

A project concerned
with AIDS Prevention
and Health Promotion

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: July 19, 1993

Members (bold denotes present):

James Dilley

Joanna Rinaldi

Patricia Sullivan

Ed Diaz

I. Approval of Minutes

No Minutes were available from last week

II. Announcements

A. Personnel:

- a. EL to begin today as the new MHCL
 - b. ESS AAI position: initial interviews are underway. Strong candidates are at hand.
 - c. Performance Evals: supervisors are advised to complete as soon as possible.
- B. JR will be away 7/27/93-8/3/93. 2 1/2

III. Old Business

- A. Cash Handling Procedures: JR to review next week.
- B. CPC Library materials : have been sent to EACH.
- C. Self-defense: Jim & Jackie have scheduled the inservice for
- D. Vacation Leave: JR to send each manager an update. Remember: take it!

IV. New Business

a. Handling of PSA's for ATS

ATS requested by local Filipino/Chinese group to provide mobile testing and PR about their event and the availability of testing. Since this is a specialty event with focused marketing needs, Kean Tan was suggested as possible.

Remember that Alice Trinkle at SFGH media relations is someone who might help on more broad based community events.

b. Work Reduction

Three categories of workers: exempt, AFSCME, cut/CAP. UC has less deficit than previously thought: cut/cap reduced to 5% x 3 mos, then 2.6% x 9 mos. C/C employees (10 at AHP) will have 5.26% salary returned to retirement acct. AFSCME still not resolved, but appears reduction will continue for now. Question of how to mitigate reduction on AFSCME; suggestion of 1 day off/mo rather than 2hrs/week. This should be revisited if AFSCME continues to non-negotiate.

c. Proposals & program Updates:

1. Phone changeover at ESS: should begin on Wed. Phone lines will be answered in front office in the AMs; PMs by Carmen/TBH AAI. Carmen will go to scheduled intake appts. Complaints about phones must end.

2. ESS planning: discussion of expansion re: Shanti groups moving to ESS. Ed & Jim to discuss further. Need to finalize ESS staffing plans ASAP. Also Ed to conduct brief telephone poll to establish use of other consolidation svcs by ESS clients.

d. Development: Carried over.

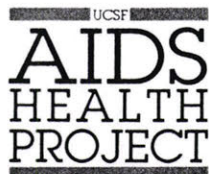
e. Vols/interns: Beginning of discussion. Consensus reached about need to better manage and need to consolidate functions.

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, CA 94103 • (415) 476-6430

Administrative Office Fax: (415) 476-7996 • Fiscal Unit Fax: (415) 476-3613

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A project concerned
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and Health Promotion

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA

Monday, Jul 26, 1992 3:00 - 4:30 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Agenda, Mar 15, 1993

I. Approval of Minutes

II. Announcements

Personnel items

III. Old Business

- a. Consolidation RFP
- b. Status Report on new phone system
- c. Cash handling procedures
- d. Vacation lists to managers

IV. New Business

- a. Development
- b. Vols/interns
- c. New Board (CAB) members

25 minutes
13

13 1040
Crisis team

Allis Hutch 3070
B

Shanti
F.

1000
200

60
x 50
3000
3000
6000
15
5

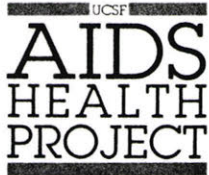
SEAF
Harris

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A project concerned
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**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, June 21, 1993 3:00 - 5:00 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, June 21, 1993

I. Approval of Minutes

II. Announcements

III. Old Business

- a. AHP Outreach Packet
- b. AHP Development Plans
- c. Interns/Volunteers

IV. New Business

- a. Personnel
- b. CSAT Training Grant

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

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Affiliated with the University of California, San Francisco

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: June 14, 1993

Members (all present):

James Dilley

Joanna Rinaldi

Patricia Sullivan

Ed Diaz

I. Approval of Minutes

Minutes were approved as read.

II. Announcements

- A. Patricia away 6/19-7/6/93.
- B. NAU - AHP will co-sponsor conference - dates 10/20 - 23/93.
- C. AHP will not go after Youth Psychosocial RFP.

III. Old Business

- A. David Leavitt fund-raiser will be Friday, June 25, 1993 at SF Ballet Association.
- B. Volunteer Party will be Monday, June 28, 1993 - Andrew Foxwell - call Peter Bradley
- C. Gay Day Parade and Street Dance June 27, 1993

IV. New Business

- A. Personnel
 - 1. AAI for Community Services expected to be posted 6/24/93
 - 2. Women's ASAP position will be held for filing later this Summer
 - 3. Ward 86 and MHCL - EL to move to MHCL 8/1/93 and split her time during July between these 2 contracts.
- B. Psychosocial Support Services
 - 1. Aug. 20th due date - 1.65 million. Jim to call Brenda Storey. JR to f/u with UC administration re: submission date.
- C. Work Reduction
 - 1. AFCSME and University are not in agreement. Current plan is that AFSCME employees will be reducing their time (not their salary) by 5% beginning 7/1/93. This time could be taken 2 hrs per week or 1 day per month. Managers need to develop a plan for staff coverage. No change in vacation/sick accruals.
- D. Marketing and Interns
 - 1. Sandra and an intern (?) will cover a booth at the NASW conference June 24th & 25th.

The next Executive Committee meeting will be held on Monday, June 21, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

PROGRAM ADVISORY COMMITTEE

Minutes: 5-18-93

Present: Jim Dilley, Patricia Sullivan, Ed Diaz, J.D. Benson, Renay Weeams, Eileen Bulger, Emily Leavitt, Rob Marks

Absent: Dorothy Stinnett + Joanna Rivaldi

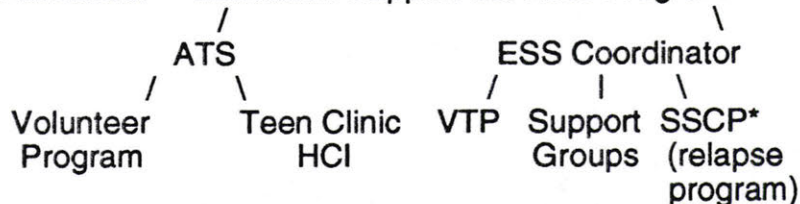
Agenda

1. **Volunteer Party/Plaque Dedication** has been changed to June 28 at the SF Ballet Building. AHP Board will be responsible for the party. Discussion regarding dedication ceremony as Jackie and J.D. won't be available. Are there others with the talent and interest to do so? Jim will be contact person.
2. **Follow up on membership to this committee.** People of Color caucus has been on hold due to Ed's absence. ESS representative also on hold due to reorganization of the unit.
3. **Update on Community Events**
 - A. Gay Day group has met chaired by Joanna. Cable car, stickers, and monitors have been set up. Let's continue encouraging AHP participation. Ed is taking charge of the booth. We will have male and female safe sex demonstrators. The AIDS Project of Los Angeles is funding the booth. Volunteers can be used at the booth to give out stickers, program information, ect. Contact Ed.
 - B. Cinco de Mayo. Renay reports low return rate. June tenth-we'll be providing mobile testing. More opportunities for mobile testing within communities of color are being sought out and investigated.
 - C. AHP stance since we've lost funding for Paul's position. Discussion.
 1. short term money exists for a staff person to coordinate some events.
 2. How do we approach? Event by event? What's our role/name recognition in community events.
Goal of doing events as per Joanna:
 1. name recognition
 2. money
 3. programmatic agendaAt this point, with staffing shortage, will probably continue event by event, via pool of volunteers with Ed as head cheerleader/point person.
 3. Good-bye party for Paul on May 27 to recognize his contribution to AHP and the community.

4. ESS Changes.

- A. Similarities/connection between ATS and ESS programs. Ed reports on struggle on bringing the programs together organizationally. Contract changes (funding for negatives).

New possible structure: Education Support Services Program



1. Possibility of uniting ATS volunteer program and volunteer therapist program.
 2. Possibility of supplementing with interns.
 3. Possibility of new AAI position.
- B. This funding should get us through 1993.
1. New emphasis on funding - negatives.
 2. Ed addressed need to increase focus on negatives.
 3. Ed and David have started focus groups for negatives. Groups have filled, there is a waiting list. Other services to be developed.
- C. Space: Bank of America may have space to offer ESS. Temporary Life Center may be our landlords. Building will hopefully evolve into a type of community center.

5. Overall AIDS Office funding/RFP.

Joanna believes RFP funding will be clear by 10/15.

6. Joanna reported on Health Commission. Good news: ATS contracts signed.

FUTURE ISSUES

1. Brainstorming for program ideas.
2. Project Training Needs and Role of Training Unit

*Safer Sex Counselor Program

Peter Budley
or Polon
Jury

Joanna

Exec
Team
process
decisions

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, Mar 22, 1992 3:00 - 4:30 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Blg 4

• Barb Adler

• Lewitt

Marcia

• Rob

• Causey

• JD

• ESS

Workgroup

David S.

Lupe

Bonnie

DK (?)

Agenda, Mar 22, 1993

I. Approval of Minutes

II. Announcements

III. Old Business

- a. CPC Library Materials
- b. Cash Handling Procedures
- c. Program Mgt Team
- d. Self-defense

IV. New Business

A. Further discussion of ESS and the negatives contract -

B. Plans for the Community Client Svcs Cluster Planning Mtg

C. Regents 5% update

D. Japanese intern - (next week)

E. Community events

F. Media relations

G. Youth

H. Gala

I. Resignation

Tosh - 4/15/93 → Bond

Rotation from EACH E Mac will
be deleted transfer soon.
Phase II is complete. Phase I soon.

E. TB CARE F/U - Patricia
F. Regents - 5% update.

J. County AIDS for youth
Joanna will do
a quick : duty.

K. Prints - want

L. Fallout re Paul's
comment in SF Chronicle
re growing rift?
Well we

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: March 15, 1993

Members (bold denotes present):

James Dilley

Joanna Rinaldi

Patricia Sullivan

Ed Diaz

I. Approval of Minutes

Minutes were approved with the following correction: Patricia will be away Mar 19, not the 11 and 12.

II. Announcements

Black & White Gala, Fri, April 16, 1993, Showplace Galleria, 101 Henry Adams St. for our Minority Teen Education Program. Exec Cmtee expected to attend.

The community client svcs cluster will include representatives from the Hospitat, not the entire staff.

III. Old Business

- A. CPC Library materials - No update
- B. Cash Handling Procedures: JR to review next week.
- C. Prgm Mgt Team: Ed to turn in minutes to Dorothy.
- D. Self-defense: Prgm Mgt team wants to move ahead. Jim to coordinate with Jackie re: inservice. Will also work to have CUAV join with UC police.
- E. Vacation Leave: Need to coordinate time away among Exec Cmtee
- F. Plans for ESS: JR raised issue of new HIV neg. contract and letter of assurance for \$124K. Also need to clarify plans for ESS reorganization.

