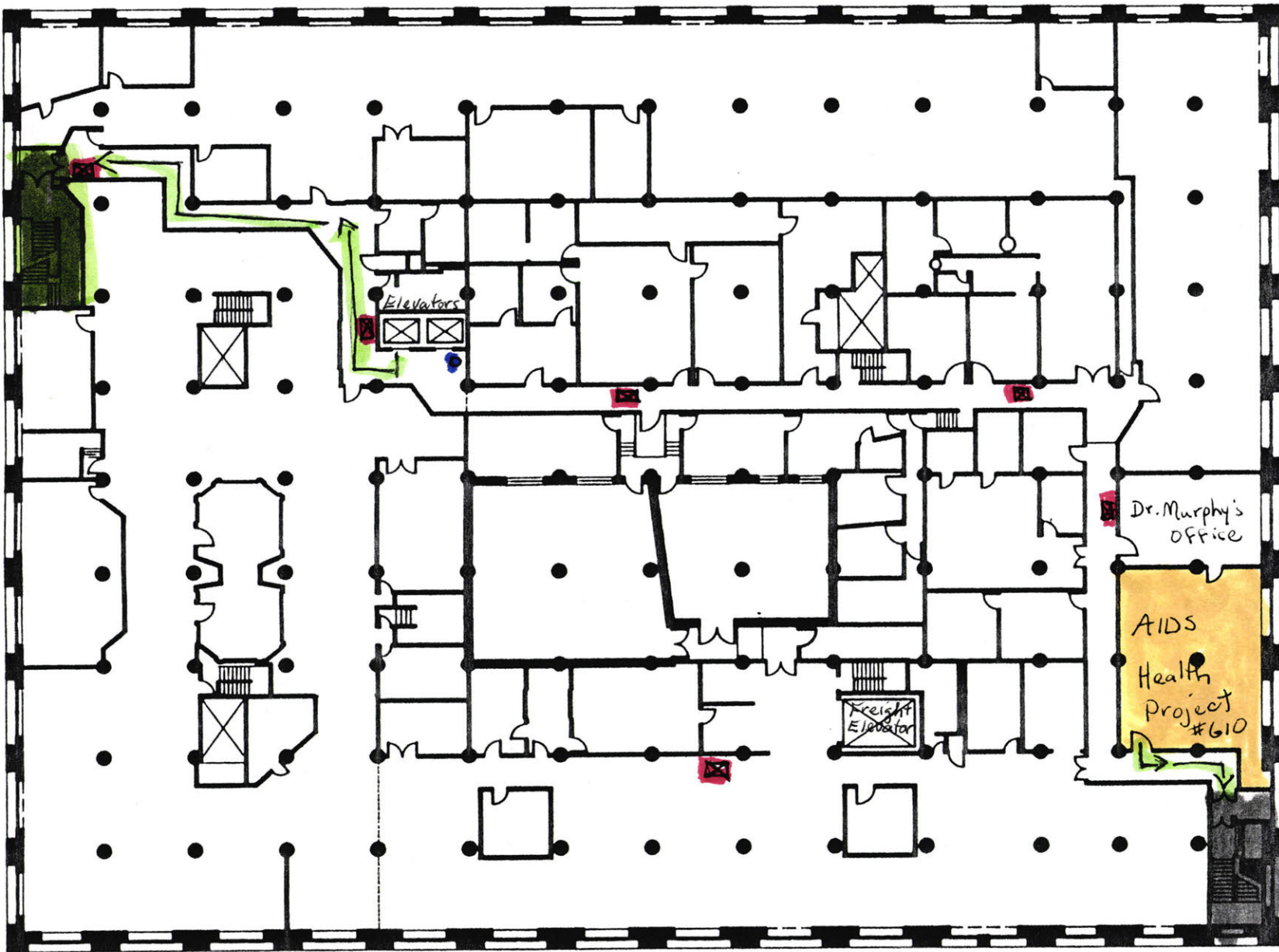
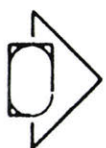


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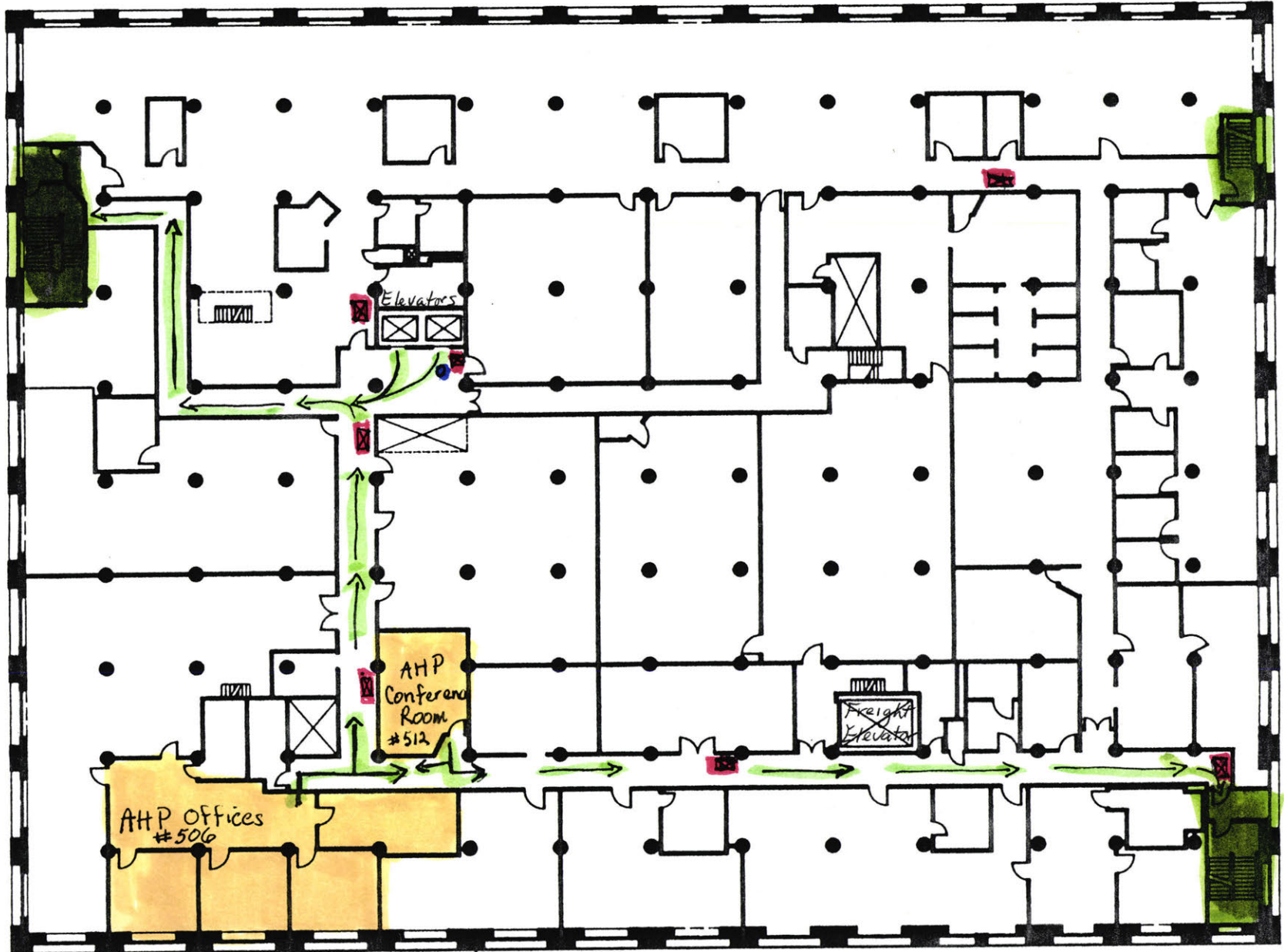
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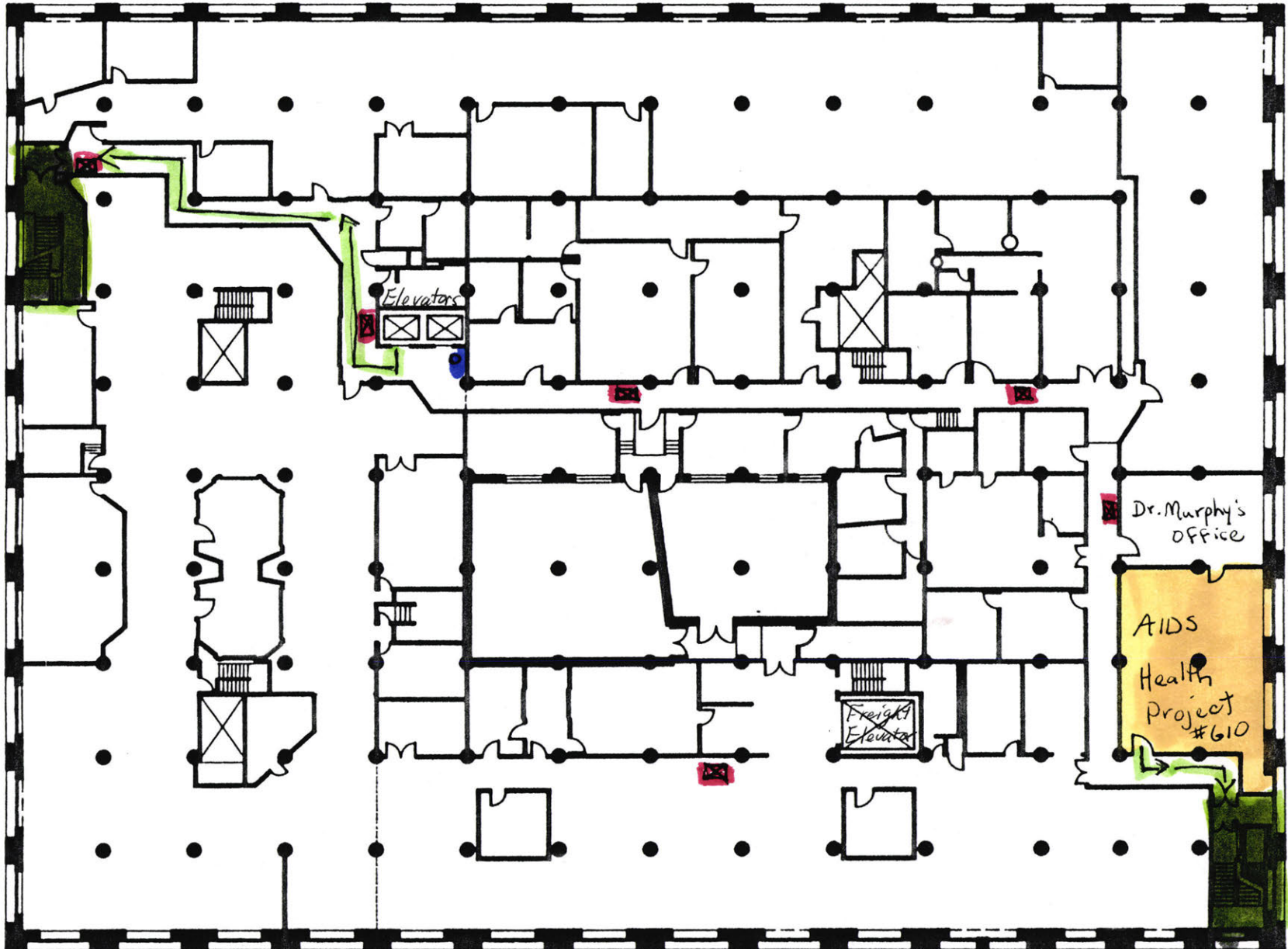
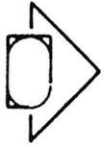
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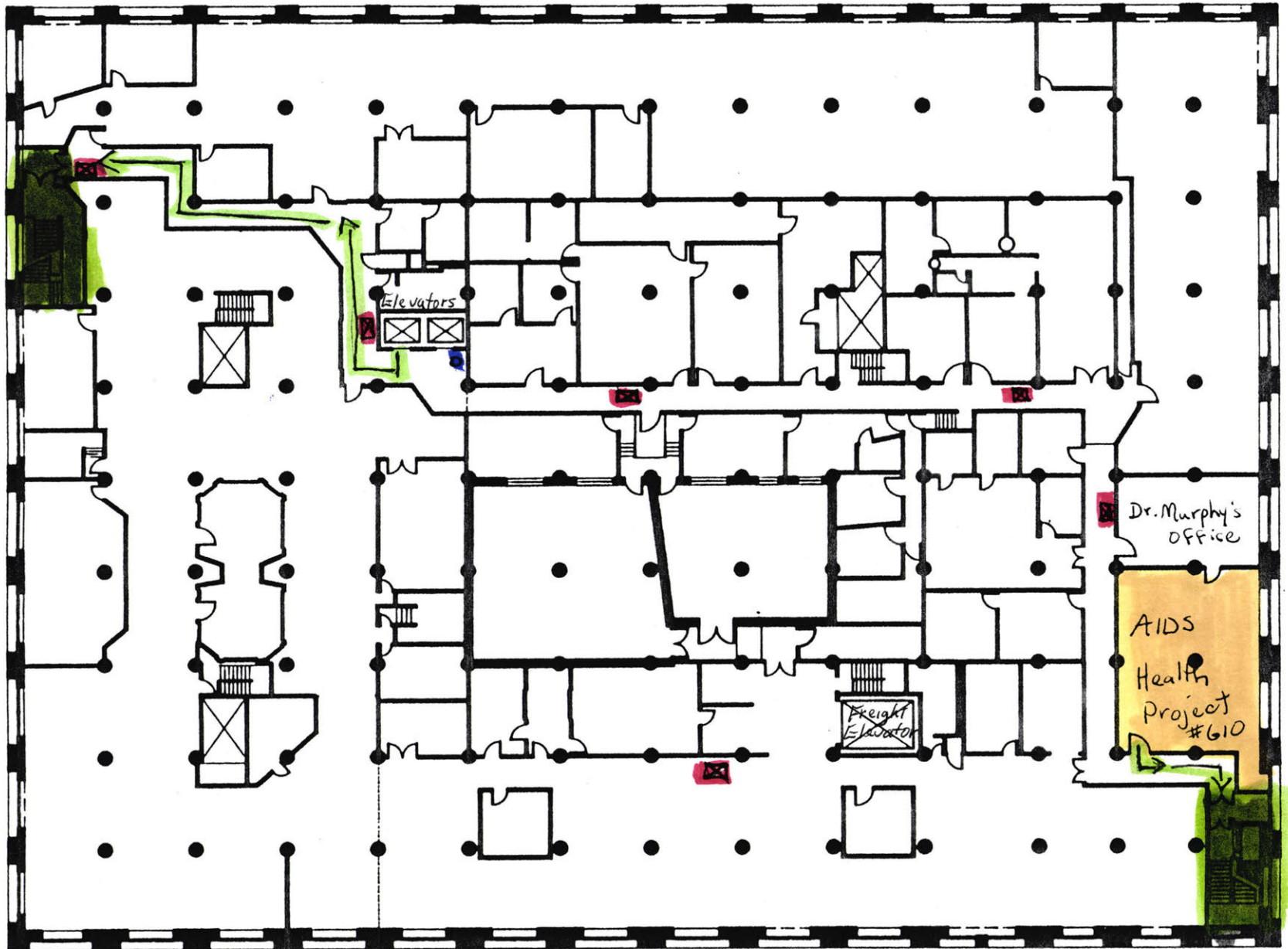
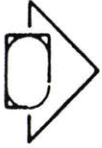
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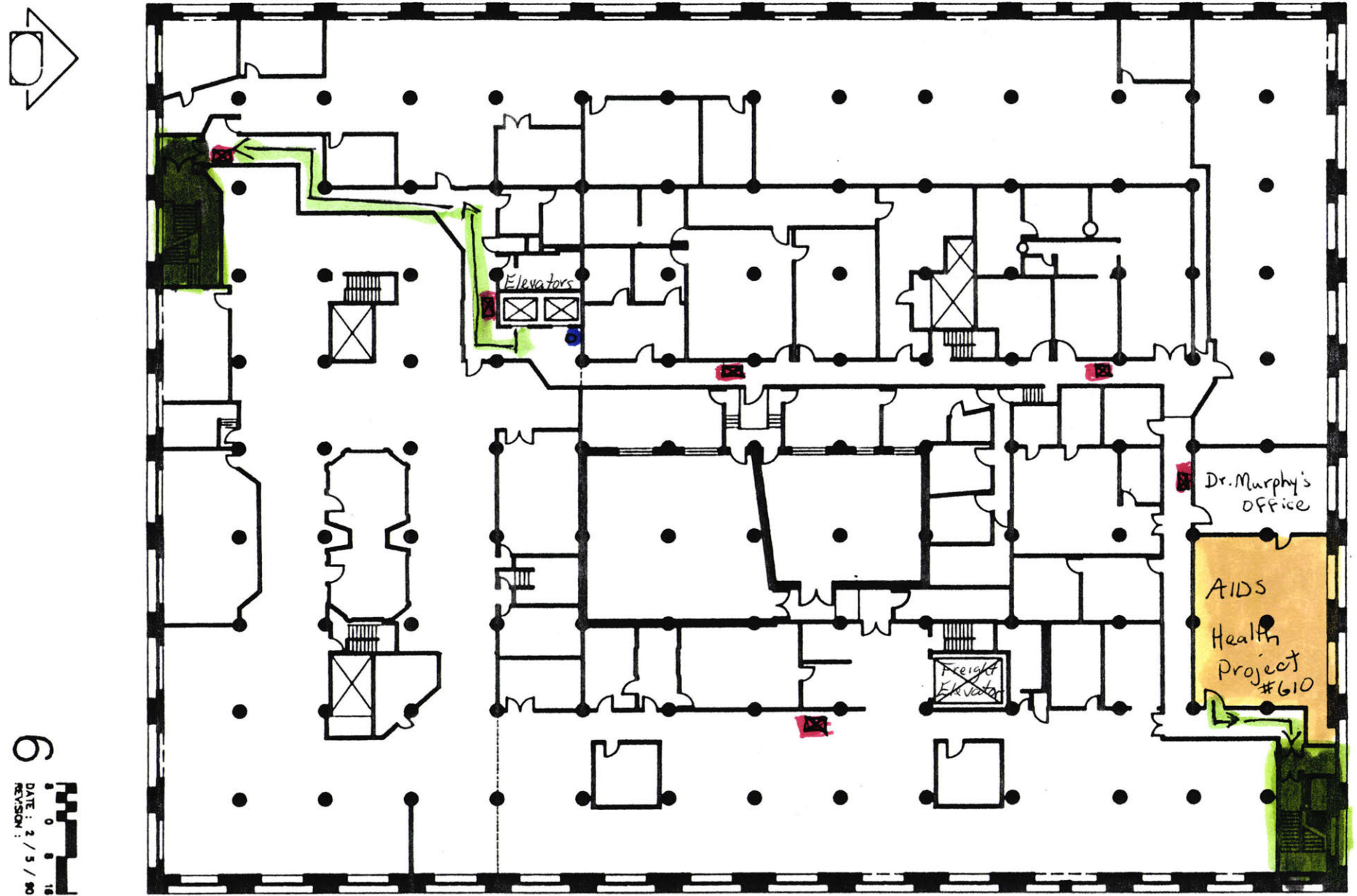
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AIDS Health Project

Minutes of Monthly Staff Meeting of the AIDS Health Project April 3, 1990

Welcome and Introduction of New Staff

1. Flo Hurley - Former MSO (Mother Superior!) at Dept. of Psychiatry, SFGH - Fiscal Unit
2. Michael Botkin - Journalist for *Bay Area Reporter* - New Coordinator for Positives Being Positive Program replacing Pierre Ludington
3. Rosetta Mullens - former SF City employee - ATS new vocational nurse at Health Ctr #1

Announcements

1. AHP Softball & Picnic will be held Sunday, May 6 at Upper Douglas Playground (corner Douglas and 27th) from 12:00 noon to 4:00 pm. Bring food, etc. according to previous memo.
2. Marsha Blachman's Farewell Party will be held Friday, April 7, 4pm, at AHP 521.
3. AIDS in the Workplace will sponsor a "Day at the Park" or afternoon ball game on Wednesday, May 9. Need input from staff and management re event.
4. Judy Macks will be giving Inservice today, April 3rd, on "AIDS In Africa" at 3:30.
5. The VI Int'l Conference on AIDS is requesting volunteers to help with the conference as well as hosts to provide volunteer housing. Forms will be posted on the AHP bulletin board near the Xerox machine.
6. The new procedure for the handling Time Sheets seems to have gone well. Hopefully, everyone has clarified any questions concerning their Vacation and Sick Leave and have received their pay in good form.
7. A presentation on Euthanasia and AIDs will be given next Tuesday, April 10, flyer to be posted.