IV. New Business

- A. Update on Negs Being Positive and Project Press: Rob is completing a memo outlining the editorship and production process to be cleared through Joanna and Jim. JR to talk with Paul. Also, the current leadership of Negs being Pos is being reconsidered. Jim gave history of this issue and JR will follow up with ED.
- B. Personnel Matters: Jim and JR gave update on several personnel matters including EW, MH and DS. One upshot is all managers are expected to attend the UC course, "Supervising in the Workplace: administering consistent and appropriate discipline", Thursday, May 20, 8:30-12:00 noon. Call 476-4032 to sign up.

Also note that any personnel actions taken by managers should be routed through Joanna. This includes any official action beyond letters of counseling.

- C. Next Week: As Jim is away, the committee will meet and discuss further the situation in ESS and plan for the Community Client Services cluster meeting on the 30th of March.

PROGRAMS

The AIDS Health Project offers the following low-cost programs to all San Francisco residents, agencies and organizations. Many services are provided free with some based on sliding scale fees - no one is turned away for lack of funds. Services are offered at various locations throughout The City.

For information on any of our services, or for referrals to other agencies, please call us at (415) 476-6430, Monday-Friday, 8:30-5:00. After hours, please leave a message or call the AIDS Hotline at 863-2437 (local) and (800) 367-2437 (northern California).

I. CLINICAL SERVICES

Mental Health Services for People with AIDS and ARC

- Δ Counseling and brief psychotherapy
- Δ Crisis intervention
- Δ Psychiatric consultation
- Δ Substance abuse assessment and referral
- Δ Stress Management Drop-in Group for persons with AIDS and ARC
- Δ Couples group for people with AIDS and their partners

AIDS & Substance Abuse Program

- Δ Assessment and referral for people with AIDS and people with AIDS-related conditions with substance abuse problems
- Δ Substance abuse education for people at risk for AIDS
- Δ Consultation/training to service providers who work with people with AIDS, people with ARC, and substance users

AIDS Antibody Test Result Counseling and Referral Program

The AIDS Antibody Counseling Program provides group pre-test and individual post-test counseling and education to clients utilizing the Alternative Test Sites in San Francisco. In addition to counseling services for individuals taking the test, the program provides referral to appropriate support services such as group, individual and couple therapy.

I. CLINICAL SERVICES (continued)

Worried Well/ARC/HIV+ Program

- Δ Free one-hour consultation and needs assessment for people with ARC and persons with questions or concerns about their risk for AIDS (worried well, seropositive or ARC). Consultations with families, lovers and friends of persons with AIDS or ARC are also offered.
- Δ Drop-in educational support groups for persons with ARC.
- Δ Drop-in educational support groups for persons who have tested HIV antibody positive.
- Δ Eight-week educational support groups for persons with ARC.
- Δ Eight-week educational support groups for persons who have tested HIV antibody positive.
- Δ Eight-week educational support groups for the worried well (includes those who may have tested positive, whose antibody status is unknown or who have tested negative). Groups focus on such issues as stress management, sexuality, risk reduction and coping with the epidemic.
- Δ Groups for couples in which one (or both) partner is diagnosed with AIDS
- Δ Groups for couples in which one (or both) partner is diagnosed with ARC
- Δ Groups for women concerned about or affected by AIDS
- Δ Advanced level transitions groups for those who have been through other appropriate groups.

Volunteer Therapist Program

The AIDS Health Project recruits and coordinates professional mental health volunteers who are willing to donate one to two hours per week of their professional time to people with AIDS and ARC in San Francisco who are unable to afford therapy. Monthly support meetings and quarterly trainings are provided by The Project. Clients are asked not to call directly. All referrals should be made through an AIDS service agency, health care provider or other social service agency.

II. TRAINING AND EDUCATION FOR HEALTH PROFESSIONALS

The AIDS Health Project provides training and consultation for mental health professionals, health care providers and educators. Training programs emphasize all aspects of the following:

- Δ AIDS and Mental Health
- Δ AIDS and Substance Abuse
- Δ HIV Antibody Testing and Counseling
- Δ AIDS Education in Schools

Outreach to Third World Communities Program

- Δ Consultation and training services to Third World Community groups
- Δ Development of culturally sensitive and relevant educational materials

Educational Materials and Resources

A variety of books, training manuals, resource guides, video cassettes and reference materials are available at low cost. Please refer to our Educational Materials and Ordering Information Sheet or call us directly.



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AIDS HEALTH PROJECT

PROGRAM MANAGEMENT TEAM

ANNOUNCEMENT OF NEXT MEETING AND

PROPOSED AGENDA

Tuesday, November 17, 1992 2:00 - 4:30 PM

Location:

AIDS Health Project

1855 Folsom Street, Fifth Floor Conference Room #521

Please call Dorothy, 476-6440, if you are unable to attend.

Proposed Agenda, November 17, 1992

I. Approval of Minutes

II. Announcements

III. Old Business

- A. CPC, Staff Layoffs and Budget Cuts Update
- B. Term of Office for PMT Members
- C. AHP in Community Events
- D. Uniform Reporting
- E. Role of Volunteers at AHP and
Use of Volunteers in Clinical Programs
- F. Review of AHP Organizational Chart - Planning for Change
- G. Client Fees
- H. Logistics of Support Groups Meeting at CPC

IV. New Business

- A. Reorganization of PMT
- B. Consolidation and Space Plan - Possible move of Suite 610 to Suite 505

V. Reports

- A. Client Services Community
- B. Client Services Facility
- C. Professional Services
- D. Administrative
- E. Other Representatives

VI. Director's Report

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Affiliated with the University of California, San Francisco

**AIDS Health Project
Program Management Team
Minutes - October 20, 1992**

Members:	Jim Dilley	Renetia Martin	✓Peter Campos
	✓Joanna Rinaldi	David Silven	Paul Causey
	✓Ed Diaz	Roger Scroggs	✓Rob Marks
	Imelda Orlina	✓Kean Tan	✓Dorothy Stinnett
	Renay Weeams	L. Mena-Hermida	Ellen Goldstein
	Barbara Adler	Emily Leavitt	

Peter Campos presided in Jim Dilley's absence.

I. Approval of Minutes

Minutes were approved as read except for the following change: 1) Number IV.C. Effect of Center for Positive Care Closure should state that there are certain categories of service to which the Bielings hearings (thirty-day period for public comment) would not apply.

II. Announcements

- A. Jim is attending the Health Commission Meeting.
- B. A number of PMT members were also absent due to DPH meetings, vacations, or illness.
- C. Question of a quorum (especially since 5 out of 17 positions were no longer represented) and whether to cancel the meeting were raised. It was decided to have the meeting and discuss the reorganization of the PMT at the November 17th meeting.

III. Old Business

- A. Report/Ed Diaz: Future of the Anonymous Test Sites Update
 - 1. It appears to be clear that the AIDS Office is in favor of Anonymous testing and is going forward in supplementing ATS funding. It also appears clear that confidential testing also has a role particularly for continuity of care (especially with private physicians).
 - 2. ATS will be converting 100% individual health ed pre-test counseling instead of in groups. More start-up time will be required of the 6 present pre- and post-test counselors until a pool of volunteer counselors can be recruited and trained through the efforts of Francis Salmeri. Logistical problems are being worked out concerning risk assessment, changes in counseling techniques, and issues with counseling repeat testers (possibly utilizing a separate site for repeat testers and requesting a donation or fee). Are presently conducting a survey concerning the feasibility of requesting a \$25 fee.
- B. CPC Layoff Update - Persons laid off or slated to be laid off are the following: Renetia Martin, Ellen Goldstein, Michael Young, Johnny Molina, Queta Rogriguez, Imelda Orlina, Flo Hurley, Faith Huppler, Michael Romano, and Susan Sunshine. Stan Carrillo has been reduced to 60% and David Silven to 50%. Two other layoffs and one reduction in time are still pending.

IV. New Business

- A. Roger Scroggs has resigned as HIV+ population representative. Jim will conduct an agency wide recruitment for a replacement for this position and for the African American population representative.
- B. Issues concerning the reorganization of the Program Management Team need to be addressed especially concerning the following items:
 - 1. Replacement of representatives for the following positions: Renetia Martin (former Co-Deputy Director), Ellen Goldstein (CPC liaison), Imelda Orlina (Fiscal Services Manager), David Silven (former Program Manager for ESS), Roger Scroggs (HIV+ population), and a representative for the African-American population (there were no contenders for this population representation).
 - 2. Whether to have Professional Services (including Publications and Training) and Administrative Support representatives since these clusters were terminated as they more closely represented units instead of clusters [per minutes of PMT 1/21/92].
 - 3. A request to include an agency Management of Information Systems representative.
 - 4. Term of representation.
 - 5. Also, revisit the purpose and selection or configuration (the why and how) of PMT representation - Organization, Population, and Function based .

It was suggested that the next meeting on November 17th be an extended meeting from 2-4:30 to discuss the reorganization of the PMT.

V. Future Agenda Items

- B. Term of Office for PMT Members
- C. AHP in Community Events
- D. Uniform Reporting
- E. Role of Volunteers at AHP and
Use of Volunteers in Clinical Programs
- F. Review of AHP Organizational Chart - Planning for Change
- G. Client Fees
- H. Logistics of Support Groups Meeting at CPC

Meeting adjourned at 3:00.

Next Meeting

November 17, 1992, 2:00 to 4:30 p.m., AHP Conference Room #521.

225 copies - pls

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA

Monday, Febr 1, 1992 3:00 - 4:30 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, January 25, 1993

I. Approval of Minutes

II. Announcements

III. Old Business

- a. CPC Library Materials
- b. Cash Handling Procedures
- c. Program Mgt Team
- d. Self-defense
- e. Mardi Gras
- f. Database for safety training, CPR, etc.
- g. CARE Renewal Timeline

IV. New Business

- a. Negatives Being Positive
- b. Report from AIDS Office: Future of Prevention Funding
- c. Vacation Leave

Handwritten notes:
① NO
BF
monTring
② Jim Bailey

Handwritten notes:
Showcase
Publications

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: January 25, 1993

Members (check mark denotes present):

✓ James Dilley ✓ Joanna Rinaldi ✓ Patricia Sullivan ✓ Ed Diaz

I. Approval of Minutes

No Minutes were available from last week

II. Announcements

Self-Defense: Jim will call UC Police about availability. Jim also to ask JD/Jackie about violent client training for ATS.

CDC Materials: Referred to John Tighe for report to Pubs. Cmtee

New Timeline for C & Grants: Discussed

III. Old Business

A. CPC Library materials - Ed to follow-up with Barb Adler.

B. Cash Handling Procedures: Nearly completed. Joanna/Mae to finalize

C. Prgm Mgt Team: Will be the topic of discussion at next large staff. Issue is composition and maintaining representation.

IV. New Business

A. Negs Being Positive: Discussion and decision to review with CAB. Ed & Carmen to present at next CAB mtg. Will also attempt to have a client from the program attend.

B. AIDS Office Report on Future Funding of ESS: Joanna & Patricia described the emergency meeting of last week. More to follow.

C. Vacation Leave: Carried over to next week.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: November 9, 1992

Members (check mark denotes present):

✓ James Dilley

✓ Peter Campos

Joanna Rinaldi

✓ Ed Diaz

I. Approval of Minutes

Minutes were approved as read.

II. Announcements

- A. Joanna Rinaldi is ill today, but is available by phone.
- B. Weekly consultation meetings for all staff and volunteer group facilitators will be held every Tuesday at 1:30pm starting October 13th, at the Center for Positive Care, 3rd Floor, Conference Room D. David Silven will facilitate.

III. Old Business

- A. DPH Monitoring Report Follow-up - Billing frequency and period, and BSR's
- B. CPC Move Update - Move occurring this Thursday and Friday - phones will be in. Erik saved agency 3K by discovering that Apple Talk wiring can be used instead of new. Ed will see about utility cabinets. Reception issues to be finalized. Erik will continue to function 60% Personnel and 40% CPC/Computer back-up to JW.
- C. Project Press - Paul will develop a criteria based proposal for developing guidelines for funding/sponsoring AHP proposals. Attempts will be made to develop these guidelines for all activities.
- D. Holiday Party - Dancing ok'd, but requested 30-45 minutes maximum. Reminder for Food Committee members. Agency will provide turkeys. Salad and cheese and crackers trays will be ordered from UC.
- E. Worcester Polytechnic Institute Interns - decision not to F/U with these students.
- F. Date on 400 Castro (not Market) Street - effort has been disbanded
- G. Units of Service Update - Process moving forward to reduce and combine units of service efforts.

IV. New Business

- A. Resignation of Deputy Director of Operations

The next Executive Committee meeting will be held on Monday, November 17 1992 at 1855 Folsom Street in Room 521, at 12:30pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: November 16, 1992

Members (check mark denotes present):

✓ James Dilley

✓ Peter Campos

✓ Joanna Rinaldi

✓ Ed Diaz

I. Approval of Minutes

Minutes were approved as read.

II. Announcements

None

III. Old Business

A. Planning for Program Management Team Meeting (PMT) 11/17/92:

1. Agency re-organization - discussed new/proposed changes and will present tomorrow at the PMT meeting.

2. Generic Art/Sexual Harassment - will be presented to PMT at 11/17/92 meeting

B. Progress of CARE Proposals - all in process

C. Holiday Party - Peter will discuss with Dorothy re: food and committee membership

D. CPC Move Update - All going well. Completed by today. Dymond will clarify if Hosp Svcs phone #'s will roll-over to 476 system and will call Peter to generate new phone list.

IV. New Business

A. AHP move - Peter will follow-up with UC Planning. Jim will contact Sam Barondes re: stalling agency rent increase.

B. Peter Campos Party - Scheduled for 12/1/92, 12:30-2:00pm, prior to large staff meeting. Joanna will follow-up with pizza and pop.

C. Women's Services - to be presented for discussion at PMT

D. ATS Staff Reduction Plan - discussed and approved.

The next Executive Committee meeting will be held on Monday, November 23, 1992 at 1855 Folsom Street in Room 521, at 12:30pm.

Joanne

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, November 23, 1992 ~~12:30 - 2:00 PM~~

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, November 23, 1992

I. Approval of Minutes

II. Announcements

III. Old Business

- a. CPC Move Update
- b. New CARE Proposals and Timeline Update
- c. Units of Service Update
- d. AHP Outreach Packet
- e. AHP Development Plans
- f. McKesson Compendium Proposal
- g. Agency Administrative Leave - Mayor Budget Reduction Plan

IV. New Business

- a. *not Operation to 6th floor*
- b. *CDC ATS*
- c. *Meit.*
- d. *Make do and do without.*

Fiscal issues



A project concerned
with AIDS Prevention
and Health Promotion

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, November 2, 1992 12:30 - 2:00 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, November 2, 1992

I. Approval of Minutes

II. Announcements

Jim out of the office, Fri., Nov 6, 1992

ACRC proposal for Safer Sex Counseling Project--denied.

III. Old Business

- a. CPC Move Update
- b. WAP Update
- c. BSR Schedule
- d. Project Press Update
- e. New CARE Proposals and Timeline Update
- f. Annual Employee Safety Training Update
- g. AHP Invoices for 10/31/92 Update
- h. Personnel Update - Sub 2 Empl's
- i. Xmas Party
- j. Contracts Wrap-up
- k. Worcester Polytechnic Institute Interns
- l. Date on 400 Market Street
- m. Units of Service Update

IV. New Business

- a. DPH Monitoring Report F/U due Nov.15
- b. AHP Outreach Packet
- c. AHP Development Plans

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, CA 94103 • (415) 476-6430

Administrative Office Fax: (415) 476-7996 • Fiscal Unit Fax: (415) 476-3613

Affiliated with the University of California, San Francisco

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, January 25, 1992 3:00 - 4:30 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 521

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, January 25, 1993

I. Approval of Minutes J

II. Announcements

- Self-defense Courses
- CDC Materials Development
- New Submissions for Contracts and Grants

III. Old Business

- a. CPC Library Materials
- b. Cash Handling Procedures
- c. Program Mgt Team

IV. New Business

- a. Negatives Being Positive
- b. Report from AIDS Office: Future of Prevention Funding
- c. Vacation Leave

POSITION DESCRIPTION
COORDINATOR OF VOLUNTEER SERVICES

RECEIVED
FEB 23 1992

Position Purpose:

Direct all community volunteer services in connection with the Project. Recruit and retain competent volunteers for all areas of AHP as needed. Work with Development Department to promote the Project and it's programs in the community. Work with AIDS Health Project staff to ensure dependable volunteers/client relationships.

Job Description:

1. Develop a solid volunteer base for use by the Project in the areas of office clerical support, community events, support group facilitation, marketing and educational materials. Conduct monthly volunteer orientations and enrichment programs.
2. ~~With the~~ ^{Under the} direction of the Deputy Director develop and implement policy and program goals of the volunteer services area. Make recommendations as needed. Maintain a system for track all volunteers' abilities, availabilities, and other pertinent information.
- delete* 3. Develop and maintains annual program planning and budget.
4. Staff Liaison to the AHP Community Advisory Board for the annual staff recognition party and other volunteer related items.
4. Maintain communication with department heads to determine departmental ongoing volunteer needs.
5. Provide funding support for the program by organizing benefits to help cover the cost of the program. Work in conjunction with Development Department on corporate, foundation and donor solicitations.
6. ^{Under the direction of the Director of Development will} Work with outside agencies and committees to promote the good name of the Project.

1/9.

Copy to ~~file~~
original to
Helen → copy to ~~file~~
X file



MEMORANDUM OF UNDERSTANDING

This agreement outlines the understanding among the San Francisco AIDS Foundation, ("SFAF"), AIDS Health Project ("AHP") and Shanti ("Shanti") regarding a cost sharing agreement for the maintenance and support of the Client Information System ("CIS") during the period starting July 1, 1998 and ending June 30, 1998.

This agreement is in addition to the Joint Software Development, Cost Sharing and License Agreement dated July 25, 1997.

Cost Sharing

1. The parties to this agreement have agreed to the attached budget ("Shared CIS Maintenance Budget") of \$125,000 for the CIS Development and have agreed to share in the costs according to a formula (the "Cost Sharing Formula") by which 50% of costs (\$62,500) will be paid by the San Francisco AIDS Foundation, 25% of the costs (\$31,250) will be paid by AIDS Health Project and 25% of the costs (\$31,250) will be paid by Shanti.
2. The San Francisco AIDS Foundation, in its capacity as fiscal agent for the Shared CIS Maintenance Budget ("Shared Budget"), agrees to monitor and provide oversight of the Shared Budget, maintain records of CIS shared expenditures, track contributions by AHP and Shanti, and hire consultants, vendors and staff, as necessary, to support the CIS Maintenance efforts. Provided that the aggregate costs incurred by the San Francisco AIDS Foundation for the Shared Budget are no greater than those agreed to in the Shared Budget, San Francisco AIDS Foundation will have the right to adjust or modify individual line items within the budget, provided, however, that if any adjustment of modification is greater than \$10,000, San Francisco AIDS Foundation will consult with AHP and Shanti prior to implementing such adjustment or modification.
3. Contributions to the Shared Budget by Shanti and AHP will be due and payable to San Francisco AIDS Foundation according to the following payment schedule:

Amount Due	Date Due
\$8,000	Sept 30, 1998
\$8,000	Dec 31, 1998
\$8,000	March 31, 1999
\$7,250	June 30, 1999

Shared CIS Maintenance Budget

System Administrator (0.9 FTE) Salary & Benefits	61,200
T-1 Datalines for wide area network	7,500
Network Consulting to support WAN	5,000
Crystal Report Training for Ad Hoc Reporting	6,000
Additional Java Training for System Administrator	4,500
Security Audit Contract	5,000
Software Upgrade/Licenses	10,800
Cross Training for Selected System Administrator Skills	15,000
Contingency	\$10,000
APPROVED BUDGET TOTAL	\$125,000

4. All parties understand that any costs necessary for the maintenance or enhancement of the CIS that are not outlined in the Shared Budget or that are not approved in writing by the Parties as a modification to the Shared Budget are the direct obligation of the member of the Partnership requiring or incurring such cost.
5. Each Party acknowledges that the Shared Budget is a good faith, reasonable attempt by the Parties to estimate the costs of the CIS maintenance and is not a guarantee by any Party to any other Party regarding the ultimate cost of CIS maintenance. Any increase or decrease in the Shared Budget must be approved in writing by the Parties.

Agreed:

SAN FRANCISCO AIDS FOUNDATION

By: Pat Christen
Name: Pat Christen
Title: Executive Director
Date: 9/28/98

UCSF AIDS HEALTH PROJECT

By: James Milley
Name: JAMES Milley
Title: Executive Director
Date: 9/14/98

SHANTI:

By: Bob Rybicki
Name: Bob Rybicki
Title: Executive Director
Date: 9/5/98



Jossey-Bass Inc., Publishers

AGREEMENT made April 18, 1997, between JOSSEY-BASS INC.,
PUBLISHERS, hereinafter called the "Publisher," and JAMES W. DILLEY, M.D. and
ROBERT MARKS, Editors
hereinafter called the "Author."