AIDS in the Workplace Committee Report

1. Next meeting of AIDS in the Workplace Committee will be held Tuesday, April 17 at 2:00. New members are needed. Attendees can come for one or any number of meetings without making a commitment.
2. "Brown Bag" lunch discussions concerning burnout and stress will be held the last Thursday of each month starting April 26 in the AHP Conference Room #521.
3. Jackie Brookman will be conducting an ongoing lunchtime meditation group each Wednesday, 12 noon to 1:00pm in the AHP Conference Room #521.

Unit Reports

David Silven - Prevention Services

1. Women Services - Rita Silverberg, Laurie Yamamoto and Denice Dietch will be available for AHP women's services and clients until Marsha Blachman's position is filled.
2. "Celebration of Lives" held its first monthly meeting at MCC on Eureka Street and was a very moving and healing experience. This meeting is a collaboration with other AIDS service organizations and provides a multicultural forum (rituals, music, ect.) to honor PWA's in our lives who have died. The next gathering will be on April 17. Anyone wishing to speak (for approximately 2 minutes) about someone in their life is welcomed to participate.
3. Prevention Team is soliciting referrals for an upcoming 6-week couples group starting in April for male-male couples in which one or both partners has a history of symptomatic HIV.

4. Next *Living with HIV* series will feature Paul Volberding again on "AZT: Latest Update" and will be held at the Laurel Heights auditorium on Friday, April 13 (Good Friday) evening at 7:00. Volberding agreed to do a repeat of his March 28th lecture as more than two hundred people had to be turned away for lack of space.
5. An evaluation is currently being done on Positives Being Positive groups; we anticipate the results within the next month.
6. The Volunteer Therapist Program is sponsoring its first Saturday workshop for therapists working with HIV/AIDS on April 7, at the AIDS Office. Ron Henderson is the featured presenter.
7. We are launching the new "Volunteer-Facilitated HIV Support Groups" program with our first weekend training of volunteers during the last weekend in April. The training is a collaboration with the AIDS Task Force of Black & White Men Together and Men of All Colors Together. Currently it looks like all the slots for the April Training are filled. If someone you know might be interested in being a volunteer, please ask them to contact David Silven. Volunteers are not expected to have prior counseling experience. We are planning to do more trainings for new volunteers in the near future.
8. The Volunteer Therapist program has been very busy with lots of referrals. Trainings are held twice a year with approximately 15-20 people per training.

Marcia Quackenbush - Training Unit

1. Trainings are going on as usual with Train-the-Trainers and Antibody Counselor Trainings.
2. Are moving along on proposals for the next year thanks to Denise!
3. Jackie Brookman is putting the finishing touches on Care for Caregivers training.
4. Ron Henderson is arranging youth service providers antibody counselor training. Talk to Ron if you want to refer someone to that training.
5. Richard is proceeding with outreach to school programs in psychology, counseling, and social work.
6. Training Unit is developing a brochure for promotional purposes.
7. John Tighe is doing some writing for the unit developing a program learning packet for antibody counselors (part of State project).
8. Field testing of HIV and Alcohol Training will start this month.
9. Jackie Brookman will be doing a training in Africa and Marcia Quackenbush will be going to Sweden in May.

Paul Causey - Marketing/Development Unit

1. *Face to Face* and the *AIDS Law* books are selling very well.
2. Attended the National Community Mental Health Conference which was very rewarding. They would like to help market some of our books and materials.
3. Marketing/Development has hired two consultants to help with grant writing (which will hopefully help finance one .50 FTE M/D assistant) and marketing of books and materials.
4. We have received our first subscription from an Eastern Block country for *FOCUS* coming from Romania.
5. The CDC AIDS Weekly abstracted "Diet, Immunity, and Nutritional Therapies," an article in the January issue of *FOCUS*.
6. A grant has been submitted to do an update newsletter for the AIDS Law Book.

Peter Campos - Alternative Test Sites Unit

1. ATS has now taken over the responsibility from the San Francisco DPH for telephone service and scheduling of blood draw appointments. A number of new personnel have been hired. ATS is going through a period of adjustment with the transition.
2. A new VCR and Monitor have been purchased for ATS (no more rentals necessary).
3. Updates on the SF Resources Compendium and ATS Resources brochure are forthcoming.
4. A T-Cell Testing proposal is in the works.
5. Any knowledge of translators for Asian and Spanish languages would be appreciated as ATS will be trying to translate all materials in as many of these languages as possible.
6. Ads have been running in local Spanish newspapers and the SF Chronicle concerning the importance of being tested for persons at risk (especially in light of prophylaxis study results).
7. Jeff Pappan of the Roving Team died. He had returned to his hometown of Wichita, Kansas to die and was involved in a lot of AIDS education and service in his community.

Joanna Rinaldi - Hospital Services

1. The job replacement for Ernie Guomas' position as Clinical Social Worker II at Ward 86 has been posted in the UC employee recruitment newsletter. As of May 15, Ernie will become the new Mental Health Case Management personnel at SFGH who will deal primarily with the responsibility of out of hospital placement of medically complex patients whose behavioral and/or medical problems, including those with pre-existing psychiatric problems as well as those who have developed behavioral problems secondary to HIV-related cognitive impairment, make them difficult to place.
2. Ward 86 has new evening services at SFGH on Monday, Wednesday, and Thursday evenings from 5:00-9:00 pm. Call 821-8830 for appointments.
3. More convenient times for calling Ward 86 are the following: Tuesday afternoon, Wednesday all day, Thursday morning, and Friday afternoon. One is more likely to get through at these times.
4. Mark Higgins has been accepted to medical school at the New York Medical College in New York City for the fall semester. Sorry to see him go, though happy for him.
5. The General Medicine Counseling & Testing referral number is 821-5166.
6. Counseling & Testing Services is now providing HIV counseling & testing services for the orthopedic department at SFGH.

A discussion followed concerning AHP's stand on the boycott of the VIth Int'l Conference on AIDS due to the U.S. Immigration policy on HIV.



A project concerned
with AIDS Prevention
and Health Promotion

APRIL 3, 1990

Unit Report: *Prevention/Education*

1. New employee news: Michael Botkin has recently taken the position of Coordinator of Positives Being Positive. Welcome!
2. Going-away party for Marsha Blachman, this Friday, 4/6/90, 4:00 in the AHP Conference Room.
3. Coverage of Women's Services in the interim until we hire a Coordinator to replace Marsha: Rita Silverberg, Laurie Yamamoto, and Denice Deitch are all seeing women clients.
4. "A Celebration of Lives" on March 20 was well attended and well received. The next Celebration is Tuesday 4/17, 7:30 p.m. at MCC (150 Eureka Street). Please join us.
5. David is soliciting referrals for an upcoming 6-week couples group starting in April: for male-male couples in which one or both partners has a history of symptomatic HIV.
6. *Living with HIV* last Wednesday (3/28), with Paul Volberding, was extremely well attended--several hundred showed up, and unfortunately, many had to be turned away because of limited space. Volberding is tentatively scheduled for a repeat "Living with HIV" on Friday 4/13.
7. We are launching the new "Volunteer-Facilitated HIV Support Groups" program with our first weekend training of volunteers during the last weekend in April. The training is a collaboration with the AIDS Task Force of Black & White Men Together and Men of All Colors Together. Currently, it looks like all the slots for the April training are filled. If someone you know might be interested in being a volunteer, please ask them to contact David Silven. Volunteers are *not* expected to have prior counseling experience. We are planning to do more trainings for new volunteers in the near future.
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9. The Volunteer Therapist Program is sponsoring its first-ever Saturday workshop, in April, for therapists working with HIV/AIDS. Ron Henderson is the featured presenter.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ■ 20-24 JUNE 1990

VOLUNTEER HOUSING PROGRAM

Please return this form to:

HOST REGISTRATION

Dana Van Gorder

BOX 1505

San Francisco, CA 94143

Name _____

Address _____

Phone _____

M _____ F _____

Would you prefer to host M _____ F _____ No preference _____

Describe accommodations (ie. bedroom, sofa bed, etc.) _____

Number of people in household? _____

Do you have pets? _____

Do you smoke? _____ Will you accept a smoker? _____

Can you provide access to kitchen? _____

What transportation are you near? _____

Accessibility of your home? (number of stairs, easy wheelchair access) _____

How far from Moscone Center are you? _____

What services are nearby? (restaurants, shops, groceries) _____

What dates are available? (Conference dates are June 20 - 24, 1990)

_____ June 18

_____ June 19

_____ June 20 - 24

_____ June 25

_____ June 26

Additional Dates _____

Additional comments that might be helpful in making decisions. _____

As a host, you agree to provide free housing. This is a personal and voluntary act. Neither the Sixth International Conference on AIDS or the University of California are responsible for compensation to you, supervision of the relationship with the delegate staying with you, or liable in any way for events occurring between you and Conference delegates.



HOW THE DELEGATE HOST PROGRAM WORKS

The goal of the Delegate Host Program is to enable HIV-infected people and representatives of community based AIDS organizations to attend the Sixth International Conference on AIDS who would otherwise be unable to afford to stay in San Francisco. In many cases, these Conference delegates will be people to whom the Conference has provided free registration.

The Delegate Host Program asks San Francisco residents to provide free housing to delegates of the Sixth International Conference on AIDS from approximately the period of June 19 to 24.

The Conference will recruit a list of San Franciscans willing to offer space to Conference delegates. Then we will receive applications from delegates for donated housing. Our computer will do its best to match hosts to guests.

Once the computer has done its part, we will mail the name of one host to one guest. The guest will be responsible for calling the host to assure that this match-up is satisfactory. Unless the Conference office hears from the guest that this match up is NOT satisfactory, we will assume that we have taken care of this particular delegate and move on to the next.

From that point on, all details about the delegate's stay should be arranged between the delegate and his or her guest. We hope that people will work together to negotiate details regarding the length of their stay, pick-up at the airport, if possible, and other arrangements.

Please contact Steve Tigerman or Dana Van Gorder if you have additional needs for information. The Conference Organizing office can be reached at 415-951-1990.

Thank you for your help with this important effort of the Conference!

CINCO DE MAYO CELEBRATION!

A week-long series of public events celebrating Cinco de Mayo, with keynote speaker Ramon Cortines, superintendent of the SF Unified School District.

- Mon., Apr. 30: Pinata Bust Kickoff for adults & children. Saunders Court. 11 a.m.-noon.

Video Program: *Struggle for Democracy in El Salvador; The Teaching Rocks; Hidden Colony, Hidden Struggle*. Toland Hall. Noon.

Poetry reading by Ines Hernandez, UC Davis. Presentation by Puerto Rican writer Aurora Levinson Morales. Toland Hall. 4-6 p.m.

- Tues., May 1: SFUSD Superintendent Ramon Cortines speaks on "What Can Other Educational Institutions & Employers Learn from SFUSD's Response to the Challenge of a Multi-Ethnic Community?" Cole Hall. Noon-1 p.m.

Reception honoring Sandra Hernandez, clinical instructor of medicine & director of the S.F. Dept. of Public Health AIDS Office. Millberry Union Conference Ctr. 4-6 p.m.

- Wed., May 2: *Management Opportunities in the Health Care Industry: Particular Barriers Confronting Latinos*. Frank Alvarez, Kaiser Permanente Med. Ctr., SF. Cole Hall. Noon-1 p.m.

Are Hispanics Here to Stay—Or Will They Just Fade Away? Arturo Villar, Publisher of Vista magazine. HSW 300. Noon-1 p.m. A Brown Bag Lecture. Call x64394.

Teatro Califas. UC Berkeley Latino Theater. Cole Hall. 1 p.m.

- Thurs., May 3: Festival de Las Americas—mariachis, food specialties, Pomo, Jalisco & Flamenco dancers. Saunders Court. 11:30 a.m.-2 p.m.

- Fri., May 4: Las Chismosas Trio. Food sale. UCSF-Mission Cntr. courtyard. Noon.

Trio Jarocho—music from Mexico. MU Plaza Grill. Noon-2 p.m.

Salsa Dance with music by Montuno Street. Tickets \$3 students, \$6 general at the door. Millberry Union gym. 9 p.m.-1 a.m.

- Tues., May 8: *In Honor of Cinco de Mayo: Children of War*. Margarita Melville, Anth., UC Berkeley, reports on the effects of war on the children of Central America. Toland Hall. Noon.

Hispanic Nurse Forum presented by the School of Nursing. *Leadership in the Hispanic Nursing Community*. Call x61435 to register. LPPI Aud. 1:30-4:30 p.m.

TRANSFUSION RESEARCH FORUM: Review: Human Monoclonal Antibodies. Ron Schwadron, Lab. Mer

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MEETING:

PATHOLOGY GRAND ROUNDS. HS 5:15 p.m.

CENTER FOR PREHOSPITAL RESI & TRAINING JOURNAL CLUB: Seiz Med. LS 100R. 6-8 p.m.

3

STD UPDATE: ADOLESCENTS

A two-day training course for clinicians involving sexually transmitted disease treatment and counseling. Sponsored by the UCSF School of Medicine. A joint project of the UCSF School of Medicine, Department of Public Health and the Department of Disease Control. Held at the UCSF-Led Conference Center. To register call 43

MEDICINE GRAND ROUNDS: Magn Heart. Marshall Wolfe, Med., Harvard. 8 a.m.

SFGH NEUROLOGY/NEUROSUGER ENCE. 4H2. 8-9 a.m.

GROWTH & DEVELOPMENT SEMIN Turley, Orthodon., UCLA. N 729. 8-9 a

PEDIATRICS GRAND ROUNDS: Whe Strabismus? Creig Hoyt, Ophthal. S 6 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERE Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL GRAND ROUNDS: Clinical Case Pres Gary Fujimoto, Med. M 989. 9-10 a.m.

FAMILY & COMMUNITY MEDICINE/P CARE LECTURE SERIES: Legal Me Tenenhouse, Fam. & Comm. Med. Ra pretation of Common Diagnoses. Stev Radiol. A 455. 10 a.m.-noon.

CLINICAL PATHOLOGY CONFERENCE 10-11 a.m.

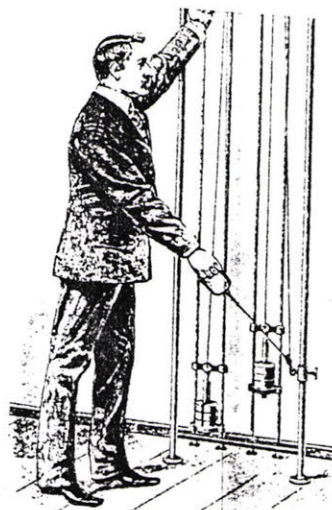
PEDIATRIC TUMOR CONFERENCE 11 a.m.-12:15 p.m.

INMAN/ABBOTT LEC

Harold K. Dunn, Ortho. Surg., U Utah. Verne T. Inman Lectureship & 25th Ann Program of the LeRoy C. Abbott Ortho ety. Cole Hall. For program information

- Thurs., May 3: Inman Lecture: The Hip Arthroplasty. 11:30 a.m.

- Fri., May 4: Abbott Lecture: Mech ples of Spine Stabilization. 11 a.m.



FALLON ON DEVELOPING LIMBS

Anatomy Graduate Students present John F. Fallon, Anat., UW, Madison in two lectures.

- Tues., May 1: *Why Do They Say That About Limb Development? A Review of Cell & Tissue Interactions*. HSW 300. 2 p.m.

- Wed., May 2: *The Developing Limb as a System to Study Pattern Formation*. HSW 300. 1 p.m.

VAMC EEG READING SESSION. Bldg. 203, Rm. 2A49, VAMC. 2:30 p.m.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

MGM

Tm - FYI

- Pam 4/25

4/25/90

MEMO

To: Management Team

Fr: Marcia

Re: News from the FDA: Home tests for HIV antibody

Please read the attached brief article about home test kits for HIV antibody. The FDA seems to be moving along with licensing of these tests.

Do we want to do anything about this? (I'm not sure what, but I think this is very disturbing news.)

4/25/90

U.S. to Allow AIDS Home Tests

'The position we had taken was too restrictive,' the FDA said

Washington Post

Washington

Federal health officials have lifted their long-standing opposition to the concept of home test kits for AIDS infection, opening the door to proposals that would allow Americans to test their status by mailing a blood sample to a laboratory and telephoning for the results.

The Food and Drug Administration already has accepted one AIDS home test kit application. Last week, it sent a letter to nearly 30 other testing companies explaining that the rules laid down by the agency two years ago — which forbade acquired immune deficiency syndrome testing outside professional health care facilities — no longer applies.

The FDA was opposed to the tests because of concerns about the quality of counseling provided over the phone and the reliability

of home tests.

The policy shift indicates how recent medical advances have changed federal priorities in addressing the AIDS epidemic.

Federal officials said the success of drugs such as AZT has made them more willing to consider alternative testing methods that might encourage more Americans to find out whether they have AIDS.

"The position we had taken was too restrictive," said Paul Parkman, director of the FDA's center for biologics, which regulates the material used in the test kits.

Drug Users Still Donating Blood

Despite attempts to discourage them, drug abusers who are infected with the AIDS virus are still selling blood plasma to commercial collection centers, and

more needs to be done to stop them, a new study says.

More than 23 percent of 2,921 intravenous drug abusers contacted in the Baltimore area in 1988 and 1989 said they had sold plasma or donated blood after they began injecting illegal drugs, the study found.

Tests revealed that 24.1 percent of those contacted were infected with HIV, the acquired immune deficiency syndrome virus, said researchers at Johns Hopkins School of Hygiene and Public Health in Baltimore. The findings were reported in today's Journal of the American Medical Association.

But James Reilly, spokesman for the American Blood Resources Association, said they are doing a good job of excluding such donors and keeping the AIDS infection out of blood products.

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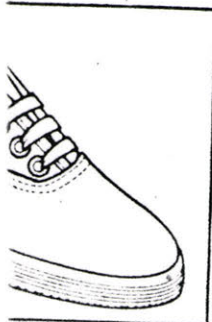
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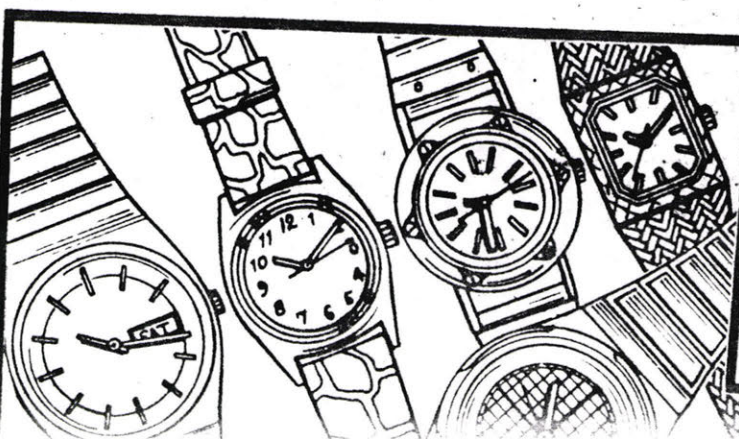
Woolworth

Satisfaction Guaranteed • Replacement or Money Refunded

SALE DAYS



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Coffee. 11.5 oz. pkg.

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MANAGEMENT TEAM MINUTES

These minutes are from the meeting of April 24, 1990.

Present Were: Renetia Martin, Peter Campos, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Absent Were: Paul Causey, Marcia Quackenbush and Jim Dilley.

Minutes

The minutes from the meeting of April 17, 1990 were reviewed.

Announcements

1. DPH Monitoring Report. Announcement distributed. (Dorothy)
2. Continuum Art Work. Art Show this Friday, 3 - 6PM. (Joanna)

Unit Reports

3. DOROTHY STINNETT

- A. MCB Building Group Meeting series of fire drills in May. Each floor will have to drill, but not all floors will evacuate for each drill. Watch for the signs. Please review with off site staff.
 1. Trainings on fire extinguisher use are also available.

4. JOANNA RINALDI

- A. Sophia Chang is the new DPH AIDS Office Health Services Chief. Dr. Chang is an internist at SFGH.
- B. New Phone List. So happy about the n.p.l.

The meeting ended prematurely upon Joanna's receipt of an emergency phone call that required her presence.

FOR: JIM DILLEY



AMERICAN ASSOCIATION OF PHYSICIANS FOR HUMAN RIGHTS
P O BOX 14366 SAN FRANCISCO, CA 94114
2940 16TH STREET #105 SAN FRANCISCO, CA 94103
TELEPHONE (415) 255-4547

To: Mgmt Team
From: Jim
FYI - a good
idea has a life of
it's own.

AAPHR POSITION PAPER

BASELINE T-CELL MONITORING

OF THE HIV POSITIVE PERSON

The American Association of Physicians for Human Rights strongly urges all people who feel they are at risk of having been infected by Human Immunodeficiency Virus (HIV) to have themselves tested for the antibody. We strongly suggest that these tests be done at anonymous testing centers. Otherwise these tests should be done where one's health insurance will not be threatened by the results and where there is pre and post test counseling.

We again urge this position because of the anti-viral therapies available (AZT, ddI, ect) and the treatments available for PCP prophylaxis (Septra, pentamidine, etc.). Because of these treatment availabilities we also urge that testing sites add a baseline T-cell monitoring component to their existing program for people who test positive and that these persons be encouraged to see a physician on a regular basis. It is essential that people testing positive for HIV get T-cell testing done so that this information can be used in a comprehensive healthcare maintenance program. These added programs need to be sensitive to the emotional and physical problems associated with a positive test. There is also a need to educate the sero-positive patient about his/her healthcare options in the community in which they live.

APRIL 1990



AMERICAN ASSOCIATION OF PHYSICIANS FOR HUMAN RIGHTS
P O BOX 14366 SAN FRANCISCO, CA 94114
2940 16TH STREET #105 SAN FRANCISCO, CA 94103
TELEPHONE (415) 255-4547

Press Release
San Francisco

415/255-4547
Contact: Pierre Ludington

BASELINE T-CELL MONITORING OF THE HIV INFECTED PERSON

The American Association of Physicians for Human Rights wants to re-emphasize the need for people who feel they are at risk for having been infected by Human Immunodeficiency Virus (HIV) to be tested for the HIV antibody and further urges anonymous testing sites and other HIV testing programs to add T-cell monitoring for all persons who test positive, because of the promising treatment options now available for them.

Neil Schram, MD, chair of AAPHR's AIDS Task Force commented on the need for T-cell monitoring programs at test sites, "Because of the advancements made in the treatment of HIV infection; anti-virals and PCP prophylaxis, it is now necessary that there be T-cell monitoring for each person testing positive for HIV as quickly as possible after one receives a positive test result. The resulting T-cell number can be a valuable indicator in assessing the positive person's treatment options. These programs should be set up at the alternative and other testing sites and they should have a psycho-social educational component as well as a medical evaluation."

AAPHR feels that if a monitoring program is added to the existing testing programs, people testing positive will be more apt to quickly do this essential monitoring. Many people put this important step off for too long. It is at the testing site where the ability should exist to most quickly provide people who test positive with information that will prolong their lives. The more quickly a person seeks treatment and an ongoing relationship with a HIV knowledgeable physician the better off they will be in living with HIV.

Audrey Mertz, MD, President of AAPHR added that "These programs, added to wherever testing is done, will help infected individuals to quickly start a treatment regime that will keep them healthier, and alive longer. We have treatment we can deliver, that is based in part on this test, but it is of no value if a positive person is not aware of this information. We must provide these important monitoring opportunities as quickly as possible for all HIV infected persons."

RECEIVED
APR 12 1990

April 10, 1990

To: MCB Department Managers
Fr: Katy Irwin, Building Coordinator
Re: Building Updates

PARKING

Effective April 16, 1990, visitor parking reservations may be made by calling 476-0398 between the hours of 8am and 3:30pm.

Visitor parking reservations are accepted on a first-to-call, first-served basis. There are only 16 visitor parking places available each day in the Mission Center lot. After these spots are reserved, visitors are directed to the 17th & Folsom facility. * So that all building tenants are served fairly, a specific department or organization may reserve no more than five (5) visitor parking permits for the MCB lot a day. Should there be special circumstances that require more individuals to park in the building lot, please call me and your request will be reviewed by Bob Cannon, Jon Gledhill, and me.

NAME CHANGE

As most of you must be aware, CED is now Mission Center. Mail code is MCB, which stands for Mission Center Building and is a method for distinguishing between the Medical Center and this facility.

While certainly the change in name will not show up everywhere immediately, please make alterations whenever possible in printed materials and other areas which refer to the building's name.

UPCOMING EVENTS

May will be a busy month at Mission Center as the building participates in campus-wide celebrations of Cinco de Mayo (April 30 - May 4), Chauncey Leake Day (May 10), and Asian Awareness Week (May 14-18). Events being planned for this site will occur during lunchtime and should include musical entertainment and food sales. As the details are finalized, information on the various events will be sent to each department as well as published in the newsletter and displayed in the lobby.

cc: Jon Gledhill

RECEIVED
APR 15 1980

Renetia Martin
AIDS Health Project
MCB 506, Box 0884



**2nd
ANNUAL
RAFFLE**

MAY 10, 1990

GREAT PRIZES!

Grand Prize:

**Deluxe Weekend Stay in
Las Vegas**

Courtesy of Rio Suites Hotel & Casino - Las Vegas, Campus Travel, MIR-MOR Electric, and EMPACT!

OVER 100 OTHER PRIZES!

- *MACINTOSH SE CPU * Dinners*
- *Sailing Lessons * Massage*
- *Entertainment Tickets*
- *Carpeting * Jewelry*
- *Wine * Calculators*
- *Price Club Memberships*
- *Gift Certificates*

More! * More! * More! * More!

For a complete list of Prizes, see Room 120's window or the EMPACT! display on the first floor.

\$1.00 Donation

Tickets available in
Room 120 or through various
Mission Center Employees*

★If you would like to be a ticket volunteer, you could win prizes! Grand prize to the person who sells the most raffle tickets is a compact disc player. Contact EMPACT! at 476-2675

**Everything you ever wanted to know about parking
but were afraid to ask...**

Ever wonder about parking? Ever wonder how many spaces are in the Mission Center parking lot? In the 17th & Folsom parking lot? Ever wonder how many permits are issued?

Maybe you don't even own a car and could care less. Certainly, 1855 Folsom Street is well-served by public transportation (that's a story for a future newsletter) but for many UCSF employees working at Mission Center, the words "parking permit" are fairly meaningful.

There are 257 parking spots at Mission Center and the number of permits allocated for the lot are one-and-a-half per spot. Currently, there are about 87 people waiting for a parking permits, so the demand exceeds the supply. Campus Parking Operations maintains the waiting list and individuals are ranked according to the date they request placement on it. Requests for copies of the waiting list and any inquiries should be directed to Parking Operations, 476-2566.

The cost for parking behind the building is \$37.00/month, which is 80% of the rate charged throughout

**EFFECTIVE
April 2, 1990
VISITOR PARKING
REQUESTS
SHOULD BE MADE
BY CALLING
476-0398**

the rest of the Campus. Mission Center parking rates are targeted to equal those of the rest of the campus by July, 1991.

Parking rates are established by the Chancellor's office and are reviewed annually in accordance

with University of California and Campus policies.

There are 230 spots in the 17th & Folsom Parking Lot and only 115 UCSF permits issued. Currently, permits are made available to the general community as well. The Remote Lot is one of the great parking bargains in the City, with the cost of a permit being \$18.50/month for UCSF employees. Parking fees for non-UC employees and members of the community are slightly higher. The lot is supervised all day by a PSO and the security shuttle transports people back and forth to Mission Center between 6:00am and 9:00am and between 4:00pm and 6:00pm. As of March 26, additional shuttle trips are made to the Remote Lot and to the BART Station at 6:30pm, 7:00pm, 7:30pm, and 8:00pm.

Only individuals or departments with primary work stations at Mission Center may acquire parking privileges for the building or 17th & Folsom facilities. There is complete reciprocity of permit usage at all UCSF parking facilities and at all University of California campuses for Mission Center campus permit holders. However, permit holders for the Remote Lot are only allowed access to the Mission Center lot weekdays after 3:00pm and any time on weekends or University holidays.

VISITOR PARKING

Due to an increase in permit holders as well as in requests for visitor parking, visitor parking is limited to 16 guests daily. Permits are issued on a first-to-call, first-served basis, with all other visitors asked to park at 17th & Folsom after 16 Visitor Permits are issued for Mission Center. Effective April 2, all requests for visitor parking should be made by calling 476-0398.

MORE EMPACT! NEWS

Discount Tickets will be available on-site to Mission Center UCSF Employees beginning May 3.

MOVIE TICKETS - Good Any Day

United Artist - \$4.50
AMC - \$4.50
Pacific Theater - \$4.50

GREAT AMERICA

Adult - \$14.00 (Reg. \$18.95)
Child - \$9.45 (No discount)

MARINE WORLD

Adult - \$12.25 (Reg. \$19.95)
Child - \$9.25 (Reg. \$9.25)

Tickets may be purchased with checks only in the Personnel Office (Room 120) on Thursdays between 10:00am and noon and on Fridays between 1:00pm and 3:00pm.

There's a new welcome mat outside Room 550. Joining us at CED are the staff from Library Network Services. In addition, part of AIS has moved to the 5th floor and can be found in Room 535.

OOPS. In the last newsletter, the phone number for the Security Desk was listed as 476-0390. The correct number is 476-0399.

AND THE NEW NAME IS...

MISSION CENTER

April 3, 1990
1. IBM
Computer Center
Joseph out next
week.
1. Parking needs
& New Bldg Name
Also to complete
format Bottom
2. Bldg Safety mty
Friday, April 20.
9:00 - I
will attend

THE NAMING CONTEST

Of the 82 entries submitted, Erin McGinty's, *Mission Center*, was the final selection. As Erin, who works in the AIDS Activities Office in Room 540, pointed out, Mission Center "continues the University's theme of using the neighborhood to name the site, i.e. Laurel Heights, and the denotes the *mission* of UCSF to promote health care to the City."

Other winners in the Name the Building Contest:

SHORTEST

There was a tie!

Kerry Johnson of Mail Services suggested *Financial or Folsom Facility*, which came out to F.F.

On the other hand, Ely P. Arcega of University Accounting thought that F&F, or *Fifteenth & Folsom* was a good idea.

LONGEST

Maria T. Iyog-O'Malley submitted the longest entry which was *South of Market Chapter of the Institute of Science, UCSF*. If you string the bold-face letters together, they spell: **SOMACH OF THIS, UCSF**. Whew! What a mouthful.

BEST ACRONYM

SOMBA, which stands for *South of Market Business Annex*. This rather rhythmic proposal was made by Donna Langston of the Radiation Oncology Research Lab.

FUNNIEST

Congratulations and guffaws to Mattie Edwards of University Accounting. Her rather jocular entry of *You See Bricks* made everyone laugh.

JUST A LITTLE INPUT...

Please take a moment to fill out this survey and place it in the suggestion box on the first floor or mail it to Box 0831.

Name _____ Office Phone # _____

Department _____

RIDE SHARING

Are you interested in carpooling or starting a van pool? ☐ yes ☐ no

If yes, where to you live? _____

EXERCISE

Would you be interested in an aerobics class in the building after work? ☐ yes ☐ no

(Class costs are as yet undetermined. Please remember, too, that shower facilities are unavailable.)

Would you use a mini-gym of Cybex Equipment? ☐ yes ☐ no

(Please note, there would be a membership fee for use of the mini-gym.)

Comments _____

EMPACT!

Would you be interested in starting an EMPACT! Club? ☐ yes ☐ no

If so, what kind? _____

Would you be interested in volunteering for EMPACT! Activities at Mission Center? ☐ yes ☐ no

(If you said yes, please be sure to include your name and phone number)

OTHER

What's on your mind? _____





To: ATS Staff
Mgmt Team

April 11, 1990

FYI

Mr. Peter Campos
Alternative Test Site Program
AIDS HEALTH PROJECT
1855 Folsom St., Suite 506
San Francisco, CA 94103

Pete

Dear Peter:

This letter is to update you on the ad placements for the ATS Outreach Program.

We are underway according to the Ad placement schedule. As of April 4th, 1990, we have begun our monthly placements in The Tenderloin Times (Eng. language only, this month) and our weekly placements in the POST Newspaper Group (S.F. Post, the Oakland Post, Berkeley Tri-City Post, Richmond Post), the Sun Reporter, Asian Week, Philippine News, El Bohemio (Span.), El Mundo (Span.), El Mensajero (Span.), and Tiempo Latino (Span.).

We are currently doing the Asian language (Chinese, Vietnamese, Korean and Japanese) translations and we will supply them to you by April 20th for proofing. Then we will proceed with the typesetting and ad placements as per our schedule. We will also add the Centre Daily News (Chinese language) to the list of Asian publications on the schedule.

The S.F. Chronicle ads are due to begin on April 15th, and thereafter as per the schedule, provided we have received payment from UCSF by April 12th, 1990.

Enclosed, please find the tear sheets and/or publications received so far :
Asian Week (4/4), Philippine News (4/4), Tenderloin Times (4/1) and El Bohemio (4/4).

If you have any questions, please give me a call.

Best Regards,

A handwritten signature in cursive script that reads "Michael F. Greaney".

Michael F. Greaney
Account Manager

DRAFT

OK

TO: Computer Users
FROM: Jim Dilley
DATE: April 18, 1990
RE: Using Mac II Computers, Using Computers After Hours and on Weekends

As all of you are aware, we have a large inventory of Macintosh computers of various models and configurations. Joseph issues periodic memos regarding new equipment and procedures; I expect you to read them and retain them for future reference. If something isn't clear to you, ask Joseph to clarify it for you.

Using Mac II Computers

It has come to my attention that some computer users have had problems with the Mac II computers (those used by Joseph and Imelda). As these computers are very expensive, I would like everyone who uses the Mac II computer to see Joseph individually about the proper procedure for turning the computer on and off and how to deal with potential problems (e.g., screen freezes, disks get stuck in disk drives, how to restart the computer). Anyone who currently uses these computers or plans to in the future should see Joseph before using them again. Improper usage of these computers may result in restrictions being placed on their availability.

Using Computers After Hours and on Weekends

Every user is responsible for the proper use and care of the computer equipment in the office, especially after hours and on weekends. Be prepared to deal with problems as they occur.

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of April 17, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Minutes

The minutes from the meeting of April 10, 1990 were reviewed.

Announcements

1. Comprehensive Management of HIV Protocol from Sacramento AIDS Foundation. Marcia has a copy. (Marcia)
2. Catholic Charities. Training on hearing impaired services. (Paul)
- ✓ 3. Poster Printing Machine. UC has one. (Paul)
4. AmFar Directory. New one targeting California Studies. (Paul)
5. Women's AIDS Network. AHP Women's Services are on the next agenda. (Joanna)
6. Tongues Untied. KQED new video on the black gay experience. Marcia will tape. (Jim)
7. HIV Community Forums at Kaiser. Ongoing. (Jim)

Old Business

- ✓ 8. Timesheets. Process appeared to go well.
- ✓ 9. Management Team Retreat.

Thursday, May 31, 1990
10AM - 4PM
Chez Renetia

- ✓ 10. Gay Day Parade. Ongoing. Memo soon.

Volunteers -

Contest re: Souvenir handout - Stickers
Breakfast at Marcia's if ^{Don't} Castro

MANAGEMENT TEAM MINUTES

New Business

11. Women's AIDS Network. Joanna will begin attending the meetings.
12. Deaf Interpreters at Living with HIV. David Silven will develop protocol for scheduling interpreters.

Unit Reports

13. PAUL CAUSEY

- A. Living with HIV. 200 people attended the Volb
- B. General discussion of Paul's role in the agency

Future Agenda Items

14. Staff HIV status and other health matters.

Sharing health care issues - what does staff

Reminders

15. **ATS Think Tank Meeting (The Proposal)**
Wednesday, May 2, 1990
2PM - 4:30PM
16. **AHP Picnic**
Sunday, May 6, 1990
Noon - 4PM
Upper Douglas Playground
17. **ATS Sponsored Oral Sex Symposium**
Thursday, May 24, 1990
2:30PM - 4:30PM
18. **Management Team Retreat**
Thursday, May 31, 1990
10AM - 4PM
Chez Renetia
19. **Gay Day Parade**
Sunday, June 24, 1990

*Let's Need Eve
David S.
Re: Policy Manual
any policies?*

MANAGEMENT TEAM MINUTES

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Chez Renetia
19. **Gay Day Parade**
Sunday, June 24, 1990

Need Emp list
Peter
David S.
How Total many Emps?

MANAGEMENT TEAM MINUTES

New Business

11. Women's AIDS Network. Joanna will begin attending the meetings.
12. Deaf Interpreters at Living with HIV. David Silven will develop protocol for scheduling interpreters.

Unit Reports

13. PAUL CAUSEY

- A. Living with HIV. 200 people attended the Volberding reprise.
- B. General discussion of Paul's role in the agency.

Future Agenda Items

14. Staff HIV status and other health matters. Please discuss with unit staff first.
Sharing health care issues - what does staff think?

Reminders

15. **ATS Think Tank Meeting (The Proposal)**
Wednesday, May 2, 1990
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Sunday, June 24, 1990

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of April 10, 1990.

Present Were: Jim Dilley, Paul Causey, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, and Dorothy Stinnett.

Absent Were: Renetia Martin and David Silven.

Minutes

The minutes from the meetings of March 27, 1990 were reviewed.

Announcements

1. Helping us Make it Through the Night. A. I. D. S. fundraiser. Friday, April 13, 1990, 3 - 7PM at the Ambassador Hotel. (Paul)
2. International Conference. Looking for volunteers. (Paul)
3. ATS Ball Game. Memo going to staff re: interest.
4. Golden Gate Men's Chorus. May concert. We have 4 - 6 comp. tickets. Contact Sandy, first come first serve.
5. National Task Force on AIDS. Meeting on April 13, 1990, 10:30 - 12:30PM. Jim will attend. (Peter)
6. SFAF Hotline. Wants Spanish speaking hotline coordinator.

Unit Reports

7. PAUL CAUSEY

A. CAB help to the Project. Memo distributed.

8. DOROTHY STINNETT

- A. FEMA reimbursement (\$3,000.00) has come through. Renetia will serve as the agent for the Project in this matter (M/S/C).
- B. Purchase Order. New forms.
- C. Organizational Chart. Further changes, let Dorothy know.