THE AUTHOR AND PUBLISHER AGREE THAT:

1. The Author will write for publication a work on "Facing the Future:
The AIDS Health Project Guide to HIV Counseling"
(working title)

Grant
of
Rights

The Author grants this work to the Publisher with the exclusive right to publish and sell the work, under its own name and under other imprints or trade names, during the full term of copyright and all renewals thereof, and to copyright it in the ~~Publisher's name~~ or any other name in all countries; also the exclusive rights to make all translations, abridgements, and other versions thereof; with exclusive authority to dispose of said rights in all countries and in all languages.



Delivery
of
Manuscript

2. The manuscript, containing about 400 double-spaced pages and 100,000 words or their equivalent, will be delivered by the Author, in complete and final form, ready for editing and acceptable to the Publisher, on or before December 31, 19 97, time being of the essence.

Principal
Book
Royalties

3. When the manuscript has been accepted and approved for publication by the Publisher, it will be published at the Publisher's own expense. Except as otherwise provided herein, the Publisher will pay the Author a royalty, based on cash received by the Publisher from the sale of the work, of: 10% on the first 3,000 copies, 12% on the next 2,000 copies, and 15% on copies sold thereafter.

and September 30.

Payments

4. The Publisher will report on the sale of the work in June of each year, for the ~~twelve~~ six-month period ending the prior March 31. With each report of sales, the Publisher will make settlement for any balance shown to be due.

5. Paragraphs ~~A-N~~ P and 5 and following, the parts of this agreement as though placed before the signatures.

James W. Dilley

Author

Robert Marks

Author

JOSSEY-BASS INC., PUBLISHERS

By

Debra S. Hunter
Vice President and
Editorial Director

Submission
of
Manuscript

Changes
in
Proofs

Matter
Supplied
by
Author

Author's
Guarantee

Other
Copyrighted
Material

Editing
by
Publisher
any significant
changes in the
organization or
substance of the
book that affect
more than a single
paragraph

Publisher's
Determinations

A. The Author will deliver the manuscript in double-spaced typewritten form (or, in the case of anthologies and revisions, in typewritten and tearsheet form). The manuscript will be submitted in triplicate, and a fourth copy will be retained by the Author. It will be in proper form for use as copy by the printer, and the content will be such as the Author and Publisher are willing to have appear in print. The Author will read the proofs, correct them, and promptly return them to the Publisher. The Author will be responsible for the completeness and accuracy of such corrections. If costs of corrections and alterations in the proofs (other than those resulting from printer's errors) should exceed 10% of the cost of typesetting, the Author shall bear the excess and the cost shall be deducted from the first royalty payments due the Author. ~~Professional proofreading charges will be deducted from royalties.~~

B. The Author will supply with the manuscript a title page; preface; foreword (if any); table of contents; list of sources of materials; bibliography (if any); relevant resource materials (if any); index; complete and final copy for all illustrations, charts, diagrams, art work, and forms (if any), properly prepared for reproduction. If, however, the index or any of the said illustrations, charts, diagrams, and art work are furnished by the Publisher, or paid for by the Publisher, then the Publisher will withhold an amount equal to such cost from payments due the Author under this or any other agreement between the Author and the Publisher. The Publisher will use the same care in protecting the manuscript and other material supplied to it hereunder as is its customary practice in protecting similar material in its possession, but it shall not be liable for damages, if any, resulting from the loss or destruction of such material, or any part thereof.

C. The Author guarantees that he or she is the sole owner of the work and has full power and authority to copyright it and to make this agreement; that the work does not infringe any copyright, violate any personal or property rights, or contain any scandalous, libelous, or unlawful matter. The Author will defend, indemnify, and hold harmless the Publisher against all claims, demands, suits, losses, costs, damages, and expenses that the Publisher may sustain or incur by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in said work, or any infringement or violation by said work of any copyright, personal, or property right; and until such claim, demand, or suit has been settled or withdrawn, the Publisher may withhold any sums due to the Author under this or any other agreement between the Author and the Publisher.

D. The work shall contain no material from other copyrighted works without the Publisher's consent and the written consent of the owner of such copyrighted material. Such written consent shall be obtained by the Author and submitted to the Publisher with the final manuscript. If the Publisher pays for any matter contributed to the work by persons other than the Author, then the Publisher will withhold that amount from payments due the Author under this or any other agreement between the Author and the Publisher.

E. The work shall be subject to editing and alteration by the Publisher at the original printing and at any reprinting, ~~provided that such editing or alteration shall not materially change the meaning of the work.~~ The Author shall have rights of approval for any significant changes in the organization or substance of the book that affect more than a single paragraph.

F. The Publisher shall have the right: (1) to publish the work in one or several volumes, and in such style as it deems best suited to the sale of the work; (2) to fix or alter the prices at which the work shall be sold; (3) to determine the method and means of advertising and selling the work, the number and destination of free copies, and all other publishing details, including the number of copies to be printed, if from plate or type or other process, date of publishing, form, style, size, jacket and text design, type, paper to be used, and like details; and (4) to decide how long plates or type shall be preserved, when they shall be destroyed, and if and when reprints shall be made. The Publisher and Author shall jointly decide the title of the work. The Publisher shall consult the Author regarding the design of the book and its cover. ~~Before destroying any materials of production, the Publisher will offer the Author right of refusal.~~

G. The Publisher will furnish ten copies of the work without charge to each person or party designated as Author on page 1 of this agreement. * The Author may purchase additional copies at a 40% discount from list price. The Author also has the option of purchasing the work in quantities of 250 or more copies at a 50% discount from list price; however, no royalties will be paid on copies purchased by the Author at a 50% or greater discount. * and two (2) copies without charge to each contributor to the book, including coauthors of chapters.

Author's
Copies



Future
Revisions

a year
of the
Publisher
request



H. The Author agrees to revise the work on request of the Publisher, if the Publisher considers it necessary in the best interests of the work. The provisions of this agreement, including the royalty schedule in paragraph 3, shall apply to each revision of the work by the Author as though that revision were the work being published for the first time under this agreement. Should the Author be unable or unwilling to provide the manuscript of the revised work within a reasonable time, or should the Author be deceased, the Publisher may have the revision done and charge the cost of such revision against royalties due or that may become due the Author, and may display in the revised work, and in advertising, the name of the person, or persons, who revise said work.

I. The Publisher may permit others to publish or to broadcast through any medium, make recordings, make mechanical or electronic renditions, publish book club and microfilm editions, publish audiotope or videotape versions, make translations and other versions, show or produce in theaters and motion pictures and by television, serialize, syndicate, excerpt, quote, and otherwise utilize the said work, and material based on the said work, and may authorize the use of the Author's name in connection therewith. The Publisher will pay the Author a 50% royalty on the net amount of any compensation received by the Publisher from such use by others. The Publisher may authorize such use by others without compensation to the Author or the Publisher if, in the Publisher's judgment, such use may benefit the sale of the work.

Promotion
Subsidiary
Rights

J. ~~Should the Publisher deem it desirable to produce and sell a paperback edition of the work, the Publisher shall pay the Author 10% of the cash received from such sales in the United States.~~ On copies of all editions of the work or sheets sold outside or for export from the United States, and on copies of any special edition in any language other than English produced by the Publisher for foreign or domestic sales, the Publisher shall pay the Author 5% of the cash received from such sales. On any materials sold collateral to the text, such as practice sets, workbooks, problem books, and student manuals, the Publisher shall pay the Author a royalty of 5% of the cash received from such sales. Should the Publisher deem it desirable to sell any overstock of the work at a reduced price or any bulk quantities for promotional or premium purposes at a 50% or greater discount from list price, the Author shall be paid 5% of the cash received from such sales, except that on sales made below the manufacturing costs of the book plus royalties, no royalties shall be paid. All copies of the work sold and all compensation from sales of the work under paragraphs I and J shall be excluded in computing the royalties payable pursuant to paragraph 3, and amounts due the Author under these paragraphs shall be computed and shown separately from royalties due the Author under paragraph 3.

Other
Rights



K. If the balance due the Author for any settlement period is less than fifty dollars, the Publisher will make no accounting or payment until the next settlement period at the end of which the cumulative balance has reached fifty dollars. When the Publisher decides that the public demand for this work no longer warrants its continued manufacture, the Publisher may discontinue manufacture, declare the work out of print, and ~~destroy any or all plates, books, and sheets~~ without liability to the Author. If the Publisher declares the work out of print, then upon the Author's written request, the rights granted by the Author to the Publisher under this agreement will revert to the Author and this agreement will terminate. *Should the Publisher wish to destroy

Termination
of
Production



the materials of production, books, and sheets, the Publisher shall first offer the Author the rights of refusal.

L. The Author agrees that, during the term of this agreement, he or she will not contract to publish or furnish to any other publisher any similar work upon the same subject that shall compete or conflict with the sale of this work, without the prior written consent of the Publisher. ~~The Author may not publish or submit for publication to another publisher any book, chapter, or article that significantly expands upon or condenses the material in this work without approval of the Publisher.~~

Competing
Work
to the
chapters in
this work
and which



M. This agreement may not be changed unless the parties to it agree in writing.

N. This agreement shall be construed and interpreted according to the laws of the State of New York and shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives; and references to the Author and Publisher shall include their heirs, successors, assigns, and personal representatives.



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The United States Register of Copyrights will request the following data in the application for copyright on your book: (Please type or print)

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Signed

James W. Dilley

Name of Author

(1) JAMES W. DILLEY MD

(2) ROBERT MARKS

(3) _____

Home Address
and Telephone

(1) _____

(2) _____

(3) _____

Office Address
and Telephone

(1) UCSF AHP; _____

(2) UCSF AHP; _____

(3) _____

Citizenship of
Author

(1) USA

(2) USA

(3) _____

Social Security
Number

(1) _____

(2) _____

(3) _____

Date of Birth

(1) _____

(2) _____

(3) _____



J O S S E Y - B A S S I N C . , P U B L I S H E R S

Simon & Schuster
International and Business & Professional Group
350 Sansome Street, Fifth Floor
San Francisco, CA 94104-1342
Telephone: (415) 433-1740
Fax: (415) 433-0499

18 April 1997

RE: DILLEY/MARKS, "Facing the Future: The AIDS Health Project Guide to HIV Counseling" - Publishing Agreement dated April 18, 1997 (continued from page 3):

O. The title page and marketing copy for the Work will indicate that the Work is published by Jossey-Bass Inc., Publishers, in association with the AIDS Health Project ("AHP") of the University of California, San Francisco ("UCSF").