MANAGEMENT TEAM MINUTES

9. MARCIA QUACKENBUSH

- A. Has a tape of "Andre's Mother."
- B. Training Programs brochure. Circulated draft copy.

10. JOANNA RINALDI

- A. Ernie on vacation this week.
- B. Recruitment is ongoing.

11. PETER CAMPOS

- A. Comprehensive Follow-Up. Are making up a proposal for Comprehensive Services of HIV+.
- B. Street Outreach Brochure. Presented new Street Outreach Brochure.
- C. Asian language Translations. Last chance for Asian language translations.
- D. SFAF Ad. Will be placing testing brochure in Sunday Chronicle.
- E. Ethnic Support to Training Unit. Today providing ethnic ATS Staffer support to Training Unit. The first of many such collaborations, hopefully.

New Business

- 12. Gay Day Parade. Do we want to do it. Staff participation, etc.
 - A. Contest for sticker design.

Possible Management Team Retreat Dates:

~~Wednesday, May 30, 1990~~

Thursday, May 31, 1990

Friday, June 1, 1990

Retreat is - 10-4

Next Committee Meeting: April 17 at 2:00

AIDS in the Workplace Committee Update

To: All Staff
From: AIDS in the Workplace Committee
Date: April 4, 1990

As we reported at the April staff meeting, the AIDS in the Workplace Committee has reconstituted. Current members are Denice, Sandy, Rob, and Eric. Any staff member is invited to attend meetings. The committee will publish periodic communications to the staff and will be in regular contact with the management team.

Ongoing Events

Monthly Brown Bag Lunches to talk about AIDS in the Workplace, Stress, Burn-Out, etc: **April 26, 12:00 to 1:00**, and on the last Thursday of each month thereafter.

Periodic (period to be decided) **lunch-time meditation**, led by Jackie: first meeting **April 25, 12:00 to 1:00**.

Special Events

Picnic and Softball: May 6, 12:00 to 4:00, Upper Douglas Playground, 27th and Douglas; see previous memo for details.

Potential Event—Wednesday at the Ballpark. Let Peter or Denice know if you're interested in seeing the A's, and they'll see if it is feasible.



March 29, 1990

Materials Director
UCSF AIDS Health Project
P. O. Box 0884
San Francisco CA 94143-0884

*Mgmt.
Team*

RECEIVED
APR 04 1990

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EXECUTIVE DIRECTOR

Pat Christen

Dear Materials Director

I am pleased to inform you that the Materials Bulk Distribution program of the SFAF has to date distributed 600,000 pieces of AIDS materials throughout San Francisco. This would not have been possible without your agency's tireless efforts. This represents the contracted quota of free material we are required to distribute throughout San Francisco this year.

It is now very important for your agency to order free AIDS printed material from the bulk distribution program by April 6th. You may order up to two months of your established bulk allotment. This order must be called in by Friday, April 6th, at 861-3397. We have large quantities of "Don't _____ with a User" posters designed to reach partners of I.D.U.s and the ever popular "Hot and Healthy Times", the newspaper that explains all there is to know about condoms, for Gay and Bisexual men.

The Education Department will be moving to 25 Van Ness in June. While in preparation for our move we will not be able to process materials orders. We are currently unsure of our ability to provide this service next fiscal year due to the San Francisco City contract RFP process. I will write your agency as soon as I have a clear understanding of our funding for next year and the materials distribution program. If we are awarded monies to distribute materials I will inform your agency as soon as possible.

We regret any inconvenience this may have on your program's operation. I want to express my thanks to your agencies commitment and support in assisting the Foundation in distributing materials in San Francisco for the last 8 years. If you have any questions please call me at 864-4376, ext. 2043.

Sincerely yours,

Ernesto Hinojos

Ernesto O Hinojos, MPH
Education Director

JOB ANALYSIS: MARKETING/DEVELOPMENT COORDINATOR

I. PUBLICITY AND PUBLIC RELATIONS - Keep the community informed of AHP services and events.

A. Special Events (Living with HIV, Celebration of Lives, Conferences, etc.)

1. Write and release press releases as needed
2. Design, supervise production of special flyers, announcements, hand-outs, programs, etc.
3. Plan and supervise mailings to targeted lists for events.
4. **Be available for all press inquiries:** follow-up promptly and help them with their stories/goals (incl. referrals to other people, experts, agencies, etc.)

B. Annual Events

1. Gay Day Parade and Booth Exhibit - June 24, 1990
 - a. Plan, design, order and pick-up:
 - T-Shirts
 - Hand-Outs/flyers - AHP services
 - Give-a-ways (stickers, buttons, etc.)
 - Booth decor
 - b. Solicit volunteers (calls, memos, coordinate with Sandy)
 - Staff
 - CAB
 - Volunteer pool
2. Castro Street Fair - Oct. 7, 1990
 - a. Plan, design, order and pick-up:
 - Hand-Outs/flyers - AHP services
 - Give-a-ways (stickers, buttons, etc.)
 - Booth decor
3. Boedecker Park - Table
 - a. Coordinate set-up and staffing
4. Other as needed and requested, such as:
 - Cinco de Mayo
 - Glide Memoriall
 - SFGH AIDS Day
 - UCSF 125th Birthday
 - etc.)

II. DEVELOPMENT

A. AIDS Walk - July

1. Distribute Registration Stands

- AHP Managers for satellite locations
- UC Main campus
 - a. Follow-up/restock
- 2. Publicize to UCSF (flyer to LPPI mail boxes, News Services)
- 3. Appear at Walk
- 4. Speak at Thank You Party/pick up check (August)
- 5. Attend monthly meetings - follow-up as required

B. *NEWS & NOTES* Donor Newsletter

- 1. Coordinate planning, writing, production, printing and distribution:
 - a. Work with Larry C. re: content
 - b. Solicit and edit articles (CAB, staff)
 - c. Edit newsletter
 - d. Plan distribution
 - e. Order labels
 - 1. Mail Services (requires written request/acct. number-po)
 - 2. Addressing (form to Terry w/acct. number-po and special instructions)
 - f. Order printing from Reprographics (form to Keith w/acct. number-po and special instructions)
 - g. Supervise/follow-up mailing

C. Coordinate community fundraising efforts

- 1. Maintain AHP visibility with community fundraisers
- 2. Follow-thru as needed for events
- 3. Maintain contact with Community Thrift Store
- 4. Work with CAB Finance Committee to motivate Board to help

D. Supervise Development Consultant, Judy Loura

III. MARKETING

- A. Coordinate Sales
 - 1. To conferences
 - a. Select conferences and coordinate:
 - What to send
 - P.O./check requests
 - Follow-thru
 - b. When appropriate, coordinate exhibit booth
 - Design presentation/graphics/forms
 - Set-up and strike
 - Handle all money matters
 - 2. To special markets (like NCCMHC)
- B. Coordinate production as needed (new and existing materials)
 - 1. Coordinate printing, etc.
- C. Coordinate distribution
 - 1. Supervise order entry to DB (starting up now)
 - 2. Supervise order fulfillment
- D. Coordinate inventory control (automating now)
 - 1. Monitor and set reorder levels
 - 2. Recruit volunteers to take physical inventory (semi-annually)
- E. *Advisory Council AIDS Advisory Council*

IV. LAISON TO COMMUNITY ADVISORY BOARD

- A. Attend and report at monthly meetings
- B. Provide direction to Media, Volunteer and Finance Committees
- C. Provide administrative support as needed

V. CONSULT PROJECT RE: COMPUTER SYSTEMS DESIGN AND IMPLEMENTATION

VI. MANAGEMENT TEAM RESPONSIBILITIES

- A. Meetings, etc.
- B. Unit Meetings, etc.

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of March 27, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Minutes

The minutes from the meetings of March 20, 1990 were reviewed.

Announcements

1. KQED Andre's Mother. Wednesday, March 25, 1990, 9PM. (Jim)
2. CED Parking. There are 16 visiting parking permits per day, overflow go to 17th & Folsom Sts. lot.
3. Tagalog Hotline. SFAF start-up. (Jim)
4. Foro Informativo. Spanish language HIV forum. At Mission Neighborhood Health Center. (Jim)
5. Seeing Through AIDS. Alternative videos. (Paul)
6. Living with HIV. Wednesday, March 28, 1990.

Old Business

7. Timesheets. Renetia presented a revised timesheet format. Put timesheets in Renetia's box on top of her file cabinet. Initial your approval.

Unit Reports

8. MARCIA QUACKENBUSH

- A. Continuing to submit grant proposals.
- B. Alcohol grant module/program ongoing development.

9. PAUL CAUSEY

- A. National Conference of Clinical Mental Health Centers & DC junket. Went to DC to schmooze and nail down a distributorship for materials.

MANAGEMENT TEAM MINUTES

- B. A consultant is writing a direct mail piece and another consultant is writing a grant for a development person.

10. JOANNA RINALDI

- A. CMH is doing training on April 12, 1990 re: charting.
- B. Ward 86 has evening hours Monday, Wednesday, Thursday 5-9PM, wide open no waiting. UC Department of Medicine will be hiring a social worker for those hours (MSW). Would like a Spanish-speaker.
- C. Ernie will move to new office on 7B in early May. On vacation second week of April.

11. DAVID SILVEN

- A. Jerry DeJong will be leaving DPH.
- B. Celebration of Lives at MCC last week, about 100 people attended. Very positive response from participants.
- C. Volunteer Facilitated Group Leader Trainings.
 - 1. First training fully booked.
 - 2. Multi-ethnic participation .
- D. Leaderless Groups. Evaluation done with 120 responses.
- E. Outreaching to MNHC Clinica Esperanza and developing collaborative relationships.
- F. Women's Services. Various staff persons are stepping to do intakes. Lesbian forum this week.
- G. Volunteer Therapist. Slight increase in the budget and Laurie's time.

12. PETER CAMPOS

- A. Taking over HC#1 Nurses and Telephone Clerks, April 1, 1990.
- B. Oral Sex Symposium. In planning for late April/Early May.
- C. Ad Placements. Starting outreach ads.
- D. TV/Video. Buying a TV and VCR.
- E. Asian Language Translations. All who have documents they want translated forward to Peter.

Management Team Retreat

~~April 26, 1990~~

11:00AM — 4:00PM

Management Team : March 20, 1990

Present: Jim Dilley, Renetia Martin, Joanna Rinaldi, Marcia Quackenbush, David Silven

Guest: Robert Mann, Administrative Analyst, Dept. Psychiatry, SFGH

Absent: Paul Causey, Peter Campos, Dorothy Stinnett

Announcements/ Unit Reports:

MQ: the Training Unit is "going international". She's off to Sweden, and Jackie Brrokman has been invited to Africa to do some consulting for AIDSCOM. Congrats.

JR: Ernie's job has been posted and Ernie will be moving on to the Mental Health Case Manager position. The new hire will hopefully be Spanish speaking. Hosp Svcs are recovering from Andrew's death, though the process is slow.

The Alcohol Training Manual is coming along. MQ was given much credit for a job well done.

RM: Flo Hurley, retired MSO, has come to work for the Project and has been instrumental in helping to untie several of the knots that have characterized Fiscal Services. Between Flo and Imelda things are really beginning to look up. (RM also deserves credit...Editorial comment). (Note: "When you retire from University Service, you too, can come back and work for the pay of Principal Clerk..." Flo Hurley.)

DS: Marcia Blachman's goodbye party is set for April 6, Friday, 4:00 - 5:30. David will be on vacation, and Joanna has agreed to help organize the event. The Prevention team will be asked to follow through on the details. RM agreed to provide flowers.

A discussion regarding the stress of personnel changes followed. The role of Management in this process was discussed.

JD: will be tied up in meetings for the VI International Conf. the next few days. Also, he has survived without Dorothy....

NARS debriefing will occur next Wed. AM, 3/28/90, 9:00 - 10:30 AM.

Agenda:

1. Agency Representative to the Candlelight March Committee: DS agreed to follow up. Either a CAB Member or a member of AHP staff will be asked to represent the Project.
2. Discussion of Management Team Functioning.
3. Presentation of Robert Mann: A decision has been made by Langley Porter Administration to use AHP and SFGH programs as a pilot to assess new and simpler ways of communicating with the main campus. Essentially, this would give us much greater autonomy and suggests our present relationship with the Research Administrator would be supplanted by more direct relationships with other UC departments. More to follow.
4. Time Sheets: postponed til next week.

New Business

1. Time Sheets
2. Schedule Mgmt Team Retreat with focus on discussion of multicultural agency.
3. Policy re: communicating about serostatus of staff
4. Discussion of how managers should respond to difficult personnel issues in his or her own unit as well as in another's unit.

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of March 13, 1990.

Present Were: Jim Dilley, Renetia Martin, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Absent Was: Paul Causey

Guest Presenter: Imelda Orlina

Minutes

The minutes from the meeting of February 27, 1990 were reviewed.

Announcements

1. Lesbians Facing AIDS. March 29, 1990. (David)
2. Mark Higgins. His lover, Joe, died Saturday. Service to be announced. (Joanna)
3. Gay Men's Therapy Group. Private group. (Jim)

Special Presentation

4. Administrative Forms. Review of new forms. (Imelda)

Unit Reports

5. DAVID SILVEN

- A. Marsha Blachman's last week is this week.
- B. Michael Botkin is new Coordinator of Positives Being Positive.

6. DOROTHY STINNETT

- A. Out next week. David Lee is the contact, and will be checking the in-box.
- B. AHP Policies. Please return with your input.
- C. Organizational Chart. Please return with your input.

7. JIM DILLEY

- A. Out Wednesday-Friday next week.
- B. DPH RFP schedule is out.

Next Agenda

8. Management Team Retreat on multi-cultural agency issues.

ANNOUNCEMENTS-

1. Spring holiday March 23, 1990
2. Holiday Party set for December 1, 1990 at Stern Grove Clubhouse, "Pot Luck"
Thank you to everyone for their responses on questionnaire.
3. AIDS in the Workplace Committee discussion, March 20 organizational meeting.

UNIT REPORTS-

TRAINING UNIT-

1. We are missing a video "Personal Perspectives on AIDS", if you have it please return it to training unit.
2. We were denied funding under our State Office AIDS Education and Prevention Grant for 1990-91. We will appeal.
3. Thanks to Denice for fine work arranging inservices and following through on keeping everything organized.
4. Jackie is taking lead developing a series of new trainings with "Care for Caregiver" theme, with support of rest of unit. We're real excited about it.

PREVENTION UNIT-

1. Sorry to have to say that Marsha Blachman will be leaving AHP in mid-March, to take a position at Kaiser. There will be a going away party on April 6 in the conference room.
2. Marsha B. announced an upcoming "Lesbians Facing AIDS" panel event on 3/29, 7:00 pm at Quan Yin.
3. "A Celebration of Lives" is Tuesday 3/20, 7:30 pm at MCC (150 Eureka St.). Please join us.
4. David is soliciting referrals for an upcoming 6-week couples group: for male-male couples in which one or both partners has a history of symptomatic HIV.
5. First weekend training of volunteers to facilitate ongoing "Positives being Positive" groups, 4/27 to 4/29. If you or someone you know might be interested in being a volunteer facilitator, please contact David Silven ASAP.
6. Laurie Yamamoto announced that her collaborations with the Am. Assoc. of Marriage Family Therapists, to do more outreach to recruit Volunteer Therapists, is moving along nicely.
7. Richard Daquiao announced that his Masters Degree is official. Congratulations!
8. The next "Living With HIV" is Wed. 3/28 in Room CED 125 with Paul Volberding

MARKETING & DEVELOPMENT-

1. CAB Retreat seemed to be very rejuvenating
2. Volunteer Committee, Kris Getz from the CAB will be chairperson.

HOSPITAL SERVICES-

1. Keeping busy as usual.
2. Position opening at Ward 86, Social Worker II, please refer interested people to Ernie.
3. Appreciation goes to Dr. Ian Barlow for his work as a community based psychiatrist who does house calls, which is much needed.

ADMINISTRATION-

1. Faith Huppler is now a permanent employee. Welcome

ATS-

1. All contracts up as of 7/1 and will be up for competitive bids.
2. Have a couple of proposals for program development in works: follow-up & T-Cell testing.
3. Ben Tran is our new ambassador to the Asisan/PI Community, continuing our Multi-cultural program development. Please keep Ben informed of any Asian/PI program development.
4. Outreach program development continuing.



A project concerned
with AIDS Prevention
and Health Promotion

March 23, 1990

TO: *All Unit Managers*

FR: *Renetia Martin* 


Imelda Orlina

RE: *Miscellaneous Purchase Order Form*

*Enclosed is the **Miscellaneous Purchase Order** for your information and to use when placing orders, reservation, or any type of expenses chargeable to the grant. This forms will enable us to monitor the grant expenditures and provide an accurate projected balance of the grant at the end of the budget period.*

Please see Imelda or call her at ext. 9529, if you have any questions. Thank you

cc: *James Dilley, MD*

Note: *Joann will assign a requisition # and logged in the computer before placing or sending the orders, so please call her at ext. 6446 and provide us a copy of the orders.*

PHONE MEMO

TO	DATE	TIME	AM PM
FROM	AREA CODE		
OF	NO.		
	EXT.		
MESSAGE	1. Away on Vacation (Next week) + Faith		
	2. Friday 23 holiday for UCSF		
	3. Time Sheet Training		
	4. Mitchell Consultant?		
	5. Organizational Chart updates (W's turn)		
	6. Additions to Policy Manual - Phil -		
PHONED ☐	CALL BACK ☐	RETURNED CALL ☐	WANTS TO SEE YOU ☐
	WILL CALL AGAIN ☐	WAS IN ☐	URGENT ☐

give things to David
will be numbered & original kept separate.

PHONE MEMO

TO	DATE	TIME	AM PM
FROM	AREA CODE		
OF	NO.		
	EXT.		
MESSAGE	7. 2 Volunteers - Ellie Smith +		
	Kris Getz - perhaps more		
	8. Twin Int. Conf. meeting Wed - Sat.		
	9. Andrew's funeral today -		
	10. Phone switch March 19		
			SIGNED
PHONED ☐	CALL BACK ☐	RETURNED CALL ☐	WANTS TO SEE YOU ☐
	WILL CALL AGAIN ☐	WAS IN ☐	URGENT ☐

PHONE MEMO

TO	DATE	TIME	AM PM
FROM	AREA CODE		
OF	NO.		
	EXT.		
MESSAGE			
			SIGNED
PHONED ☐	CALL BACK ☐	RETURNED CALL ☐	WANTS TO SEE YOU ☐
	WILL CALL AGAIN ☐	WAS IN ☐	URGENT ☐

Please Post

GOING PUBLIC LESBIANS FACING AIDS

Panelists will address the following issues:

- ➡ **eroticizing sex, assessing risks**
- ➡ **donor insemination and screening**
- ➡ **living with HIV infection**
- ➡ **drug addiction and recovery**
- ➡ **communication: why, what & when**

Thursday, March 29

7:00 — 9:00 pm

**Quan Yin Healing Arts Center
1748 Market St. (at Valencia)**

**Wheelchair Accessible, Childcare Not Available
No Charge, Donations Accepted**

FREE SAFE SEX KIT FOR ALL

Sponsored by:



**UCSF AIDS Health Project
Women's Services
476-5803**

Lyon-Martin

WOMEN'S HEALTH SERVICES

641-0220

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of February 27, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Marcia Quackenbush, David Silven, and Dorothy Stinnett.

Absent Were: Peter Campos and Joanna Rinaldi.

Minutes

The minutes from the meetings of February 13, 1990 were received.