P. The UCSF AIDS Health Project may purchase up to four hundred (400) copies of the Work, at cost plus shipping, for the purpose of free distribution to AHP staff, volunteers, and Community Advisory Board members and to UCSF officials and to funders with whom AHP has close relationships.

page 5 of 5



**AHP EXECUTIVE RETREAT
NOVEMBER 21, 1997**

"leadership is an expression of enduring values"
to **lead** is to create something new, set direction, and articulate what matters;
to **manage** is to control, protect, marshal, or coordinate what already is

9:10 - 9:30: Grounding for the retreat

- safety
- openness
- enjoying the process
- shared responsibility
- requests of each other
- redesign/anything else

9:30 - 9:45: "How do you choose to be today" wheel

Demonstrate the power of choosing for today, and the future.

9:45 - 10:00: "Core gift" exercise

What is your core gift? The thing people say you do well, the thing people count on you for in every situation (work, home, etc.)

10:00 - 10:15: Agreement on desired outcomes

- enhance AHP executive management, and ultimately AHP
- improve Joanna's experience, particularly in terms of fulfillment and balance
- stretch as leaders
- others?

10:15 - 11:15: Key questions

- How does the executive management team function now?
What's working? What's not working?
- How would you like to function, especially to maximize fulfillment and balance?
What's missing? What are the impediments?
- What are the implications/next steps for bridging the gap?
Shifts? Structures? Leadership?

11:15 - 11:30: Closing

What are you committed to?

City and County of San Francisco

Department of Public Health

X-File



September 9, 1997

Joanna Rinaldi, Deputy Director
UCSF / AIDS Health Project
1855 Folsom St., #670
San Francisco, CA 94143-0884

Dear Ms. Rinaldi,

Enclosed please find a copy of your Monitoring Report for your contract #SFGH - PD-06 (**Psych Consult Liaison**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Norm Nickens".

Norm Nickens
Associate Director

CONTRACT EVALUATION FORM

Contractor: UCSF AIDS Health Project

MOU Number: PD-06

Term of Contract: 4/1/96-3/31/197

Amount of Contract: \$70,704.

Exhibit Name: Psych Consult Liaison

Funding Source: Federal, CARE I

Purpose of Contract/Exhibit: Provide Psychiatric consultation to Ward 86 and other SFGH Department that serve persons who have HIV.

Overall Rating: X Commendable ____ Acceptable ____ Improvement Needed ____ Unacceptable ____

Comment below upon rating assigned the contractor in the following areas (attach additional pages if necessary):

1. Achievement of objectives: All objectives were met, many exceeded expectations. Thank you for including the results of the provider satisfaction survey.
2. Timely completion of work: All reports and invoices were completed on time.
3. Quality of work measured against objectives: Quality of work, as documented in the Annual Report is commendable.
4. Quantity of work: It appears that the contracted UOS & UDC will be acceptable for this fiscal year.
5. Rating of contractor performance: Overall rating is commendable.

Would you recommend future consideration of this contractor for similar jobs? X Yes ____ No

(If No, please explain.) _____

This Report Has Been Reviewed and Accepted By AIDS Office Departmental Review:

<u>Teri Dowling</u> Author(s) of this Report	<u>Program Manager</u> Title(s)	<u>09/08/97</u> Date
<u>Norm Nickens</u> Norm Nickens, Associate Director, AIDS Office		<u>9/8/97</u> Date

CONTRACTOR/ PROVIDER RESPONSE

☒ I have reviewed the Contract Evaluation Form and acknowledge findings. No further action is necessary.

☐ I have reviewed the Contract Evaluation Form and acknowledge findings. Response is attached.

☐ I have reviewed the Contract Evaluation Form and disagree with findings. Response is attached.

<u>Spanna Ruler</u> Signature & Title of Authorized Contract Signatory (Fiscal Agent)	<u>Deputy Director</u>	<u>9/16/97</u> Date
--	------------------------	------------------------

_____ Signature & Title of Authorized Contract Signatory (Service Provider)	_____ Date
--	---------------

FISCAL AGENT/PROVIDER RESPONSE DUE: 09/22/97



September 9, 1997

Joanna Rinaldi, Deputy Director
UCSF / AIDS Health Project
1855 Folsom St., #670
San Francisco, CA 94143-0884

Dear Ms. Rinaldi,

Enclosed please find a copy of your Monitoring Report for your contract #SFGH - PD-06 (**HIV/IDU Case Management**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,

Norm Nickens
Associate Director

CONTRACT EVALUATION FORM

Contractor SFGH / AIDS Health Project

PO Number PD 13

Term of Contract 4/1/96-3/31/97

Amount of Contract \$121,392

Exhibit Name Ward 86 / Psycho - Social

Funding Source Federal, CARE

Purpose of Contract/Exhibit Psycho-Social services to clients on Ward 86- SFGH.

Overall Rating: X Commendable Acceptable Improvement Needed Unacceptable

Comment below upon rating assigned the contractor in the following areas (attach additional pages if necessary):

1. Achievement of objectives: All objectives will be met or exceeded based on progress to date.
2. Timely completion of work: All required reports were submitted to the AIDS Office on or before the due date.
3. Quality of work measured against objectives: The quality of work, as outlined in the Monitoring Report, is commendable. The results of the client provider satisfaction survey are very positive.
4. Quantity of work: UOS will be met; UDC will greatly exceed anticipated UDC.
5. Rating of contractor performance: Commendable

Would you recommend future consideration of this contractor for similar jobs? X Yes No

(If No, please explain.) _____

This Report Has Been Reviewed and Accepted By AIDS Office Departmental Review:

Teri Dowling Author(s) of this Report	<u>Teri Dowling</u> Program Manager	<u>09/08/97</u> Date
<u>Norm Nickens</u> Norm Nickens, Associate Director, AIDS Office		<u>9/8/97</u> Date

CONTRACTOR/ PROVIDER RESPONSE

☒ I have reviewed the Contract Evaluation Form and acknowledge findings. No further action is necessary.

☐ I have reviewed the Contract Evaluation Form and acknowledge findings. Response is attached.

☐ I have reviewed the Contract Evaluation Form and disagree with findings. Response is attached.

<u>Joann Pugh</u> Signature & Title of Authorized Contract Signatory (Fiscal Agent)	<u>Deputy Director</u>	<u>9/16/97</u> Date
--	------------------------	------------------------

_____ Signature & Title of Authorized Contract Signatory (Service Provider)	_____ Date
--	---------------

FISCAL AGENT/PROVIDER RESPONSE DUE: 09/22/97



September 9, 1997

Joanna Rinaldi, Deputy Director
UCSF / AIDS Health Project
1855 Folsom St., #670
San Francisco, CA 94143-0884

SEP 12 1997

Dear Ms. Rinaldi,

Enclosed please find a copy of your Monitoring Report for your contract #SFGH - PD-06 (**Ward 86 / Psycho - Social**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Norm Nickens".

Norm Nickens
Associate Director

CONTRACT EVALUATION FORM

Contractor UCSF AIDS Health Project MOU Number PD-06
Term of Contract 4/1/96-3/31/97 Amount of Contract \$113,712
Exhibit Name HIV/IDU Case Management Funding Source Federal, CARE I
Purpose of Contract/Exhibit Case management for multi-diagnosed persons.
Overall Rating: Commendable X Acceptable Improvement Needed Unacceptable

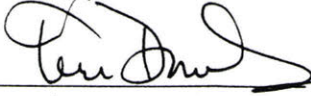
Comment below upon rating assigned the contractor in the following areas (attach additional pages if necessary):

1. Achievement of objectives: Objectives were met and exceeded.
2. Timely completion of work: Monthly invoices, the AAR, and other routine reports were submitted on time.
3. Quality of work measured against objectives: The quality of work measured against objectives is commendable. Excellent returns on the client satisfaction survey.
4. Quantity of work: UOS are lower than anticipated. UDC are higher than projected.
5. Rating of contractor performance: Acceptable

Would you recommend future consideration of this contractor for similar jobs? X Yes No

(If No, please explain.)

This Report Has Been Reviewed and Accepted By AIDS Office Departmental Review:

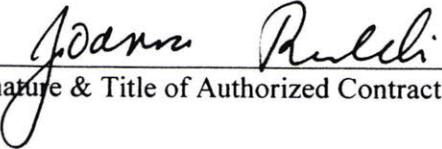
Teri Dowling		Program Manager	
Author(s) of this Report		Title(s)	Date
			9/15/97
Norm Nickens, Associate Director, AIDS Office			Date

CONTRACTOR/ PROVIDER RESPONSE

☒ I have reviewed the Contract Evaluation Form and acknowledge findings. No further action is necessary.

☐ I have reviewed the Contract Evaluation Form and acknowledge findings. Response is attached.

☐ I have reviewed the Contract Evaluation Form and disagree with findings. Response is attached.

	Deputy Director	9/16/97
Signature & Title of Authorized Contract Signatory (Fiscal Agent)		Date

Signature & Title of Authorized Contract Signatory (Service Provider)	Date
---	------

FISCAL AGENT/PROVIDER RESPONSE DUE: 9/22/97

x file

20906



March 24, 1998

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

AHP/Mission
Center Building
Program
Administration
1855 Folsom Street
Suite 670
San Francisco, CA
94103
415 476-6330
FAX 476-7096
Postal Address
Box 0884
San Francisco, CA
94113-0884

AHP Services
Center/Market Street
Client Services
(415) 476-3902
FAX 476-3655

AHP/San Francisco
General Hospital
Hospital-Based
Services
(415) 476-0828
FAX 502-0499

Web Site
www.aidsph.org
Email
info@ahp.ucsf.edu

Dear Ms Lawton,

I am writing in response to your Monitoring Report for contract #POHC 97001058, HIV CTRPN Training. The AIDS Health Project would like to thank the review team for the commendations noted in the report, and we wish to share our response to the one problem that the report identifies.

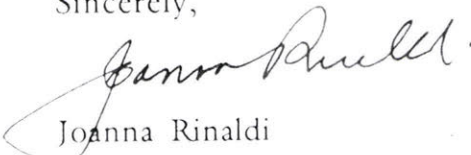
Quality of Work Performed

We agree with the report that to the extent possible, it would be useful for AHP to develop formal reports and analyses regarding trainees, their success or barriers to success, and any demographic information that we are able to gather. (This excepts information regarding sexual orientation, which to protect anonymity must be expressed as percentages of all trainees who are willing to provide this information).

Up to now, we have gathered and reviewed this information within AHP, but it is clear that sharing more of the details of this information with the AIDS Office would help in program planning for both AHP and DPH. This issue arose during contract negotiations for the 1998 contract year, and the AIDS Office and AHP agreed to work toward this goal.

Once again, thank you for your time and attention in giving feedback to our program. If you have any additional questions or concerns, please do not hesitate to call me. My number 476-3951.