Announcements

1. Follow-up, Living with HIV. 122 people at MCC. (Paul)
2. "Perspectives on AIDS" - video is missing from the Training Unit. Tell staff to please not take videos. (Marcia)
3. "Office Talk" Conference, March 1, 1990 - Joseph, Dorothy & Imelda going.
4. Jim will be away this Thursday and Friday in Portland.
5. "Face to Face" to be published in Greek - deal pending. (Jim)
6. HIV Community Based Plan Steering Committee - final meeting tomorrow evening (Wednesday March 28, 1990) Re: How small and large CBO's work together.
7. At Health Resources Meeting, Jim and Alicia's "NARS" study just completed - used the AIDS dementia ratings scale and asked 23 service providers to use and feedback Re: placement issues. 312 patients covering 10% of PWAs in SF. Findings show 150 or so as moderate to severe dementia. Formal presentation of Study on March 28, 1990 for those who participated (AHP staff OK, also).
8. AMFAR. RFP for anyone interested. (Paul)
9. National Alcohol Conference Meeting Received. (Paul)

Unit Reports

10. DOROTHY STINNETT

- A. FAX machine upstairs is down. New machine due in one week or so. We will not repair the old FAX.

MANAGEMENT TEAM MINUTES

- B. Old Xerox going; Panasonic going up; Monroe will be repaired.
- C. Positives Being Positive line (6-3902) being moved to empty desk by Joseph and will be shared by Women's Services. Fiscal Unit needs extra desk space upstairs.

11. DAVID SILVEN

- A. Marsha Blachman is leaving AHP - effective date TBA.

12. PAUL CAUSEY

- A. "AIDS Law" Book Review in from Peter Goldblum.
- B. "Face To Face" Review in BAR last week.

13. RENETIA MARTIN

- A. Don't approach JoAnn or Imelda directly about anything for now. Go through Renetia or Jim only.

New Business

14. Holiday Party Update.

- A. Survey in - tie between won't pay and will pay, but with most wanting under \$10.
- B. Project agrees to pay rent for a space up to \$350.00 or so. Denice may help find a space.
- C. Party will be totally pot-luck with (hopefully) no charge.
- D. Friday night preferred, but Saturday is OK (especially at Stern Grove).
- E. David will keep moving.

15. New DPH RFP Timelines

- A. See February 20, 1990 handout - "Stay Tuned".

16. AIDS LIFE CENTER, INC. (tentative title)

- A. New non-profit. Feed-back requested on the idea.

17. March Staff Meeting - 6th Year Anniversary.

- A. We will have cake (arranged and set-up by Dorothy) and Calistoga (supplied by Marcia).

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of February 20, 1990.

Present Were: Jim Dilley, Renetia Martin, Paul Causey, Peter Campos,
Joanna Rinaldi, David Silven, and Dorothy Stinnett .

Absent Was: Marcia Quackenbush (vacationing at Jellystone National Park).

Minutes

The minutes from the meetings of February 13, 1990 were received.

Announcements

1. Living with HIV. Tomorrow at MCC. (Paul)
2. Board Appreciation Party. Extremely successful gathering by most observations. Well attended by our board. (Paul)
3. SFAF Annual Fund Raising Dinner. Tickets available \$125.00. March 22, 1990 at the Hilton. Jim will attend. (Jim)
4. Apple Community Affairs National Conference. April 28 & 29, 1990. \$25.00. Learn to use the Mac. (Jim)
5. Annual Evaluation of ATS by State. Available. (Jim)

Unit Reports

6. DOROTHY STINNETT

- A. Martinique residents are asked to check in/out on the fifth floor and also check for phone messages.

7. PAUL CAUSEY

- A. CAB formed a "Volunteer Committee", chaired by Chris Getz. Be ready with your wishfuls.
- B. Both of our graphics volunteers are not currently available.

*Panasonic upstairs
FAX out of order / New one / 10/1/90
Phone to transfer Positive downstairs 8/20 / 120 / 120 cc / 120 cc*

MANAGEMENT TEAM MINUTES

8. PETER CAMPOS

- A. ATS Data Summary. New one available.
- B. Physician Mailing. Sending brochure to MD's who use the DPH lab.
- C. Broken Bloods. Lab broke some bloods. Had to re-draw.
- D. Upset Client.

9. IOANNA RINALDI

- A. Service Requests. Major surge in February.
- B. Public Safety HIV Testing. Ongoing discussion.

10. RENETIA MARTIN

- A. Kate McCaffrey laid off effective end of month. The position is being eliminated.
- B. South Conference. Did well.

New Business

- 11. International Conference.
 - A. Will be having a table.
- 12. Administration: Productivity/Stats.
 - A. Cooperation appears to be well.
- 13. Administration: Vacation & Sick.
 - A. Have but it into a database and will update automatically each month.
- 14. DPH Grant/RFP Schedule
 - A. In the process of juggling all of the RFP's, etc. to achieve a new balance.

3/7/90

MEMO

To: All staff

From: AIDS in the Workplace Committee

re: March 6 staff meeting/AWC report

For those of you who missed the March 6 staff meeting:

1) A report on the AIDS and the Workplace survey outcome was distributed. Anyone wishing a copy of this report may request it from Denice, 476-6447.

It should be noted that staff did indicate through the survey that
*the committee should exist; and
*anyone on staff can join, regardless of unit representation.

2) The next meeting of this committee will be on

Tuesday March 20 at 3 pm

(before the in-service....Lanz Lowen on Long Term Survivors)
in **Room 521** (AHP conference room) **1855 Folsom.**

This will be an organizational meeting at which time whoever attends will decide either to carry on with the mandate of the committee; or, should there be too few participants and/or a sense on the part of whoever shows up that they cannot "carry the ball", to turn over the issues of AIDS in the Workplace to the management team for further review/action.

Thank you for your thoughtful consideration of this matter.



*A project concerned
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MEMO

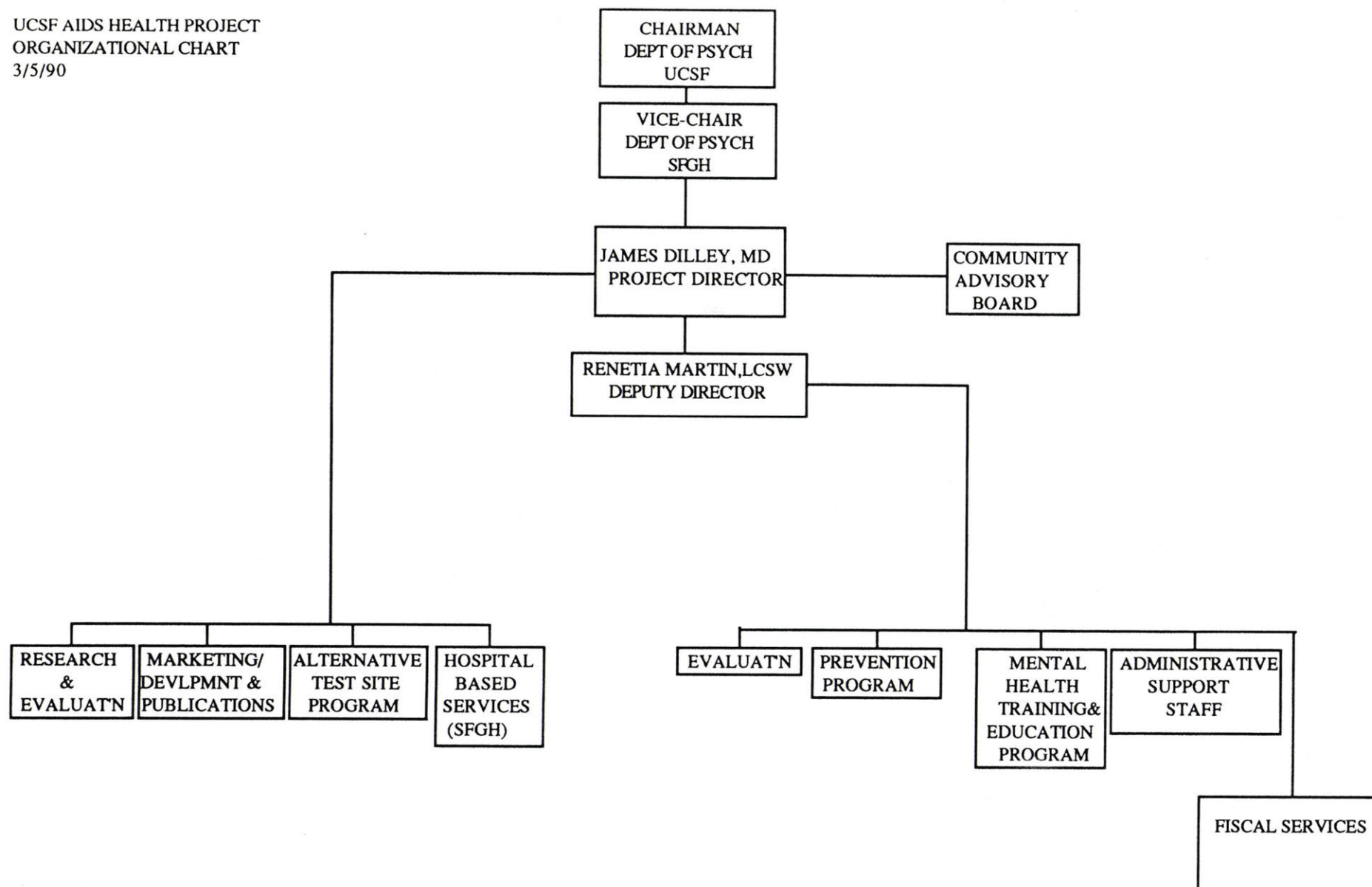
TO: Management Team
FROM: Dorothy 
RE: Organizational Chart Update
DATE: 3/5/90

Attached herewith please find a copy of the entire Organizational Chart plus your particular unit's outline.

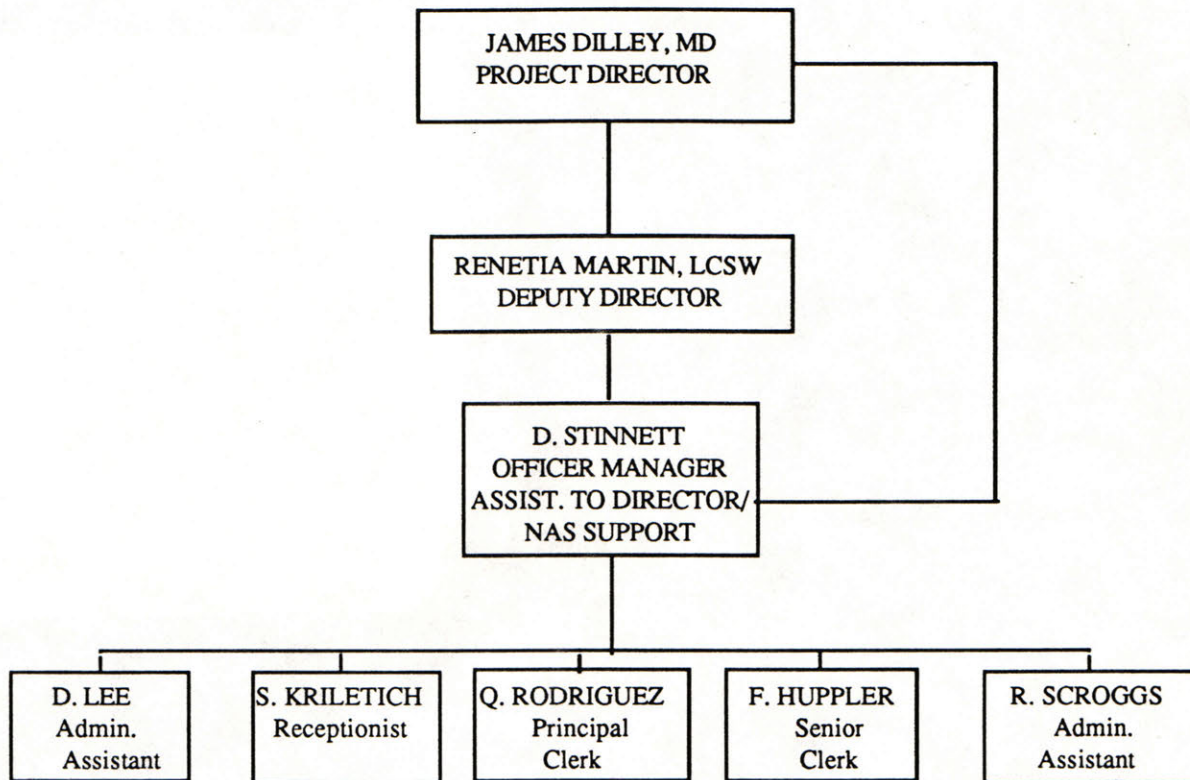
Could you please pencil in any additions or changes to your chart to bring it up to date. Please return your updated version to me.

Thank you.

UCSF AIDS HEALTH PROJECT
ORGANIZATIONAL CHART
3/5/90



UCSF AIDS HEALTH PROJECT
ADMINISTRATIVE
SUPPORT STAFF



Mgmt Team

Parking OK after 3:00

In 5 months will be

Distributed
to Completed
With Mgrs.
7

Mgmt Team

Parking OK after 3:00

In 5 months will be

Fee lot -

Campus Policy -

Dorothy - FYI

MEMO

3/1/90

To: All users of "Minnie" computer

From: Marcia

Subject: Cleaning up the directory

Yikes! Minnie's directory is getting wild!

Please look over this directory. Any files you "own" should be put into your folder, under your own name. There should not be isolated files floating about on the main directory. If you are not a regular user of Minnie, it would be best if you keep your files on diskettes instead of on the hard disk.

I will be cleaning this up around March 8, so anything that is not moved by then I will delete, archive or organize at my discretion. If you care about your work, I assume you will check it before then.

Thank you!

Minnie Mouse

Name	Size	Kind	Last Modified	
☐ /ATS\	- -	folder	Fri, Dec 15, 1989	8:50 PM
☐ AIDS PROJ ORDERSf	- -	folder	Thu, Feb 8, 1990	2:23 PM
☐ AV Training Request	4K	Microsoft Word d...	Tue, Oct 24, 1989	10:41 AM
☐ Copy of Advance fly	5K	Microsoft Word d...	Fri, Feb 9, 1990	10:33 AM
☐ Copy of Target Populati...	24K	Microsoft Word d...	Tue, Nov 21, 1989	8:09 AM
☐ Copy of TOT PROJ DESC...	41K	Microsoft Word d...	Sun, Nov 19, 1989	10:56 AM
☐ Denice	- -	folder	Thu, Feb 22, 1990	8:29 AM
☐ DENICE DEITCH, M.F.C.C.	6K	Microsoft Word d...	Fri, Feb 2, 1990	4:15 PM
☐ dental agenda	4K	Microsoft Word d...	Fri, Feb 2, 1990	4:43 PM
☐ Dental hygiene	3K	Microsoft Word d...	Fri, Feb 2, 1990	4:19 PM
☐ Fastback Folder	- -	folder	Thu, Oct 5, 1989	3:33 PM
☐ Kate	- -	folder	Tue, Feb 27, 1990	11:36 AM
☐ marcia	- -	folder	Tue, Feb 27, 1990	11:49 AM
☐ References draft	19K	Microsoft Word d...	Fri, Dec 1, 1989	3:19 PM
☐ Richard	- -	folder	Sat, Feb 3, 1990	9:38 PM
☐ SLS Spool Files	- -	folder	Thu, Mar 1, 1990	8:21 AM
☐ Software	- -	folder	Thu, Feb 8, 1990	2:23 PM
☐ System Folder	- -	folder	Wed, Feb 28, 1990	4:02 PM
☐ VIRUS RX 1.5 9 OCT	- -	folder	Mon, Oct 9, 1989	11:49 AM

THE AIDS HEALTH PROJECT

A project concerned
with AIDS Prevention
and Health Promotion

**VOTE NOW!!!
MUST RESPOND BY 2/23!!**

2/27/90 — RESULTS BELOW

February 12, 1990

TO: All Staff

FROM: David S.

RE: Believe it or not again...planning for our Holidays Party in 12/90

This is a follow-up from our discussion at last week's staff meeting about the next Holidays Party.

By the way, thanks to all of you who wrote responses to my first memo about the Party...

We realize that it would be highly desirable to *not* have to ask people to pay, and yet we also realize, particularly from last December's party, that it can require an incredible amount of time and energy to organize this thing ourselves. Another option (besides either paying someone to organize the party, or doing it ourselves the way Peter and the ATS club did for the party last December) is to keep it very simple and have a pot-luck.

To hire someone to put on a party similar to last December's party, it's possible that we (those who attend) would each need to contribute somewhere in the neighborhood of \$15-\$20, depending on how many people decide to pay, and exactly what we want for the party.

At this point, we need to take a vote. Please check one or more of the following three (you can check the third option *in addition to* either the first or second option, but please don't check both the first option *and* the second option), and RETURN THIS SHEET TO MY MAILBOX NO LATER THAN FEBRUARY 23.

1. 14 I am not willing to pay to attend the party, and I realize that this might mean that the party will be kind of simple and basic, probably a pot-luck affair.

2. 15 I like the kind of party we have had in the past (including this past December), and I am willing to pay to have a similar one this year. I am willing to pay the following amount (check one:)

9 \$10 per person

2 \$15 per person

3 \$20 per person

3. 5 Pending the approval of my supervisor, I am willing to work on a party committee to help plan and put on this party. (If you are checking this one, please give your name:)

1 - unspecified amount

We will give you the results of this vote at the March staff meeting. Thanks.

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430

Affiliated with the University of California, San Francisco

Project will
rent the space
Pot luck
Room Rental - 300
Decorations - \$150
Prefer Friday
night
Sat night -
19th & Ocean
Storn Grove



A project concerned
with AIDS Prevention
and Health Promotion

Volunteer Opportunities for the AIDS Health Project

A variety of people are needed at the AIDS Health Project on both an on-going basis and for special events. This is a partial list of those needs. Approximate dates and time needed is included where appropriate.

ON-GOING COMMITMENTS

General Office assistance

3-4 people for 4 hours each per week

Under the direction of the Marketing and Office Managers, duties include:

- Filing
- Typing/word processing,
- Data entry,
- Mailing (folding/stuffing, etc.)
- Outreach packet stuffing
- Photocopying
- Physical inventory of educational materials

Note: From time to time, various programs within the Project need similar help.

Computer Graphics Artist

1-3 people for 4 hours each per week

Duties under the direction of the Marketing Manager and Computer Support Specialist include:

- Execution of design concepts for publicity, public relations and marketing materials (flyers, press releases, brochures, invitations, etc.)
- Assistance in the desktop publishing of books and pamphlets
- Design of materials as requested
- Serve as Editor for biannual newsletter, *NEWS & NOTES*

Note: Limited training may be provided by the Project. Volunteers must be knowledgeable of the Macintosh computer and appropriate desktop publishing and graphics software. For those with access to equipment, work can be done off-site.

Volunteer Therapists

unlimited number of mental health professionals
for 2-3 hours of counseling time on a weekly basis

Program includes training and support by the Project and is coordinated by Laurie Yamamoto, LCSW. For information, please call directly to the Program at 476-6842.

over, please

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430

SPECIAL EVENTS

Street Fairs

People to staff information booths in 1-3 hour shifts, set-up and decorate booth, distribute flyers, provide information about the Project, march in parade, etc. Events include:

Gay and Lesbian Freedom Day Celebration and Parade:

last weekend in June - 8:00 am - 5:00 pm at Civic Center
10:00 am - 3:00 pm for the Parade

Castro Street: first Sunday in October - 9:00 am - 5:00 pm

Boedecker Park: annually

Others? Mission/24th, Haight, Union, etc.