Sincerely,


Joanna Rinaldi
Deputy Director

cc: James W. Dilley, MD
Robert Marks

City and County of San Francisco

20906
Department of Public Health



March 16, 1998

James Dilley, Executive Director
UCSF AIDS Health Project
1855 Folsom St., Room 607
San Francisco, CA 94103

Dear Dr. Dilley:

Enclosed please find a copy of your Monitoring Reports for your contract (**HIV CTPRN Training**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

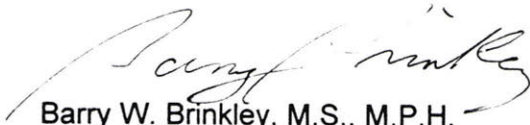
Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,


Barry W. Brinkley, M.S., M.P.H.
Director of HIV Prevention

**San Francisco Department of Public Health
AIDS OFFICE
MONITORING REPORT SUMMARY**

Provider: UCSF AIDS Health Project
Program Reviewed: HIV CTRPN Training
Date of Visit: 1/29, 2/6, 10, 3/6, 4/7, 5/21, 6/12,
7/15, 21, 9/29.

Site: 1855 Folsom Rm 617
San Francisco, CA 94110
Date of Report: 3/12/98

Review Period: January-September 1997

Budget/Contract Amount: \$100,000
Funding Source: Centers for Disease Control

Program/Contract Manager: Rob Marks, Miriam Garfinkel, Robin Ortiz-Young, Ed Wolf

DPH Review Team (leader first): Lyn Fischer-Ponce

Program/Contractor Representatives: Same as Above

Program Rating:

④ = Commendable/Exceeds Standards
2 = Improvement Needed/Below Standards

3 = Acceptable/Meets Standards
1 = Unacceptable

Categories Rated:

_____ 3 _____ Program Performance

_____ 4 _____ Program Compliance

Sub Categories Reviewed:

Program Performance

1. Accomplishment of Objectives (10)
2. Quality of Work Performed (18)
(includes Client Satisfaction)
3. Quantity of Work Performed (2.5)
5. Program Evaluation Procedures (10)
8. Collaborative Efforts (5)

Total pts. 52; Agency score 45.5
45.5/52.0=88%

Program Compliance

4. Timely Submission of Materials to AO (7.5)
6. Program Policies & Procedures (10)
7. Program Environ./Accessibility (7.5)
9. Administrative Practices
10. Fiscal Practices

Total pts. 25; Agency score 25
25/25=100%

CONTRACT EVALUATION FORM

Contractor UCSF AIDS Health Project

PO Number: POHC 97001058

Term of Contract January - September 1997

Amount of Contract \$100,000

Exhibit Name HIV CTRPN Training

Funding Source Centers for Disease Control (CDC)

Purpose of Contract/Exhibit: Provides certified 1) HIV Basic counselor 2) Advanced counselor 3) Continuing education and 4) HIV Supervisor training's.

Overall Rating: Commendable/Exceeds Standards X Acceptable/Meets Standards

Improvement Needed/Below Standards Unacceptable

Comment below upon rating assigned the contractor in the following areas (attach additional pages if necessary):

1. Accomplishment of Objectives: UCSF AIDS Health Project (AHP) training program provides HIV Counselor and Supervisor training to AIDS Office funded HIV Counseling, Testing, Referral and Partner Notification (CTRPN) programs. During this monitoring period this program has completed 96% of their contracted process and impact objectives.

2. Quality of work performed: AHP should be commended for the high standards they have set as trainers for these required and vital counselor/supervisor training. AHP training staff conducts and analyzes the trainees (clients) evaluations of the training and the trainers. Evaluation information is always provided by AHP staff in their biannual and annual progress reports.

The agency lost points concerning documenting service delivery and client records. This program stated that this section was non applicable to their contract. The clients of this program are counselors and supervisors who provide HIV counseling and testing to SF residents. AHP has computerized information on the trainees and their success or barriers to success of learning appropriate counseling. A client record for this contract would be the wealth of computerized information on counseling and testing staff trained by AHP. The agency conducts formal and informal staff evaluations and performance reports in a supportive environment rather than as a negative feedback system. The agency also provides and encourages on going staff education and training.

3. Quantity of work Performed: During this monitoring period the training program of AHP has delivered 91%-100% of their contracted units of services (UOS).

4. Timely Submission of Materials to AO: AHP is consistent with ensuring that required contract materials, monitoring protocols and routine report documents are submitted on time to DPH. AHP contracts have consistently been retroactively certified. The training program has developed and always submitted their materials on time and should not be penalized for unacceptable lateness at the UCSF level, an issue that is beyond their control.

5. Program Evaluation Procedures: **PLEASE NOTE:** This category can only be scored on a total of 12 points as the Behavioral Risk Assessment is non applicable to this training contract. Evaluating the success of training is a challenge. AHP training staff consistently receives written feedback through trainee evaluation, pre- and post-test scores that measure increased knowledge of trainees. The information obtained is analyzed by management staff and shared with trainers. AHP training program management staff has committed during

1998 to implement an evaluation plan that includes written reports summarizing training data analysis results and description of what will be done with the findings.

6. Program Policies & Procedures: HIV Counselor training policies and procedures are well documented. Change in the delivery of this service usually involves all training staff. Most of the training policies and procedures are outlined and recommended by the State of CA, Office of AIDS, HIV Training Section. Policies and procedures specific to SF are ever-changing and are usually documented in writing.

7. Program Environ./Accessibility: The site location for training is suitable for the target population (trainees) and accessible by public transportation. Services are provided during the day and the physical location of the buildings where services are conducted is welcoming. The training staff usually provides services at their main office that meets ADA standards and requirements. All site locations have wheelchair access, and staff is very aware of special accommodations that need to be made for chemically sensitive clients.

8. Collaborative Efforts: AHP training services staff should be commended for their openness towards collaborating with any other community based organization providing training in SF or CA. During this contract period AHP staff intensely collaborated with the SFDPH STD/HIV Prevention Training Center and AIDS Office staff. This close collaboration has resulted in the development of two new training manuals' one for advanced counseling skills and another for supervisors training.

Would you recommend future consideration of this contractor for similar jobs? X Yes No

(If No, please explain.)

PROVIDER/ PROGRAM: UCSF AIDS Health Project.

CONTRACT TERM: JANUARY-SEPTEMBER 1997

FUNDING SOURCE & AMOUNT: Centers for Disease Control \$100,000

AIDS OFFICE PROGRAM MANAGER: Lyn Fischer-Ponce

DATE OF REPORT: 3/2/98

Lyn Fischer-Ponce

Signature of Author of This Report

3/12/98

Date

Lyn Fischer-Ponce CTRPN Coordinator

Name and Title

Barry Brinkley

Signature of Authorizing Departmental Reviewer

3/16/98

Date

Barry Brinkley, Director of HIV Prevention Services

Name and Title

CONTRACTOR/PROVIDER RESPONSE

☒ I have received Monitoring Report, acknowledge findings. No further action is necessary.

☒ I have received Monitoring Report, acknowledge findings. Response to recommendations attached.

☐ I have received Monitoring Report, disagree with findings. Response to recommendations attached.

Janna Rinaldi

Signature of Authorized Contract Signatory (Fiscal Agent)

3/24/98

Date

Janna Rinaldi Deputy Director

Name and Title

Signature of Authorized Contract Signatory (Service Provider)

Date

Name and Title

FISCAL AGENT/PROVIDER RESPONSE DUE: 3/24/98

City and County of San Francisco



FEB 27 1998

Department of Public Health

Due 3/13

JK - This looks pretty good! - Jim

cc to John H. Heller / Josh

John: Will give you a copy in disk of previous responses. JK.

February 25, 1998

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

Dear Dr. Dilley:

Enclosed please find a copy of your Monitoring Report for your contract (**SFGH Inpatient**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,

Michelle Long Dixon
Director
HIV Health Services

**San Francisco Department of Public Health
AIDS OFFICE
MONITORING REPORT SUMMARY**

Provider: UCSF AIDS Health Project
Program Reviewed: Psychiatric consultation

Site: SFGH inpatient

Date of Review: 12/10/97
Review Period: 4/1/97 - 2/28/98

Date of Report: 12/19/97
Budget/Contract Amount: \$64,812
Funding Source: CARE Title I

Program/Contract Manager: Teri Dowling
DPH Review Team (leader first): Marcy Fraser, Mark Donnell
Program/Contractor Representatives:

Program Rating: 93.1%

4 = Commendable/Exceeds Standards

2 = Improvement Needed/Below Standards

3 = Acceptable/Meets Standards

1 = Unacceptable

Categories Rated:

4 Program Performance

4 Program Compliance

Sub Categories Reviewed:

Program Performance

1. Accomplishment of Objectives
2. Quality of Work Performed
(includes Client Satisfaction)
3. Quantity of Work Performed
5. Program Evaluation Procedures
8. Collaborative Efforts

Program Compliance

4. Timely Submission of Materials to AO
6. Program Policies & Procedures
7. Program Environ./Accessibility
9. Administrative Practices
10. Fiscal Practices

(Please note: Detailed Program Performance & Compliance Categorical Report is attached)

PROVIDER/ PROGRAM: UCSF AIDS Health Project/ Psychiatric Consultation

CONTRACT TERM: 4/1/97 - 2/28/98

FUNDING SOURCE & AMOUNT: CARE Title I \$64,812

AIDS OFFICE PROGRAM MANAGER: Teri Dowling

DATE OF REPORT: 12/19/97

Marcy Fraser Jac
Signature of Author of This Report

2-25-98
Date

Marcy Fraser, Administrative Assistant
Name and Title

Michelle Long Dixon
Signature of Authorizing Departmental Reviewer

2/18/98
Date

Michelle Long Dixon, Director, HIV Health Service
Name and Title

CONTRACTOR/PROVIDER RESPONSE

- ☒ I have received Monitoring Report, acknowledge findings. No further action is necessary.
- ☐ I have received Monitoring Report, acknowledge findings. Response to recommendations attached.
- ☐ I have received Monitoring Report, disagree with findings. Response to recommendations attached.

Joanna Rinaldi
Signature of Authorized Contract Signatory (Fiscal Agent)

3-14-98
Date

Joanna Rinaldi, Deputy Director
Name and Title

Signature of Authorized Contract Signatory (Service Provider)

Date

Name and Title

FISCAL AGENT/PROVIDER RESPONSE DUE: 3-13-98

Program Performance & Compliance Categorical Report

Type and Scope of Review (Shade All That Apply)				
Comprehensive Monitoring Review		Annual Program Review		
Exec. &/or Program Director Interview	Staff Interviews	Client Feedback	Client Service Records	Site Visit
Program Policies and Procedures		Fiscal	Administrative	Field Observation

Program Performance & Compliance Rating (Circle 4,3,2 or 1 rating score as appropriate)			
4 (100 - 90 = Commendable)	3 (89 - 70 = Acceptable)	2 (69 - 50 = Improvement Needed)	1 (49 - 0 = Unacceptable)
Total Points Given 74.5/80 = 93.1%			

Points are based upon the corresponding subsection of the Monitoring Report Rating Categories Worksheet.