Conference Tables

People to staff exhibition booths in 4 hour shifts at AIDS conferences in the City (some educational materials sales may be required):

1990 International AIDS Conference: June 20-24, 1990

National AIDS Update: October (3-4 days)

Others as needed (up to 2 - 4 more throughout the year)

Public Events produced by the Project

People to set-up, take-down and usher/host:

Living with HIV - every month

Community Grief Forum - March 22

Others

Fundraising Events that benefit the Project

People needed at various times throughout the year:

AIDS Walk - every April thru August:

Office/mailing help

Walker registrants around the City

Phone follow-up callers

Day of the Walk helpers

Week after: money processors/cashiers

Thank You Party helpers

Macy's Passport Fashion Show (in the fall - benefits AIDS Walk)

Set-up helpers (includes free tickets to show)

Day of Show helpers

Other events as needed (e.g., AHP's Movie Mogul Party of 1989)

To join our Volunteer Roster, please call Kris Getz, Chairperson, Volunteer Committee of the AHP Community Advisory Board at 752-1359. For further information about the AIDS Health Project, call Paul Causey, Marketing/Development Coordinator, at 476-6430.

STAFF MEETING MINUTES

These minutes are from the meeting of February 6, 1990

Announcements

1. AHP Annual Softball Game & Picnic - May 6, 1990, 12:00 to 4:00 @ Upper Douglas Playground - Mark your calendars!
2. Introductions of Imelda Orlina, Fiscal Manager & Scott Walker from Hospital Services.
3. Parking is now being strictly enforced on the CED lot, please do not park without visitor permit.
4. Kaiser HIV Services Update newsletter is available.
5. George Rutherford is resigning from AIDS Office - Sandra Hernandez will replace him.
6. Journal bookcases in conference room 521 are available & staff is encouraged to utilize.
7. Pierre Ludington's going away party scheduled for Friday Feb. 23 @ 4:00-5:30 in CED 521.

Discussion

The AIDS in the Workplace Committee held a discussion on what the staff would like from the committee. A needs assessment survey will be distributed to all staff in the next week. Please fill out & return to the AIDS in the Workplace Committee mailbox.

Unit Reports

TRAINING UNIT -

1. The training unit continues with our usual tasks, a little extra effort being put in to catch up now that the Northern & Southern Calif. conferences are no longer demanding so much of our time.
2. Jackie & Ron are carrying out trainings under Train-the-Trainer and Antibody Counselor programs; Richard will be doing specialized outreach to graduate programs in mental health professions throughout San Francisco, hoping to increase HIV-related training for local providers before they are out in practice.
3. Denice & Marcia will be working closely with Joanna Rinaldi to complete planning under our HIV and Alcohol project for this year, and develop a proposal to continue the project next year.

Hospital Services

1. Hospital Services passed all inspections.
2. CDC/MMWR printed guidelines for health care workers regarding AZT treatment, using SFGH's model, this will be nationwide

STAFF MEETING MINUTES

ATS

1. New compendium & brochure available thank you to Erik for all his work & also agencies involved.
2. New print-out of ATS location & hours - see Peter or Erik for copy.
3. New ATS stats summary - see Peter or Erik for copy.

Marketing & Development

1. Mental Health Conference Success -
 - a. Outreach efforts paid off including: -Additional mailings to targeted lists, of brochure and two additional flyers. (Thanks to Dorothy, David L., Faith & Sandra). - Press story and news release. (Thanks to Rob & John). From: -KPIX w/Hank Plante & Jackie B.
-Viacom "Helping Hands" w/Ernie, Paul & Gary Woods
-KCBS Radio w/Paul
-B.A.R. story before & after conference
 - b. Materials sales best ever - \$1800+ at northern conference & \$2000 at southern conference. Shows need for materials like "Face to Face" and "AIDS Law".
2. "AIDS Law for Mental Health Professionals - one complimentary copy to each staff member - see Sandra.

Prevention

1. Collaboration with Black & White Men Together and Men of all Colors Together; they will participate in our upcoming (April) weekend training of volunteers who will facilitate ongoing Positives Being Positive groups.
2. Volunteer Therapist Program:
-American Assn. of Marriage & Family Therapists (AAMFT) has decided to head up a local campaign, in collaboration with Laurie Y, to recruit more therapists to volunteer with the VTP.
3. March 20, 1990, 7:30 pm at MCC: "A Celebration of Lives" -- a community event ritual to acknowledge the people in our lives who have died. We are heading up a collaboration with Shanti, VNA, St. Mary's Hospital, Kairos, Sha'ar Zahav, MCC & Operation Concern, to plan this series of monthly events.
4. Pierre's last day is today; please try to attend his going-away party Feb. 23, 4:00 - 5:30pm.

STAFF MEETING MINUTES

Prevention continued -

5. As of this month, Gamze Gurbuz is leaving her 8-hr/week position managing the client waitlists. She will continue to be at AHP, though, to complete the research project she has been involved in (which is an evaluation of our 8-week groups.)

Administration-

No report given

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of February 13, 1990.

Present Were: Renetia Martin, Marcia Quackenbush, Paul Causey, Peter Campos, Joanna Rinaldi, David Silven, Do

Absent Was: Jim Dilley

Minutes

The minutes from the meetings of January 31, 1

Announcements

1. Relations with Fiscal Department. All deals will then run them to Imelda. This includes
 - a. Travel vouchers, etc. go to Imelda.
 - b. No one is to directly deal with JoAnn.
2. Crack & STD. Fullilove article published in JAMA. (Renetia)
3. Video on HIV Counseling. Good video from L.A. Has ordered. (Joanna)
4. Andrew Knox. Returning to work next week. (Joanna)
5. Parking lot. Park free after 3PM. In five months there will be fee parking. (Dorothy)
6. Aggressive Intervention. Are part of LAP/AAP/AIA proposed and have sent letter of support for Gay Men of Color proposal. (Peter)
7. ALRP Brochure. "Just say no to creditors." (Paul)

New Business

8. Management Team Meeting Change. Henceforth will change to 12:30 - 2:00PM.
9. Phone In-Service. Held February 9, 1990. (David)
10. Bar Outreach. A board member has suggested we assign a staff person to do outreach in a bar. Will do two hours per week for six months.
11. United Conference of Mayors RFP. David will take lead.

Renetia Martin
No longer to be charged.
Since in MC.

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of February 13, 1990.

Present Were: Renetia Martin, Marcia Quackenbush, Paul Causey, Peter Campos, Joanna Rinaldi, David Silven, Dorothy Stinnett and Imelda Orlina

Absent Was: Jim Dilley

Minutes

The minutes from the meetings of January 31, 1990 were received.

Announcements

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MANAGEMENT TEAM MINUTES

12. AIDS in the Workplace Report. Encourage staff to complete.

New Business

13. St. Mary's AIDS Committee Hospital Committee. David has been on this, but unable to continue. Quarterly meeting. Ernie will be asked to go.
14. Telephone Calls. All calls that ring through will have messages taken.

Unit Reports

15. DOROTHY STINNETT

- A. Attended safety training meeting. Will be having meeting with all staff in April.
- B. Review emergency procedures with staff.
- C. Address review. Check and return ASAP.

16. MARCIA QUACKENBUSH

- A. Vacation next week.
- B. CDC America Responds to AIDS Meeting. Went with Peter. It was a fairly white bread meeting that left one feeling unfull.

17. DAVID SILVEN

- A. Community Grief - March 20, 1990, 7:30PM at MCC. Meeting is happening.
- B. Leader Groups. Doing well. Co-sponsorship of Gay Men of Color.

18. PETER CAMPOS

- A. HIV/T-Cell Testing. Have been approved by Drs. Mitch Katz and Andy Bindman regarding doing T-Cells as an adjunct to HIV testing. Persons with input are asked to contact Peter.
- B. Environmental Follow-Up. Have fixed damaged cords.

19. PAUL CAUSEY

- A. CBS News called for the suicide story with PWA's.
- B. CAB retreat last Saturday in Sonoma.
- C. Direct mail campaign re: FOCUS and the new books.

MANAGEMENT TEAM MINUTES

Next Meeting

1. HIV Resource Center.
2. Role of Large Staff Meeting.
3. AIDS in the Workplace – Respond to the Report.

AHP MONTHLY MEETING SCHEDULE

FIRST TUESDAY	2:00 - 3:15 3:30 - 4:30	FULL STAFF IN-SERVICE
SECOND TUESDAY	12:30 - 2:00 ^{15?} 3:15 - 4:30	MANAGEMENT TEAM DISPOSITION — ?
THIRD TUESDAY	1:00 - 2:15 2:15 - 3:15 3:30 - 4:30	TRAINING ? CASE CONSULTATION — ? IN-SERVICE
FOURTH TUESDAY	12:30 - 2:00 ¹⁵ 3:15 - 4:30	MANAGEMENT TEAM DISPOSITION — }
FIFTH WEEK	^{12:30} OPTIONAL "TBA"	

People from

Anney to
check in

check messages

Let Switchboard know
if at another desk

MGMT.
TEAM

SEE REVERSE ALSO.

You are all invited
No being asked for
a donation.

Marty Low

Marty Low

of the AIDS Health Project's

Community Advisory Board

*cordially invites you and your guests
to an evening of help and caring.*

*The Community Advisory Board is
committed to assisting the AIDS Health Project
secure financial support for it's many essential
services for people who are infected with HIV
and those who are most at risk.*

*This party will raise money for our
Board Fund.*

Please Join Us.

Friday, February 23, 1990

Starting at 6:30 pm

*52 Beaver Street (between Castro and Noe
Streets)*

San Francisco, CA 94114

255-1210

*A donation is requested - feel free to bring it
with you or send it advance. Thank you.*

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of January 31, 1990.

Present Were: Jim Dilley, Renetia Martin, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven and Dorothy Stinnett.

Absent Was: Paul Causey

Minutes

The minutes from the meeting of January 23, 1990 were received.

Announcements

1. International Conference. Renetia in process of trying to secure comps. (Renetia)
2. Compendium & Brochure. Winter 1990 is hot off the press. (Peter)
3. Parking at CED. Harrison Street gate is open from 4-5:45 for exiting. (Dorothy)
4. Dorothy In-Box. All work for the Administration Team goes to the In-Box. (Dorothy)
5. Federal Express. Can use Fed Ex from the office. See Sandra. (Dorothy)
6. AIDS & Law Book. All staff get one copy. See Sandra. (Jim)
7. Building Safety Committee. Dorothy volunteers and is on the Committee. (Jim)
8. Mayor's HIV Task Force. Report is available at Dorothy's desk. Funnel comments to Jim. (Jim)
9. USSR Group. San Francisco Model Types. Cost is \$2500.00 for two weeks organized by Center for Attitudinal Healing. Jim may go. (Jim)
10. Environmental Health & Safety Surprise Inspection. On January 19, 1990, written up for exposed cords on the floor. (Peter)

Old Business

11. Stat Forms. A discussion ensued, with guest presenter Ellen Goldstein.

MANAGEMENT TEAM MINUTES

Unit Reports

12. RENETIA MARTIN

A. Imelda starts February 1, 1990.

13. PETER CAMPOS

A. Not responding to Aggressive Intervention RFP due to lack of time to respond.

14. MARCIA QUACKENBUSH

A. Evaluations from Conference have been collated.

New Business

15. Use of Conference Room for "Non-Agency" Business. Discussion re: availability of room. To be determined on a case-by-case basis.

16. Shift of Management Team time. discussion re: moving the Management Team up 1/2 hour to 12:45-2:15PM

Discussion

17. Discussion ensued re: the Ad Hoc Committee on AIDS in the Workplace with guest presenters Denice Dietch and Rob Marks.



RECEIVED
FEB 26 1990

February 20, 1990

Dear AIDS Service Providers:

Enclosed you will find a summary of the Comprehensive AIDS Relief Expansion (CARE) Act of 1990. This legislation is being sponsored by Senator Ted Kennedy, Massachusetts, Chair of the Senate Labor and Human Resources Committee, and will be introduced to the U.S. Senate in the upcoming spring session.

The bill proposes to expand funding for the service models developed under the HRSA AIDS Service Demonstration Projects and to continue funding for those projects currently operating.

San Francisco has an imperative need for expansion of the HRSA Demonstration Project services, and funding in order to keep pace with the increasing patient volume and treatment needs of those infected with HIV. I encourage you to review this bill and communicate immediately with our elected senators and representatives to Congress.

There is limited time for expressing the importance of this legislation. The AIDS Office has already provided a packet of information and data to document current gaps and waiting lists for services currently in operation in San Francisco.

Thank you for your assistance with this urgent issue.

Sincerely,

A handwritten signature in cursive script that reads "A. R. Hernandez, M.D.".

Sandra R. Hernandez, M.D.
Director
AIDS Office

The Honorable Pete Wilson
720 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Alan Cranston
112 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Nancy Pelosi
1005 Lengworth
House Office Building
Washington, D.C. 20515

The Honorable Barbara Boxer
307 Cannon Building
Washington, D.C. 20515

Service	Current Provider	FY 89-90	FY 90-91	FY 91-92	FY 92-93	FY 93-94
<u>Health Resources and Support Services</u>						
<u>Home Health</u>						
Home Health/Hospice Care	PPMC-Visiting Nurses and and Hospice Program	RFP	SS	MY-3	MY-4	RFP
Home Care Training	TBD	n/a	RFP	MY-2	MY-3	MY-4
Attendant Care/Minority	TBD	n/a	RFP	MY-2	MY-3	MY-4
<u>Residential Service</u>						
Long-term Residence for PWAs	Shanti Project	SS	SS	RFP	MY-3	MY-4
Residential Shelter for Women and Children with AIDS	Shanti/Catholic Charities	SS	SS	RFP	MY-3	MY-4
Emergency Housing	SF AIDS Foundation	SS	SS	RFP	MY-2	MY-3
24-hr. Care Residence	TBD	RFP	MY-2	MY-3	MY-4	MY-5
<u>SFGH Support Services</u>						
Peer Counseling at SFGH	Shanti Project	SS	SS	RFP	MY-2	MY-3
Crisis Intervention/Counseling at SFGH	UCSF/AIDS Health Project	SS	SS	RFP	MY-2	MY-3
<u>Food Services</u>						
Meals	Project Open Hand	SS	RFP	MY-2	MY-3	MY-4
Foodbank	SF AIDS Foundation	SS	RFP	MY-2	MY-3	MY-4
<u>Social Service/Advocacy for PWAs</u>						
Social Service/Advocacy for PWAs	SF AIDS Foundation	SS	SS	RFP	MY-2	MY-3
Minority Social Service Advocacy	TBD	RFP	MY-2	MY-3	MY-4	RFP

RFP-Competitive Request for Proposals

SS-Sole Source Request

NOI-Notice of Intent

MY-Multiyear Contract

NF-Not Funded

n/a- Service not scheduled for this period

MBZtimeline

Approved By Health Commission 5/16/89

Proposed Revision 2/20/90

Revision approved by Health Commission 2/20/90

Service	Current Provider	CONTRACTING PROCESS FOR				
		FY 89-90	FY 90-91	FY 91-92	FY 92-93	FY 93-94
<u>Health Resources and Support Services (con't)</u>						
Volunteer Therapist	UCSF/AIDS Health Project	SS	SS	RFP	MY-2	MY-3
Psychiatric Consults/Evaluations	UCSF/AIDS Health Project	SS	SS	RFP	MY-2	MY-3
Emotional Support for PWAs	Shanti Project	SS	RFP	MY-2	MY-3	MY-4
Practical Support for PWAs	Shanti Project	SS	RFP	MY-2	MY-3	MY-4
AIDS Adult Day Care	n/a	SS	RFP	MY-2	MY-3	MY-4
Money Management	n/a	RFP	MY-2	MY-3	MY-4	RFP
Treatment Trial Support		RFP	MY-2	MY-3	MY-4	RFP
HIV Positive Hotline		RFP	MY-2	MY-3	MY-4	RFP
HIV Positive Newsletter		RFP	MY-2	MY-3	MY-4	RFP
Health Care to PWAs	Alameda Health Services	SS	SS	SS	SS	SS
(required as a condition for funding)	San Mateo Health Services	SS	SS	SS	SS	SS
	Marin Health Services	SS	SS	SS	SS	SS
	Contra Costa Health Services	SS	SS	SS	SS	SS

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Approved By Health Commission 5/16/89

Proposed Revision 2/20/90

Service	Current Provider	CONTRACTING PROCESS FOR				
		FY 89-90	FY 90-91	FY 91-92	FY 92-93	FY 93-94
<u>Laboratory Services</u>						
Routine	Damon Clinical Lab	RFP	NOI	NOI	NOI	NOI
Specialized	CA Public Health Foundation	NOI	NOI	NOI	NOI	NOI
<u>Knowledge, Attitudes, Belief and Behavior Surveys</u>						
Black Community/Household	n/a	n/a	NF	n/a	RFP	n/a
Latino Community/Household	n/a	n/a	NF	n/a	RFP	n/a
Asian Community/Household Surveys						
Chinese/Japanese	Asian American Recovery	n/a	NF	n/a	RFP	n/a
Filipino	AAHF	RFP	n/a	RFP	n/a	RFP
SE Asian		RFP	n/a	RFP	n/a	RFP
Gay/Bisexual Male Phone	SF AIDS Foundation	RFP	n/a	RFP	n/a	RFP
Minority Gay/Bisexual Male Chain Referral	Fairbank, Bregman and Maullin	RFP	n/a	RFP	n/a	RFP
Heterosexual High-risk Phone	n/a	n/a	NF	n/a	RFP	n/a
Native American	n/a	n/a	NF	n/a	RFP	n/a
<u>Surveillance/Seroprevalence Services</u>						
Sero Surveys						
Intravenous in treatment	UCSF	n/a	SS	My-2	MY-3	MY-4
Women/Abortion Clinic	TBD	n/a	RFP	MY-2	MY-3	MY-4
PCR Survey	TBD	n/a	RFP	MY-2	MY-3	MY-4

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Proposed Revision 2/20/90

Service

Current Provider

CONTRACTING PROCESS FOR

FY 89-90

FY 90-91

FY 91-92

FY 92-93

FY 93-94

Prevention Services

Prevention Education for the Latino Comm.
Workshops/Men having sex with men
Workshops/Substance Abusers
Workshops/General Latino Community
Media Liaison

Instituto Familiar de la Raza

SS	RFP	MY-2	MY-3	MY-4
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3

Prevention Education for the Black Comm.

Workshops/Men having sex with men
Workshops/Substance Abusers
Workshops/Heterosexuals
Street Outreach/IVDUs
Media Liaison
Community Education

Bayview Hunters Point Foundation

SS	RFP	MY-2	MY-3	MY-4
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3

Prevention Education for the Asian Comm.