1. Accomplishment of Objectives (10 points maximum) Actual points given =(9)

- ☒ Commendable (≥ 9 points)
 ☐ Acceptable (8.9 - 7.1 pts)
 ☐ Needs Improvement (7 - 5.1 pts)
 ☐ Unacceptable (< 5 points)

Commendations: Outcome objective #1 exceeded.

Identified Problems, Recommended Interventions And Timelines: Please include a sample of the tool used for stabilization or decrease in psychiatric symptoms in the next report to the AO.

2. Quality of Work Performed (20 points maximum) Actual points given =(18)

- ☒ Commendable (≥ 18 points)
 ☐ Acceptable (17.9 - 14.1 pts)
 ☐ Needs Improvement (14 - 10.1 pts)
 ☐ Unacceptable (< 10 points)

Commendations: Evaluation seem most appropriate coming from the providers. Good work!

Identified Problems, Recommended Interventions And Timelines:

3. Quantity of Work Performed (5 points maximum) Actual points given =(4.5)

- ☒ Commendable (≥ 4.5 points)
 ☐ Acceptable (4.4 - 3.6 pts)
 ☐ Needs Improvement (3.5 - 2.6 pts)
 ☐ Unacceptable (< 2.5 points)

Commendations: UOS exceeded expectations.

Identified Problems, Recommended Interventions And Timelines: Over half of the clients served are people of color clients. Recommend addressing this in next report. The UDC are receiving more intensive services based upon need. Recommend offering more intensive services to fewer patients in the next contract period. The acuity of the population served appears to be in need of more depth in care.

- 4. Timely Submission of Materials to DPH (7.5 points maximum)** Actual points given =(7.5)
- | | | | |
|---|--|---|---|
| ☒ Commendable
(7.5 points) | ☐ Acceptable
(7.4 - 5.6 pts) | ☐ Needs Improvement
(5.5 - 3.6 pts) | ☐ Unacceptable
(< 3.5 points) |
|---|--|---|---|
- Commendations:
- Identified Problems, Recommended Interventions And Timelines:
-
- 5. Program Evaluation Procedures (15 points maximum)** Actual points given =(13)
- | | | | |
|---|---|---|--|
| ☐ Commendable
(≥ 13.5 points) | ☒ Acceptable
(13.4 - 10.5 pts) | ☐ Needs Improvement
(10.4 - 7.6 points) | ☐ Unacceptable
(<7.5 points) |
|---|---|---|--|
- Commendations: Excellent idea to use provider satisfaction as a tool for evaluating and improving the program.
- Identified Problems, Recommended Interventions And Timelines: Please include a copy of the provider satisfaction tool used in the next report.
-
- 6. Program Policies and Procedures (10 points maximum)** Actual points given =(10)
- | | | | |
|---|--|--|---|
| ☒ Commendable
(≥ 9 points) | ☐ Acceptable
(8.9 - 7.1 pts) | ☐ Needs Improvement
(7 - 5.1 points) | ☐ Unacceptable
(< 5 points) |
|---|--|--|---|
- Commendations: Policies and procedures are above and beyond minimum requirements.
- Identified Problems, Recommended Interventions And Timelines:
-
- 7. Program Environment/Accessibility Issues (7.5 points maximum)** Actual points given =(7.5)
- | | | | |
|---|-------------------------------------|---|--|
| ☒ Commendable
(7.5 points)
(< 3.5 points) | ☐ Acceptable | ☐ Needs Improvement
(7.4 - 5.6 pts) | ☐ Unacceptable
(5.5 - 3.6 pts) |
|---|-------------------------------------|---|--|
- Commendations
- Identified Problems, Recommended Interventions And Timelines: Please identify where the services delivered in the hospital are located.
-
- 8. Collaborative Efforts (5 points maximum)** Actual points given =(5)
- | | | | |
|---|--|---|---|
| ☒ Commendable
(≥ 4.5 points) | ☐ Acceptable
(4.4 - 3.6 pts) | ☐ Needs Improvement
(3.5 - 2.6 pts) | ☐ Unacceptable
(< 2.5 points) |
|---|--|---|---|
- Commendations: Extensive MOUs with community organizations for thorough patient follow-up.
- Identified Problems, Recommended Interventions And Timelines:
-
- 9. Administrative Practices (10 points maximum)** Actual points given =NA)
- | | | | |
|--|--|--|---|
| ☐ Commendable
(≥ 9 points) | ☐ Acceptable
(8.9 - 7.1 pts) | ☐ Needs Improvement
(7 - 5.1 points) | ☐ Unacceptable
(< 5 points) |
|--|--|--|---|
- Commendations:

Identified Problems, Recommended Interventions And Timelines:

10. Fiscal Practices (10 points maximum)

Actual points given =NA)

☐ Commendable
(≥ 9 points)

☐ Acceptable
(8.9 - 7.1 pts)

☐ Needs Improvement
(7 - 5.1 points)

☐ Unacceptable
(< 5 points)

Commendations:

Identified Problems, Recommended Interventions And Timelines:

ADDITIONAL ADMINISTRATIVE & FISCAL ISSUES:

A. Audit report completed within 3 months after original due date to the AIDS Office

☐ Yes

☐ No

☒ Not Applicable

B. Audit report conducted in compliance with A-133

☐ Yes

☐ No

☒ Not Applicable

C. Resolution of fiscal and administrative issues identified in last monitoring report

☐ Yes

☐ No

☒ Not Applicable

D. Compliance with the CARE 70% rule

☐ Yes

☐ No

☒ Not Applicable

E. Compliance with invoicing requirements

☐ Yes

☐ No

☒ Not Applicable

City and County of San Francisco



X file 20904
Department of Public Health

cc: JR
BA
JLB

7
George:
put in
pending
basket
on window
8/11

March 13, 1998

James Dilley, Executive Director
UCSF AIDS Health Project
1855 Folsom St., Room 607
San Francisco, CA 94103

MAR 16 1998

Dear Dr. Dilley:

Enclosed please find a copy of your Monitoring Reports for your contract (**HIV Phone Triage Risk Assessment Counseling, Single Session Groups Enhanced HIV Counseling and Evaluation**) with the Department of Public Health AIDS Office, Health and Prevention Services.

Please review this document that includes 1) the type and scope of the review, 2) commendations and recommendations, and 3) the signatures of the AIDS Office Associate Director and your AIDS Office Program Manager.

Please sign the document in the appropriate space to acknowledge receipt and to indicate any agreement or disagreement you may have with our findings. We request that you submit a written response if you disagree with any recommendations, or if any recommendation requires updated information from your agency. Your response should address each recommendation contained in this report and be returned by the time specified in the response due section of the document. Your response will be attached to the final report and will become a public document.

Please submit the original signed report, maintaining a copy for your file, by the date listed in the response due section of the report. If you have any questions regarding this Monitoring Report, please contact your AIDS Office Program Manager.

All signed reports and written responses should be sent to:

Kim Lawton
SFDPH AIDS Office
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102-6033

Thank you for your attention to this matter.

Sincerely,

Barry W. Brinkley, M.S., M.P.H.
Director of HIV Prevention

**San Francisco Department of Public Health
AIDS OFFICE
MONITORING REPORT SUMMARY**

Provider: UCSF AIDS Health Project

Program Reviewed: HIV Phone Triage Risk
Assessment Counseling, Single Session groups
Enhanced HIV Counseling and Evaluation

Date of Visit: 4/21, 30; 5/19; 7/15; 8/28; 9/9, 18.

Review Period: March-December 1997

Program/Contract Manager: Barbara Adler, Frances Salmeri

DPH Review Team (leader first): Lyn Fischer-Ponce

Program/Contractor Representatives: Same as Above

Site: 1855 Folsom Rm 617

San Francisco, CA 94110

Date of Report: 3/2/98

Budget/Contract Amount: \$464,554

Funding Source: Centers for Disease Control

Program Rating:

④ = Commendable/Exceeds Standards

2 = Improvement Needed/Below Standards

3 = Acceptable/Meets Standards

1 = Unacceptable

Categories Rated:

4 Program Performance

4 Program Compliance

Sub Categories Reviewed:

Program Performance

1. Accomplishment of Objectives (10)
2. Quality of Work Performed (20)
(includes Client Satisfaction)
3. Quantity of Work Performed (5)
5. Program Evaluation Procedures (15)
8. Collaborative Efforts (5)

**Total pts. 55; Agency score 55
55/55=100%**

Program Compliance

4. Timely Submission of Materials to AO (7.5)
6. Program Policies & Procedures (10)
7. Program Environ./Accessibility (7.5)
9. Administrative Practices
10. Fiscal Practices

**Total pts. 25; Agency score 25
25/25=100%**

PROVIDER/ PROGRAM: UCSF AIDS Health Project.

CONTRACT TERM: JANUARY-SEPTEMBER 1997

FUNDING SOURCE & AMOUNT: Centers for Disease Control \$464,554

AIDS OFFICE PROGRAM MANAGER: Lyn Fischer-Ponce

DATE OF REPORT: 3/2/98

Lyn Fischer-Ponce
Signature of Author of This Report

3/2/98
Date

Lyn Fischer-Ponce CTRPN Coordinator
Name and Title

Barry Brinkley
Signature of Authorizing Departmental Reviewer

3/12/98
Date

Barry Brinkley, Director of HIV Prevention Services
Name and Title

CONTRACTOR/PROVIDER RESPONSE

✓ I have received Monitoring Report, acknowledge findings. No further action is necessary.

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

 I have received Monitoring Report, disagree with findings. Response to recommendations attached.

Janina Ruedi
Signature of Authorized Contract Signatory (Fiscal Agent)

3-4-3-98
Date

Janina Ruedi Deputy Director
Name and Title

Signature of Authorized Contract Signatory (Service Provider)

Date

Name and Title

FISCAL AGENT/PROVIDER RESPONSE DUE: 3-23-98

CONTRACT EVALUATION FORM

Contractor UCSF AIDS Health Project

PO Number: POHC 97001057

Term of Contract March - September 1997

Amount of Contract \$464,554

Exhibit Name CTRPN

Funding Source Centers for Disease Control (CDC)

Purpose of Contract/Exhibit: To provide HIV Phone Triage Risk Assessment Counseling, Single Session Groups and Enhanced HIV Counseling to SF residents who call or present for HIV anonymous counseling and testing services.