Workshops/General Asian Community
Community Organizing
Media Liaison
Provider Education
Men having sex with men

Asian American Recovery

SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
SS	SS	RFP	MY-2	MY-3
n/a	RFP	MY-2	MY-3	MY-4

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Proposed Revision 2/20/90

CONTRACTING PROCESS FOR

Service	Current Provider	FY 89-90	FY 90-91	FY 91-92	FY 92-93	FY 93-94
<u>Prevention Services</u>						
Prevention Education for the Native Am Comm.	BHPF-fiscal agent for American Indian AIDS Institute					
Workshops/Men having sex with men		SS	RFP	MY-2	MY-3	MY-4
Workshops/Substance Abusers		SS	SS	RFP	MY-2	MY-3
Workshops/General Native Am Community & Community Leaders		SS	SS	RFP	MY-2	MY-3
Media Liaison		SS	SS	RFP	MY-2	MY-3
Health & Human Service Providers		SS	SS	RFP	MY-2	MY-3
Prevention Education for Gay Male Comm.	BHPF-fiscal agent for 18th Street Services					
Workshops/Substance Abuser		SS	RFP	MY-2	MY-3	MY-4
Workshops/Gay Male		SS	RFP	MY-2	MY-3	MY-4
Health & Human Service Providers		SS	RFP	MY-2	MY-3	MY-4
Prevention Education for Womens' Substance Using Community	Women's Institute for Mental Health	SS	SS	RFP	MY-2	MY-3
Prevention Education to General Community Gay and Bisexual Men	SF AIDS Foundation					
Telephone Services		SS	RFP	MY-2	MY-3	MY-4
Education Events		SS	RFP	MY-2	MY-3	MY-4
Media Relations		SS	RFP	MY-2	MY-3	MY-4
Material Dev/Distribution		SS	RFP	MY-2	MY-3	MY-4
Media Advertising		SS	RFP	MY-2	MY-3	MY-4
Outreach Education related to ATS						
Minority Community	UCSF/AIDS Health Project	SS	RFP	MY-2	MY-3	MY-4
General Community	SF AIDS Foundation	SS	RFP	MY-2	MY-3	MY-4
RFP-Competitive Request for Proposals						
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Proposed Revision 2/20/90

Service	Current Provider	CONTRACTING PROCESS FOR				
		FY 89-90	FY 90-91	FY 91-92	FY 92-93	FY 93-94
Anonymous Testing Program	UCSF/AIDS Health Project	SS	RFP	MY-2	MY-3	MY-4
Result Reporting Blood Drawing						
Pre- and Post-test Counseling						
Counseling and Testing at City Clinic						
Counseling and Testing at SFCH						
Educational Support Groups	UCSF/AIDS Health Project	SS	RFP	MY-2	MY-3	MY-4
	PMHS/Operation Concern					
Education to Mental Health Professionals	UCSF/AIDS Health Project	SS	RFP	MY-2	MY-3	MY-4
	PMHS/Operation Concern					
Tenderloin Resource Center	Genesis Church	SS	SS	RFP	MY-2	MY-3
New Minority Initiatives						
Afro-American	TBD	RFP	RFP	MY-2	MY-3	MY-4
Native America	TBD	RFP	RFP	MY-2	MY-3	MY-4
Latino	TBD	RFP	RFP	MY-2	MY-3	MY-4
Asian	AAHF	RFP	MY-2	MY-3	MY-4	RFP
Relapse Among Gay & Bisexual Men		RFP	MY-2	MY-3	MY-4	RFP
Street Outreach	Youth Environmental Study	SS	RFP	MY-2	MY-3	MY-4
	Bayview Hunter's Point Foundation					
Street Outreach Evaluation	AAFMC/UHS	SS	RFP	MY-2	MY-3	MY-4
RFP-Competitive Request for Proposals						
SS-Sole Source Request						
NOI-Notice of Intent						
MY-Multiyear Contract						
NF-Not Funded	Approved By Health Commission 5/16/89					
TBD-To Be Determined	Proposed Revision 2/20/90					
n/a-Service not scheduled for this period						

To: Jim
Fr: Peter

Re: Need to determine
protocol/policy for
responding.

c.e. Mgmt. Team; ATS staff

From: SENTINEL
5/16, p.4

* Balance of letter
not in paper. Will
probably be printed
in next edition.

A.B.84 (the Assembly Bill outlawing employment discrimination against Lesbians and Gays) out of that Committee?

Those are the people that your anger should be positively directed toward and not toward those of us who are trying to do something to effect positive change and public awareness of our plight.

Stuart A. McDonald

an AIDS bike-a-thon. It made me think, why don't *you* do something. I read about your work with various organizations for the dyslexic, alcoholic and youth, but what about groups that support gays and lesbians, both youth and adult? You could be a valuable spokesman in this age of AIDS. Why not do a PSA for condoms?

I know this sounds like I'm trying to push you out into the open. But please believe me when I say I'm not, even though when I originally started this letter I wanted to center on "I'll come out if you do."

I hope things work out for you. I also hope things work out for me. I have the darkest feeling I'm going to be losing a lot of old friends in the next couple of months.

Lito Sandoval

Stonewall Date

To the Editor:

Thanks Plus to the Grand Ducal Court for that Gay Community Award. I couldn't do what I do

To the Editor:

Your recent information concerning the Golden Gate Business Association (GGBA) and its various programs is greatly appreciated. I would, however, like to clarify a point in the published information that may cause confusion for your readers.

In 1979, a group of dedicated members of GGBA formed the GGBA Foundation, an independent philanthropic organization designed to provide funds to Bay Area organizations serving the lesbian and gay community. This early organization was a way for lesbian and gay businesses to return some of their profits to their community.

As the Foundation has helped others grow, it too has grown and developed. In 1988, our founders, with numerous community leaders, celebrated the Foundation's immense growth in announcing a name change from the GGBA Foundation to the Horizons Foundation. The name was changed to reflect our expanded donor base. In addition to our community's businesses, individuals and other organizations were interested in

Counsel for Counselors

To the Editor:

On Saturday, May 6, I had a 1:30 p.m. appointment to get my HIV test results at the alternative testing site on 17th Street. "Alan," the counselor I was assigned to, looked unhappy and in no shape to be counseling anyone. He made no effort to greet me or establish positive contact.

I told Alan immediately that I was very nervous. "I've been doing this once a year for years," I said, "and every time I think my luck is going to run out."

"Have you been exposed to the virus?" Alan asked.

"It depends what you mean," I said.

"What do *you* mean by being exposed to the virus?" he asked.

"May I have my test results?" I asked.

After Alan gave me the result I got up to leave.

"Wait a minute," Alan said.

An Open Letter to Greg Louganis

When the '88 Olympics came around, everybody was talking about you, Greg Louganis. The name was alien to me. Ever since I developed arthritis I lost all interest in sports. If I can't play them, I don't want to watch them. They would only make me more self-conscious. So there's this talk about this hot diver from Southern California who's gonna clean up at the Olympics. I pictured this blond aryan stud, my inbred racism made me hate him for being blond, athletic, white and privileged.

The Olympics came and went, and I missed them.

In the fall I bought a copy of *Rolling Stone*. By coincidence, there was a piece on you, with pictures, even. Lo and behold, you aren't the blond college jock I envisioned. I decided to read the article. I was totally impressed. Here's a portrait of a cool guy who overcame a lot of shit from a lot of people; father, peers, self. This wasn't a profile of some dumb jock, but that of a loving, caring human being.

There was one thing, though, that really caught my attention. It was the paragraph stating how you're happy



THE
NAMES
PROJECT

The Names Project
Foundation:
A National
AIDS Memorial

Post Office Box 14573
San Francisco, CA 94114
(415) 863-5511

Cleve Jones
Executive Director

Michael Smith
General Manager

December 18, 1989

James Dilley, MD
UCSF AIDS Health project
Box 0884
San Francisco, CA 94143-0884

Dear James,

The Reverend Paul Dirdak, Pastor of the Trinity United Methodist Church, and Cleve Jones, Executive Director of The NAMES Project, invite you to attend a brief meeting on January 10, 1990, in The NAMES Project Workshop, 2362 Market (near Castro), at 9:00 a.m.. The meeting is designed to inform you, as well as other San Francisco AIDS service providers, about the plans for the new location for AIDS Life Center, Inc., a multi-purpose AIDS service facility in San Francisco, at the corner of Noe and Market Streets.

We wish to let you know of our plans, and invite your input and your questions. Enclosed please find a recent article from the B.A.R. concerning the project. If you have any questions, please call Cleve Jones, at 863-5511.

Thank you. We look forward to seeing you.

Sincerely,



Tom Herndon
Executive Support

Community, Quilt, PWAs Find Home

by Allen White

BAY AREA REPORTER
11/30/89

A multipurpose facility to be built in the boarded-up vacant lot at Noe and Market streets will serve as a service center for people with AIDS, a new home for the Names Project quilt and an assembly hall for use by the gay community. The center, which could be completed by 1992, is a joint project between the Names Project Foundation and Trinity United Methodist Church.

Cleve Jones, executive director of the Names Project, said, "The Names Project Foundation and Trinity United Methodist Church have taken the first step in creating a partnership, and this will be a third entity, a third non-profit corporation. It will be endowed with certain resources by Trinity Methodist and the Names Project Foundation for the purposes of developing the land at the intersection of 16th Street and Noe into a combined AIDS/HIV service center.

"Our goal is to get as many of the non-medical support services for people with AIDS as possible under one roof in the largest geographic concentration of people with AIDS in the western part of the United States."

(Continued on page 11)

Quilt

(Continued from page 1)

The Rev. Paul Dirdak, pastor of Trinity United Methodist Church, said, "The Methodists have owned this lot since the turn of the century, and they have been trying for 10 years to rebuild their church. In the last year, since I have been there, we have decided we have to relate more to the community, so we found this approach with the Names Project."

Both Jones and Dirdak confirmed that the boards of both organizations have now approved a memorandum of understanding to create the new non-profit corporation. This is the first step for what will become the first center of its kind dedicated to helping people who have AIDS or are HIV positive.

"The memorandum of understanding provides for the ground lease to the new community center corporation essentially for 99 years," Jones said. "That will be Trinity's major contribution, but there will also be a cash support from Trinity and the Names Project, which will be taking an active part in raising money to build the building."

"Neither Trinity nor the Names Project is going to have to buy some land to do this project," Dirdak said. "Trinity has a building fund as a result of its building have burned down, and some of that will be used in one way or another."

The concept is to create a building that will offer low rent for all AIDS service providers at one location.

"I think the building can serve as a kind of entry point for ser-

vices," Jones said. "I think in the next decade, out of necessity, we are going to have to see more centralization. I hope this can prove a positive way of encouraging that type of cooperation between agencies."

Jones has observed that many of his friends who have AIDS "can spend whole entire weeks of their lives going from one place to another. One of the things I am particularly interested in getting situated at this new site is a central office, sort of an ombudsman office for benefits counseling. To make sure that when people get their diagnoses they get all the benefits they are entitled to.

"We hope to come up with a building that will fit in with the community, that will be large enough to provide the office space for the direct services and some real display space for the display of the quilt," Jones said.

There will also be office space for the Names Project Foundation and Trinity United Methodist Church.

The assembly hall will be available for many uses.

"Trinity has been very clear from the beginning that they won't require the assembly hall to be exclusively for church use," Jones said. "So Trinity United Methodist will have the hall on Sunday mornings. For the rest of the week it is going to be available for community events, public meetings."

"It is not a community center in the traditional sense and there certainly is nothing traditional about the church's use of it either," Dirdak said. "I hope that other worship traditions would use it for worship services."

In January they plan to announce an international design

competition.

Both Jones and Dirdak said that major fundraising will be done on a national level. The Names Project is now a national organization, and the United Methodist Church could be supportive of the project because it is the first major joint effort between the church and a community organization to build an AIDS service center.

"We have met with Mayor Agnos, with Sup. Britt and members of the mayor's staff are also working to find sources of funding," Jones said.

One factor in bringing together these two organizations was the late Rev. Jim Sandmire. In the year prior to his death, Sandmire worked with the Rev. Dirdak to have joint worship services. Sandmire, who pastored Golden Gate Metropolitan Community Church, and Dirdak, who pastored Trinity United Methodist, alternated the various duties of the worship service each week.

Dirdak said the experiment to merge the two church's services lasted about a year. He said that many members of Trinity worked as volunteers at the Names Project.

"A group in the Trinity Methodist Church have decided to make a quilt for Jim Sandmire," he said. "They were very close to him."

The site where the new AIDS service center will be built was the location of the Trinity United Methodist Church from 1929 until 1981 when the building was destroyed in a fire. The church is one of the oldest in San Francisco and dates back to 1884 when it was first located near 18th and Castro.



THE UNITED STATES CONFERENCE OF MAYORS

1620 EYE STREET, NORTHWEST
WASHINGTON, D.C. 20006
TELEPHONE (202) 293-7330

January 25, 1990

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Mayor of Oxnard

Executive Director:

J. THOMAS COCHRAN

*Jim
Rosen, Jr.
David S.
I have complete
packet if you
want -
PAUL 2/5*

To: Applicants for Funding Under The U.S. Conference of Mayors
Community Based Education and Service Coordination for
Persons with HIV Infection Grants Program

Enclosed is a Request for Proposals (RFP) issued by The United States Conference of Mayors for funding of community based organizations to conduct education and service coordination projects for persons with HIV infection. Using funds provided by the federal Centers for Disease Control, the Conference of Mayors anticipates awarding 2-3 one year grants of \$70,000-\$105,000 each to community based organizations. Grants will be awarded to nonprofit, non-governmental community based organizations only; governmental agencies are ineligible to apply, although their involvement in planning and coordinating the delivery of services to persons with HIV infection in conjunction with the local projects is strongly encouraged.

Funding will be provided for the coordination and provision of specific early intervention services for persons with HIV infection to assist individuals in accessing needed prevention, treatment, mental health, substance abuse, and other support services. Priority will be given to funding those organizations best capable of providing service coordination, follow-up services, behavioral evaluation and support, and risk reduction education to help persons with HIV infection maintain health and assimilate or maintain safe behavior.

A review panel will meet to make recommendations for funding in April, 1990. It is anticipated that start-up dates for all projects will be April 30, 1990. It is our hope that the experience gained by these projects will be shared by other communities and that the projects will establish effective national models and protocols for providing comprehensive, community based risk reduction education and services for persons with HIV infection.

All proposals must be submitted to Joseph Kelly at the Conference of Mayors and received no later than March 16, 1990, 5 p.m. EST. If you need further information, please contact Joseph Kelly or Jeffrey Menzer at the Conference of Mayors.

Sincerely,

J. Thomas Cochran
J. Thomas Cochran
Executive Director

JTC/jfk
Enclosures

MANAGEMENT TEAM MINUTES

1

These minutes are from the meeting of November 20, 1989.

Present: Jim Dilley, Renetia Martin, Marcia Quackenbush, Paul Causey, Joanna Rinaldi, David Silven, and Dorothy Stinnett.

Absent: Peter Campos

Minutes

The minutes from the meeting of November 13 were reviewed and accepted.

Announcements

1. LPPI - All official business with LPPI and UCSF should be routed through Renetia Martin. Surepay statements and paychecks will continue to be sent to AHP employee home addresses until further notice. Renetia is negotiating with payroll to keep it that way since so many AHP employees work offsite.
2. There will be an "America Responds to AIDS" meeting on Dec. 5th.
3. DIFFA is arranging funding for local area. Will have large fundraiser in April.

Old Business

4. Confidentiality - Forms should be part of personnel file checklist. All new and old employees must sign form and give copy to Renetia Martin for employee file. Confidentiality lecture today will be recorded for future and for repeat for absent staff. Dorothy will update personnel checklist form to include Confidentiality Form.
5. Mental Health Conference Tasks - All units need to have their staff sign up with Kate McCaffery for the times they can work at the conference. Need a volunteer coordinator for the conference. Conference will be from January 17-19 at S.F. State Univ.

New Business

6. Office Space Changes - see Dorothy's report below
7. DPH Contracts to be reviewed - Need to aware of how city funding is appropriated. We are in negotiations for our own funding. They are interested in our ability to match funds.
8. Stop AIDS - David Silven will write to them.
9. Info Sharing - Some info networking is needed between Units so that we all have a better picture of what is happening at the Project. Especially, Paul should be kept informed for publicity and project promotion purposes. It was suggested that Unit Managers meet together monthly on a regular basis to keep each other informed about what is happening in their unit.

Unit Reports

10. PAUL CAUSEY

- A. Rob Marks is under a very stressful deadline for the new AIDS Lawbook and needs a lot of support to meet the deadline. Book will be out in January.

11. DAVID SILVEN

- A. Eight new volunteer therapists participated in initiatory training. This brings the total active volunteer therapists to approximately 90.
- B. There will be a pilot weekend training session for volunteers. Hopefully, this will generate renewed enthusiasm.
- C. A newly formed Collective Community Grief group will begin meeting on a monthly basis to air the impact of those who have died.

12. JOANNA RINALDI

- A. Ward 86 is becoming a more formalized psych unit with Ian Barlow spending more time there.
- B. Counseling and Testing Services has a Training Assistant position open.
- C. Counseling and Testing Services has funding problems - not enough funds to move forward - service needs are increasing exponentially with no money to cover them.
- D. Mark Higgins, counselor from ATS, will transfer to Hospital Services.

13. MARCIA QUACKENBUSH

- A. Unit staff experiencing a number of illnesses and staff friend's and family member's deaths.
- C. Marcia will give second confidentiality inservice to staff who missed first one.

14. DOROTHY STINNETT

The following changes will be made in staff work areas in order to help facilitate earthquake preparedness procedures:

- A. Paul Causey and Doug Yagaloff will move upstairs to Martinique office. John Tighe will have an office next to photocopy area. Joseph Wilson will move to Doug and John's old area.
- B. All storage items will be moved downstairs. Paul's old office will become storage area. We are expecting an increase in materials to be generated through ATS. Five new large and six small metal shelving units have been purchased and will be tied into the walls. Photocopying machine will be placed in the area next to storage. Old upstairs storage area will become a computer area.
- C. All file cabinets, bookcases, etc., will be rearranged so that they can be tied into the walls, thereby, hopefully, making the office area more earthquake safe.

15. PETER CAMPOS - Absent - on vacation

**THE
AIDS
HEALTH
PROJECT**

A project concerned
with AIDS Prevention
and Health Promotion

Use of 512 by ASD -

M

To: Management Team

From: Joanna Rinaldi

Re: Proposed change in

Date: January 29, 1990

Announce at Mgmt mtg

In Box for

Support Staff

Work

General form to be generated

1st 2nd
1 + 3 Tuesday

The purpose of this memo is to share with you my intent to raise an agenda item in our January 30, 1990 meeting. Hospital services team has requested me to advocate for a meeting time change. They are presently meeting from 3:30 to 4:30 pm every other Tuesday. They would like to meet from 2:30 to 3:30 pm. Since these meetings are on the same day as the Management Team meeting, this time change would require Management to begin their meeting at 12:45 pm and finish by 2:15 so that Hospital Services could begin their meeting at 2:30.

Please think about this proposal and the possibility of a meeting time change.

Announcements:

1. Parking lot gate on Harrison St. open
M-F - 4 - 5:45 - out only to the right
Enter from either direction.
2. In box for support staff work on DS side desk
3. W-2 2 forms
4. UP's & Fed Ex ^{can be sent} from office

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430

Affiliated with the University of California, San Francisco



A project concerned
with AIDS Prevention
and Health Promotion

Use of 512 by ASDP -

MEMO

To: Management Team

From: Joanna Rinaldi *Joanna Rinaldi*

Re: Proposed change in management meeting time.

Date: January 29, 1990

1st 1/3 Tuesday

The purpose of this memo is to share with you my intent to raise an agenda item in our January 30, 1990 meeting. Hospital services team has requested me to advocate for a meeting time change. They are presently meeting from 3:30 to 4:30 pm every other Tuesday. They would like to meet from 2:30 to 3:30 pm. Since these meetings are on the same day as the Management Team meeting, this time change would require Management to begin their meeting at 12:45 pm and finish by 2:15 so that Hospital Services could begin their meeting at 2:30.

Please think about this proposal and the possibility of a meeting time change.

Announcements:

- 1. Parking lot gate on Harrison St. open
M-F - 4 - 5:45 - out only to the right
Enter from either direction.*
- 2. In box for support staff work on DS side desk*
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Address Correspondence To: UCSF AIDS Health Project • Box 0884 • San Francisco, CA 94143-0884

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430



A project concerned
with AIDS Prevention
and Health Promotion

January 26, 1989

TO: All Staff
FROM: David Silven *David*
RE: Believe it or not, planning for our Holidays Party in December 1990

I am writing you upon the request of the Management Team. Yes, folks, it is time for at least some of us to begin planning for the Holidays Party. In particular, a room for the party needs to be selected and reserved ASAP, as rooms get reserved early.

Unfortunately, it turns out that the room we used for the incredible party hosted by the ATS Unit has doubled in price. As we have done in the past with Holiday Parties, one unit (e.g., ATS) generally volunteers to organize the party. The Management is willing to allow designated staff to use work-time, under the supervision of a Unit Manager and within reasonable limits, to put this party together (as happened, for instance, with Peter Campos and his staff--who did such a beautiful job for last month's party...) Organizing the party ourselves, as opposed to having it coordinated by an outside person who gets paid for the work, can be considerably less expensive; if we were to have the party catered and coordinated by someone other than our staff, we would need people who attend to chip in money to cover the expense.

This year, no unit manager has stepped forward to volunteer herself or himself, and this leaves us in limbo. At least three options have been suggested, and we would like your input about this (we will discuss this at the Staff Meeting on February 6th). Those three options are:

- Those attending each contribute money (amount could be somewhere in the neighborhood of \$10 to \$20) so that we can hire someone to organize and cater this event.
- A specially formed staff "committee" or task force comes forward, and, with the approval of their Unit Manager(s), offers to take on this task, in which case we may be able to avoid asking staff to pay for the party (depending on what level of "partying" gets decided on).
- One of the Unit Managers will, with the support and involvement of his/her staff, graciously volunteer to do this.

If you have any input, please write it down and put it in my mailbox by MONDAY, FEBRUARY 12, or say it during the discussion at the upcoming Staff Meeting.

**Beyond the Basics:
Mental Health Challenges
In The HIV Epidemic**

January 17-19, 1990
San Francisco

Participant Evaluation

Excellent	Fair	Poor
5 4	3 2	1

DAY ONE

1. Plenary I: *Legal and Ethical Issues in the HIV Epidemic: Focus on Mental Health.*
Average 4.4 Range 5-1 # of Responses 112

2. Concurrent Sessions II: *Instruction on use of AIDS Law for Mental Health Professionals.*
Average 3.3 Range 5-1 # of Responses 116

3. Plenary II: *Response to Concurrent Sessions.*
Average 4.3 Range 5-2 # of Responses 111

4. Concurrent Sessions II: *Action Dialogues.*
 - Session # B1: Limit Setting in Clinical Practice with the HIV Related Client**
Average 3.3 Range 5-1 # of Responses 12

 - Session # B2: Nurturing Ourselves- Strategies for Survival**
Average 4.7 Range 5-3 # of Responses 15

 - Session # C1: Communities of Color: What Do Clients Need to Hear, and Who Do They Need to Hear It From?**
Average 4.3 Range 5-3 # of Responses 9

 - Session # E1: Organizational Politics, Individual Roles, and "Getting Done What You Need to Get Done."**
Average 3.3 Range 4-3 # of Responses 3

 - Session # E2: Impact of the HIV Epidemic on Agencies Not Specializing in AIDS: Sellout of Success?**
Average 3.2 Range 4-1 # of Responses 5

 - Session # F1: Antibody Testing, Treatment Choices and Client Advocacy: What is the Clinician's Role in Facilitating Client Decisions?**
Average 3.7 Range 5-1 # of Responses 9

 - Session # F2: Transference and Countertransference: Dealing with All the Feelings**
Average 4.1 Range 5-2 # of Responses 30

 - Session # H3: Legal Dilemmas: Further Discussion of Legal Questions and Issues**
Average 4.7 Range 5-4 # of Responses 12

 - Session # H4: Lesbians Working in AIDS: What Has Been Accomplished in the Lesbian Community?**
Average 4.3 Range 5-3 # of Responses 7

 - Session # J1: Getting Real: What's going to Prevent HIV Among Substance Users and Abusers?**
Average 3.4 Range 5-2 # of Responses 13

 - Session # K1: Youth Empowerment in the HIV Epidemic**
Average 3.8 Range 5-1 # of Responses 5

January 17-19, 1990
San Francisco

Participant Evaluation

Excellent	Fair	Poor
5	4	3
		2
		1

DAY TWO

1. Plenary III: <i>HIV: New Developments in Management and Treatment.</i>				
Average 4.8	Range 5-3	# of Responses		138
2. Concurrent Sessions III				
Session #A-1: AIDS 101: Transmission, Prevention, Epidemiology and Medical Review of the Disease				
Average 4.8	Range 5-4	# of Responses		17
Session #C-2: Cultural Differences in Maintaining Behavior Change				
Average 4.6	Range 5-3	# of Responses		10
Session #D-1: Talking About Sex With Clients: Techniques and Topics.				
Average 4.2	Range 5-3	# of Responses		12
Session #E-3: Beyond Burnout: Quality of Life in AIDS Organizations.				
Average 4.4	Range 5-2	# of Responses		7
Session #F-3: Working with Long-Term Survivors: Persons with AIDS, ARC and Asymptomatic HIV Infection				
Average 3.7	Range 5-1	# of Responses		25
Session #F-8: Solutions to the Problems of Reaching and Working with the Bisexual Communities				
Average 4.8	Range 5-4	# of Responses		5
Session #G-1: Neuropsychiatric Issues and HIV: Assessment and Diagnosis				
Average 3.7	Range 5-1	# of Responses		19
Session #I-1: Case Consultation: Counseling and Psychotherapy with Individuals Affected by HIV				
Average 4.0	Range 5-3	# of Responses		7
Session #I-2: Case Consultation: Working with the Family System Affected by HIV				
Average 3.0	Range 4-2	# of Responses		3
Session #J-6: Psychiatric Disorders in HIV-Infected Drug Users				
Average 3.5	Range 5-1	# of Responses		8
Session #K-2: Children's Issues in the HIV Epidemic				
Average 4.7	Range 5-4	# of Responses		3
Session #L-1: Talking About Death with the HIV Affected Client				
Average 4.8	Range 5-4	# of Responses		15
Session #M-1: Descriptions of Models for Group Work: HIV Positive People				
Average 3.5	Range 5-1	# of Responses		6
3. Plenary IV: <i>Why is There Increased Risk of HIV in Communities of Color</i>				
Average 4.4	Range 5-2	# of Responses		134
4. Concurrent Sessions IV: <i>Exploring Cultural Assumptions, Expanding Cultural Norms.</i>				
Average 3.5	Range 5-1	# of Responses		116

January 17-19, 1990
San Francisco

Participant Evaluation

Excellent	Fair	Poor
5 4	3 2	1

DAY THREE

1. Plenary V: <i>Panel: Living with HIV.</i>			
Average 3.5	Range 5-1	# of Responses	116
2. Concurrent Sessions V.			
Session #A-2: HIV as a Chronic Illness: Psychosocial Perspectives of Persons in the HIV Spectrum			
Average 3.7	Range 4-1	# of Responses	11
Session #C-3: Intracultural Counseling and Prevention: How Communities Take Care of Themselves			
Average 3.7	Range 5-1	# of Responses	8
Session #D-2: Supporting Safer Sex: An Ongoing Issue			
Average 4.4	Range 5-3	# of Responses	5
Session #E-4: The Grieving Organization: Saying Goodbye to Colleagues			
Average 4.7	Range 5-4	# of Responses	6
Session #F-4: Counseling Women With HIV Disease			
Average 4.3	Range 5-3	# of Responses	16
Session #F-5: Suffering Multiple Losses: Strategies for the Grieving Client			
Average 4.7	Range 5-4	# of Responses	16
Session #G-2: Medications and HIV: Assessing Psychological Effects of Medical and Psychiatric Treatments			
Average 4.5	Range 5-4	# of Responses	20
Session #I-3: Case Consultation: Case Management: The Client With Multiple Diagnoses			
Average 4.1	Range 5-3	# of Responses	7
Session #I-4: Case Consultation: Issues of Rational vs. Reactive Suicide for the Person with HIV			
Average 4.6	Range 5-3	# of Responses	11
Session #J-3: Partners and Family of Substance Users: AIDS Prevention and Counseling with Co-Dependants			
Average 4.2	Range 5-4	# of Responses	4
Session #K-3: HIV-Related Prevention and Education with Adolescents			
Average 4.8	Range 5-4	# of Responses	16
Session #L-2: Quality of Life for the HIV Affected Client			
Average 4.7	Range 5-4	# of Responses	7

January 17-19, 1990
San Francisco

Participant Evaluation

Excellent	Fair	Poor
5	4	3
		2
		1

DAY THREE (Continued)

3. Concurrent Sessions VI.

Session #B-4: Experiential Workshop: Dance for Life			
Average 5.0	Range 5	# of Responses	3
Session #C-4: Experiences in Cross-Cultural Counseling: Successes and Failures			
Average 4.2	Range 5-3	# of Responses	5
Session #F-6: Couple and Family Interventions: Working With a Broader System			
Average 4.3	Range 5-1	# of Responses	19
Session #F-7: Treatment Issues for the HIV Infected Client in Residential Settings			
Average 4.3	Range 5-3	# of Responses	3
Session #G-3: Management and Treatment of AIDS Dementia Complex			
Average 4.2	Range 5-2	# of Responses	24
Session #I-5: Case Consultation:: Violent, Acting Out or Homicidal Clients with HIV			
Average 4.0	Range 5-3	# of Responses	3
Session #I-6: Case Consultation: The HIV-Affected Client in Terminal State Disease			
Average 4.6	Range 5-4	# of Responses	14
Session #J-4: HIV-Related Counseling for Substance Users in Recovery			
Session #J-5: HIV Issues in Alcohol Recovery Programs			
Average 4.1	Range 5-3	# of Responses	16
Session #K-4: HIV Prevention and Counseling with Sexual Minority Youth			
Average 4.7	Range 5-4	# of Responses	10
Session #L-3: HIV and Spiritual Transformation: Case Studies and Observations			
Average 4.6	Range 5-4	# of Responses	17
4. Plenary VI: <i>Beyond Survival: Laughter and Healing</i>			
Average 3.5	Range 5-1	# of Responses	116

6 mo.
Annualized Stats

December 1, 1990 to December 31, 1990

UNDUPLICATED CLIENTS

UNITS OF SERVICE

This Period

Year to Date

SERVICE	This Period	Year to Date
MENTAL HEALTH SERVICES FOR PERSONS WITH AIDS Contract/Conference Hours	105	631 (952) 53 new/mo
PREVENTION AND EDUCATION PROGRAM Contact/Conference Hours	302	1,824 (3,694) 312 new/mo
EDUCATION SERVICES FOR MENTAL HEALTH PROFESSIONALS Contact/Training Hours	212	2,486.75 (6,622) 689 new/mo.
VOLUNTEER THERAPIST PROGRAM	11	164 (165) 3.5 new/mo
PSYCH CONSULTATION SERVICES (HRSA)	15	211 (222) 1.8 new/mo

No. Provided	No. Projected	No. Provided	No. Projected
105.25	121	630 1260	1,449
1,694.5	1,050	8,207.3 16,414.6	12,597
1,122	1,230	5,386.8 10,773.6	14,758
279.25	289	1,781.25 3,562.5	3,470
53	39	278 556	473

I certify that the above information is, to the best of my knowledge, complete and accurate.
Full justification and backup for these claims are on file in our offices. A breakdown of other
elements of service is attached.

Signature

Date

F I L E	Fin Svcs	# 8601
	Mngmnt	

MEMORANDUM

DATE: January 11, 1990

TO: LPPI Faculty and Staff

FROM: Paul Bulger, email pblld, 6-7885, Box ADM-0984, fax 476-7320

SUBJECT: FINANCIAL SERVICES - RESIGNATION OF BETTIE BOWEN

Bettie Bowen, Manager of Financial Services, has resigned her position to take on the post of Budget and Finance Officer with the Department of Medicine. She has been responsible for Financial Services for over eight years and, during that time, has contributed significantly to the modernization of that operating unit. She has put in very long hours and made an extraordinary effort to guarantee that LPPI budgeting and accounting systems have operated consistently at a high level of accuracy and reliability.

She will be sorely missed and it will be difficult to find a replacement who will measure up to the very high standards that Bettie has set. Not only do I thank her for her many fine and creative efforts but I wish her good luck in the very challenging position to which she is going.

finsvc.PE

(22506)

Stinnett, Dorothy A
C.E.D. 506 - 0884

*Announce at
urgent Team*

RECEIVED

JAN 2 RECD

December 28, 1989

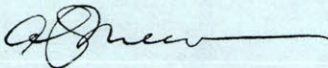
TO: Mail Stop Holders

RE: Commercial Carriers

Please be advised that beginning Tuesday, January 2nd the Mail Services Division will handle all commercial carrier service previously offered by Materiel Management.

Packages and materials intended for Federal Express, DHL, Express Mail and UPS will be picked up by your mail carrier during his or her routine delivery or you may drop off your materials at the Mail Satellite Office on the G Level of Millberry Union, room 25. For same day shipment, letters and parcels should be received by 4 PM; however Express Mail may be received as late as 4:30 PM.

For assistance and further information, simply call our office at extension 6-1124. Also, please call me at extension 6-5975 with your comments and suggestions.



Al Nodado, Manager
Mail Services Division

*Mail Division
Receipt Forms*

RECEIVED

AIDS HEALTH PROJECT
BOX 0884
CED-506

UCSF MAILING DIVISION RECEIPT FORM

A87

ACCOUNT/FUND/FRANKING NO.

FROM:		TO: PLEASE USE FULL ADDRESS	
TELEPHONE/EXTENSION	ZIP CODE	TELEPHONE	ZIP CODE
VALUE OF ARTICLE	DESCRIPTION OF CONTENTS		
SERVICE DESIRED			
U.S.P.S.		UNITED PARCEL SERVICE	
REGISTERED	☐	☐ BLUE LABEL	
CERTIFIED	☐	☐ NEXT DAY	
INSURED	☐	☐ 2nd DAY	
EXPRESS	☐ Article # _____	☐ GROUND	
RETURN RECEIPT	☐	☐ ACKNOWLEDGEMENT OF DELIVERY	
INTEL POST	☐ Transmittal _____		
		FEDEX _____	
		DHL _____	
FOR OFFICE ONLY		REMARKS:	
RECEIVED BY: _____			
DATE RECEIVED: _____			
TIME RECEIVED: _____			
		WHITE: SENDER YELLOW: INCOMING	

MANAGEMENT TEAM MINUTES

These minutes are from the meeting of January 21, 1990.

Present Were: Jim Dilley, Renetia Martin, Marcia Quackenbush, Peter Campos, Joanna Rinaldi, David Silven and Dorothy Stinnett.

Absent Was: Paul Causey

Minutes

The minutes from the meetings of January 9, and January 16, 1990 were received.

Announcements

1. Au Revoir Pierre. Friday, February 23, 1990, from 4-5:30PM in the Conference Room. (David)
2. AIDS Privacy and the Community Conference. February 3, 1990 in Santa Clara.
3. Jim is out for the week of February 12, 1990.
4. Shanti-sponsored Board Recognition. On February 12, 1990. Renetia will accompany our CAB.

Unit Reports

5. MARCIA QUACKENBUSH

- A. Ongoing. Re-gearing into regular trainings.
- B. Southern Training. Jim, Paul, Ed and Marcia will be going. 97 paid registrants. Expect 125-150 paid.

6. DOROTHY STINNETT

- A. Phone Training II.

7. PETER CAMPOS

- A. Compendium and New Brochure. Out this week.
- B. ATS Utilization. Continued strong especially at the Roving Team.
- C. Outreach '90. Developing workplan. Radio, Newspaper, Muni ads and workshops. Ed is coordinating.

MANAGEMENT TEAM MINUTES

8. RENETIA MARTIN

- A. Vacation and Sick Leave Validation. Do not go to JoAnn for information. Renetia is the source. Also there is no need to get into hassles with employee re: accruals, since it is all mathematical, based on hours worked.

9. DAVID SILVEN

- A. Evening Intakes. May start using sixth floor. Will work with sixth floor staff on schedules.
- B. AIDS Indigent Direct Services. Continued discussions with DPH and Tenderloin AIDS Network.

New Business

10. Holiday Party. Need to get planning. Also, if we go back to the same place we will have to pay twice as much (\$900.00 instead of \$500.00).
11. Hartsook Room. As of February 17, 1990, will be used by UCPD - for an indefinite period of time. Contact Katie Irwin, CED Building Office if you need to re-schedule. Living with HIV for February will be moved to MCC. Alternate locations include:
- a. The room across from Hartsook.
 - b. Millberry Union Conference Center.
 - c. Lecture halls at UC.
12. New Stats - Layout. Discussed.
13. Timesheets. Unit managers are henceforth responsible for recording sick and vacation leave, and providing a list to JoAnn by the 15th of the next month.
14. Ethnic HIV Treatment Advocacy RFP has been issued. Discussed.

Next Agenda

- HIV Resource Center. (David)
- Cost of Compendium. (Peter)
- Ethnic HIV Treatment Advocacy. (Jim)



A project concerned
with AIDS Prevention
and Health Promotion

January 26, 1989

TO: All Staff

FROM: David Silven

David

RE: Believe it or not, planning for our Holidays Party in December 1990

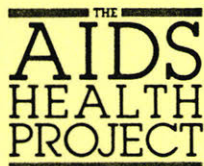
I am writing you upon the request of the Management Team. Yes, folks, it is time for at least some of us to begin planning for the Holidays Party. In particular, a room for the party needs to be selected and reserved ASAP, as rooms get reserved early.

Unfortunately, it turns out that the room we used for the incredible party hosted by the ATS Unit has doubled in price. As we have done in the past with Holiday Parties, one unit (e.g., ATS) generally volunteers to organize the party. The Management is willing to allow designated staff to use work-time, under the supervision of a Unit Manager and within reasonable limits, to put this party together (as happened, for instance, with Peter Campos and his staff--who did such a beautiful job for last month's party...) Organizing the party ourselves, as opposed to having it coordinated by an outside person who gets paid for the work, can be considerably less expensive; if we were to have the party catered and coordinated by someone other than our staff, we would need people who attend to chip in money to cover the expense.

This year, no unit manager has stepped forward to volunteer herself or himself, and this leaves us in limbo. At least three options have been suggested, and we would like your input about this (we will discuss this at the Staff Meeting on February 6th). Those three options are:

- Those attending each contribute money (amount could be somewhere in the neighborhood of \$10 to \$20) so that we can hire someone to organize and cater this event.
- A specially formed staff "committee" or task force comes forward, and, with the approval of their Unit Manager(s), offers to take on this task, in which case we may be able to avoid asking staff to pay for the party (depending on what level of "partying" gets decided on).
- One of the Unit Managers will, with the support and involvement of his/her staff, graciously volunteer to do this.

If you have any input, please write it down and put it in my mailbox by MONDAY, FEBRUARY 12, or say it during the discussion at the upcoming Staff Meeting.



*A project concerned
with AIDS Prevention
and Health Promotion*

You're Invited...

to a Going-Away Party

for

Pierre Ludington

Friday, February 23, 4:00-5:30 p.m.

*In the AHP Conference Room
1855 Folsom Street (at 15th Street), Room 521*

Please join us in saying goodbye to Pierre

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, California • (415) 476-6430

Affiliated with the University of California, San Francisco

STAFF MEETING MINUTES

JANUARY 2, 1990

Announcements -

1. Living With HIV: Jan. 25, Clinical Trials, Feb. 21, How We Live Day to Day: Conversations with People Living With HIV, Mar. 28, AZT Today: Info & Recommendations, with Paul Volberding.
2. AHP Beyond the Basics Conference January 17-19 @ SFSU & February 1-3 in Anaheim Please publicize as much as possible.

Unit Reports -

Traininig Unit -

1. Very busy, working hard preparing for conference & contracts.

Prevention Unit -

1. 3 New projects:
 - a. Volunteer facilitators for Positives Being Positives support groups.
 - b. Relapse group (4 week group on relapse of unsafe sex).
 - c. Community Ritual to Deal With Grief (Celebration of Life)
2. Women's Service's party was a tremendous success.

Hospital Services -

1. Scott Walker new staff person for ASAP.
2. Gloria Horsley started today as an intern.

Marketing Unit -

1. \$54,000 from AIDS WALK, 1990 AIDS WALK in planning stages.
2. Bike-A-Thon not allowing large agencies in.
3. "AIDS Law for Mental Health Professionals" will be ready January 15, 1990.

ATS - No report given

Administration - No report given