Overall Rating: Commendable/Exceeds Standards X Acceptable/Meets Standards

Improvement Needed/Below Standards Unacceptable

Comment below upon rating assigned the contractor in the following areas (attach additional pages if necessary):

1. Accomplishment of Objectives: UCSF AIDS Health Project (AHP) has provided services beyond their contracted impact and outcome objectives for telephone triage risk assessment, single session groups and evaluation of their services. The agency had difficulty during this contract period meeting their enhanced risk assessment objectives. Enhanced HIV counseling is a new intervention for many HIV counseling and testing (CTS) programs and is based on criteria proposed in RFP 97-016. The intent of enhanced counseling is to schedule a high behavioral risk practicing HIV negative client for in-depth follow-up counseling. Many clients refuse follow-up behavior change counseling yet some clients will return for one session following disclosure. In addition, this agency hired staff to ensure the client was provided the very best enhanced counseling available. Delays in hiring impacted the delivery of this service for the first 6 months of the contract period. The AIDS Office Health Program Coordinator assigned to this contract has worked closely with AHP staff to identify specific steps for increasing enhanced counseling units of services. The steps identified in the work plan resulted in the agency completing 38% of this intervention during this monitoring period. This agency should not be penalized in their overall monitoring rating based on unforeseen difficulty with providing this new intervention. Taking into consideration all contracted objectives the agency delivered 349% of their deliverables during this monitoring period.

2. Quality of work performed: AHP should be commended for the high standards they have set for staff and volunteers conducting the various components of CTS services. This agency has been innovative and shown exemplary leadership to other community service CTS providers. AHP was the first CTRPN agency to recruit, train and implement a volunteer counselor base to meet the demands for service. They continue to set high standards for the other community service providers to follow. Management staff continue to provide on-going counseling and skill building training for paid staff and volunteers. The agency conducts formal and informal staff evaluations and peer performance reports in a supportive environment rather than as a negative feedback system. Telephone triage risk assessment provides a client profile before being scheduled for an HIV test appointment. This allows the agency to identify clients who may not be appropriate for HIV counseling and testing services at the time of their intended call. This agency continues to develop creative solutions toward providing a high quality and vital service to SF residents.

3. Quantity of work Performed: The agency did fall below 90% on their delivery of enhanced counseling sessions. Enhanced counseling continues to be a challenge for all CTS programs attempting to deliver this new services. Overall, the agency delivered 349% of their contracted units of services (UOS) during the monitoring period.

4. Timely Submission of Materials to AO: AHP is consistent with ensuring that required routine report documents are submitted on time to DPH. As with all CTRPN programs, AHP is required to submit standardized demographic and behavioral risk data to the AIDS Office monthly by a specific date. On occasion throughout the monitoring period computer development problems have resulted in late reports. The agency has not lost points for this lateness as most of

the problems were a result of a new computer data collection system installed by the AIDS Office CTRPN data manager. Although AHP contracts have consistently been retroactively certified, this program has developed their materials in a timely manner and should not be penalized for unacceptable lateness at the UCSF level, an issue that is beyond their control.

5. Program Evaluation Procedures: This program consistently evaluates data collected on clients calling for CTS service, presenting for one-time small groups and enhanced risk reduction counseling services. Clients calling for a test appointment are HIV risk assessed during the phone counseling. Phone triage staff skills are consistently monitored both formally and informally, and staff is provided constructive feedback throughout the year. AHP has created a client satisfaction survey as another tool to evaluate the clients perception of service during one-time small group sessions and enhanced counseling sessions. AHP continually evaluates in writing services based on these feedback mechanisms and adjusts services to meet the ever changing demands of clients.

6. Program Policies & Procedures: Many policies and procedures in the delivery of counseling services in a CTS program are mandated by the State of CA and listed under the CA Health and Safety Codes. This agency provides the only anonymous CTS service in SF. The agency should be commended for ensuring the protection of clients anonymity during recruitment and provision of enhanced counseling and one-time small group sessions. The anonymous service provided by this program is a national model and the agency has been inundated yet welcomes research and other projects to work with their clients. Often, these other research projects and agencies do not understand strict State laws governing the delivery of anonymous services in a testing program and often suggest compromising service delivery. To the credit of this AHP programs staff they reject ideas that threaten or might compromise their high quality service. The staff always keeps the concern of the clients they serve as their foremost goal and have never wavered in that mission. The program has thorough written policies and procedures/standards for mandated and site specific delivery of phone triage, enhanced counseling and one-time small group services. In addition, this AHP service has comprehensive procedures and policies for volunteer staff to ensure that clients calling or presenting for service receive the highest quality service available in an anonymous setting.

7. Program Environ./Accessibility: The site locations for these funded services is suitable for the target population and very accessible by public transportation. Services are provided during the day and evening hours and the physical location of the buildings where services are conducted is welcoming to all of the target population. The agency provides services in many locations throughout SF and ensures that all of the sites they use meet ADA standards and requirements. This program institutes procedures beyond basic ADA requirements. For example during mobile events signs are quite large so clients with poor vision can locate the program, and those wanting to avoid the services can do so without embarrassment. All site locations have wheelchair access, and special accommodations are made for chemically sensitive clients.

8. Collaborative Efforts: AHP CTS services has many collaborating agreements with other community based organizations in SF All of these agreements are documented writing.

Would you recommend future consideration of this contractor for similar jobs? ☒ Yes ☐ No

(If No, please explain.) _____

M e m o r a n d u m

To : ALL MENTAL HEALTH AIDS
CONTRACTORS

Date: March 16, 1998

From : Diane Utsumi, LCSW
Specialized Programs

Telephone: (916) 654-3216

Subject : CONTRACT RENEWAL REMINDER; PERSONNEL CHANGE

Before I begin, I would like to say it has been my pleasure to have had the experience of working with you on the mental health AIDS contracts. There will be a personnel change effective, March 23, 1998, Mr. Patrick Kelliher will be assuming the responsibilities of this assignment. Patrick may be reached at (916) 654-3529. His mail address is the same as mine: Department of Mental Health, 1600-9th Street, Room 350, Sacramento, CA 94814.

Also, I am taking this time to remind all that now is the time to begin the contract renewal process. Please submit your Program Narratives and Budget Sheets for FY 1998/99 to Patrick.

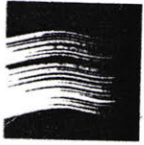
Thanking you in advance for your cooperation!

Diane

DIANE UTSUMI, LCSW
Specialized Programs

cc: Vince Mandella, Chief
Specialized Programs

Patrick Kelliher,
Specialized Programs



Tides
Foundation

CC: Jim → XFile
Helen/Jose
NOV 19 1997

P.O. Box 29903
San Francisco, CA 94129-0903
Tel: 415.561.6400
Fax: 415.561.6401

November 6, 1997

Joanne Rinaldi
University of California, San Francisco
AIDS Health Project
PO Box 0884
San Francisco, CA 94143-0884

Dear Ms. Rinaldi:

I am happy to inform you that the Tides Foundation, on the recommendation of the Tzabaco Catalog Lesbian & Gay Community Fund, has decided to give your organization a \$5,000.00 grant. This award has been reviewed and approved by the Tides Foundation's Board of Directors and is for your organization's capital campaign.

Enclosed please find a check in the full amount of the grant. We would appreciate receiving acknowledgment of the check's receipt, as well as any current information on your agency for our files.

If you have occasion to announce or acknowledge this grant publicly, please indicate that support was provided by the Tzabaco Catalog Lesbian & Gay Community Fund of the Tides Foundation.

Phong Dinh, Grants Coordinator in our office, is available to answer any questions you may have regarding this transaction.

Sincerely,

Idelisse Malavé
Executive Director

Grant: 10561

cc: James Dilley, UCSF AIDS Health Project

**AHP EXECUTIVE RETREAT
NOVEMBER 21, 1997**

"leadership is an expression of enduring values"
to **lead** is to create something new, set direction, and articulate what matters;
to **manage** is to control, protect, marshal, or coordinate what already is

9:10 - 9:30: Grounding for the retreat

- safety
- openness
- enjoying the process
- shared responsibility
- requests of each other
- redesign/anything else

9:30 - 9:45: "How do you choose to be today" wheel

Demonstrate the power of choosing for today, and the future.

9:45 - 10:00: "Core gift" exercise

What is your core gift? The thing people say you do well, the thing people count on you for in every situation (work, home, etc.)

10:00 - 10:15: Agreement on desired outcomes

- enhance AHP executive management, and ultimately AHP
- improve Joanna's experience, particularly in terms of fulfillment and balance
- stretch as leaders
- others?

10:15 - 11:15: Key questions

- How does the executive management team function now?
What's working? What's not working?
- How would you like to function, especially to maximize fulfillment and balance?
What's missing? What are the impediments?
- What are the implications/next steps for bridging the gap?
Shifts? Structures? Leadership?

11:15 - 11:30: Closing

What are you committed to?

Macy's West Charitable Contributions Program
Passport Fund 1997
A Division of Federated Department Stores

Please complete these forms, including the budget information forms, and return to the address on the second page of the cover sheet section of the application. Please make sure you enclose an original and three copies. Please note that in order for your request to be considered by Macy's West, all information must be provided and you must include proof of 501 (c) 3 determination. All applications are due by August 1, 1997.

Cover Sheet

Name of Agency: The UCSF AIDS Health Project

Contact Name: Joanna Rinaldi

Title: Deputy Director

Address: 1855 Folsom St., Room 670
Street

San Francisco CA 94103-0884

City State Zip

Mailing Address if different: _____

Telephone: (415) 476-3951 Fax: (415) 476-7996

Federal Tax ID Number: [REDACTED]

(please print clearly and enclose supporting documentation)

Which area(s) most closely describes the focus of your agency?*

- | | | |
|--|------------------------------------|--|
| ☒ Direct Services and Counseling | ☐ Education | ☐ Diversity/Minority Issues |
| ☐ Housing/Shelter/Respite/Hospice | ☐ Treatment | ☐ Advocacy |

*The Passport Fund provides funding for HIV/AIDS programs only. If your agency provides other services in addition to HIV/AIDS services, you may apply for a program specific grant for HIV/AIDS services only, not for general operating support.

Which population segment is principally served by your agency/program? Choose one.

- | | |
|--|--|
| ☐ Women | ☐ Children and youth |
| ☐ People of Color | ☐ Persons with disabilities |
| ☒ General Public | ☐ Other _____ |
- (please specify)*

Total Agency Budget: \$ 4,765,140.00 HIV/AIDS Budget: \$ Not Applicable
(If applicable)

WHAT IS THE TOTAL CONTRIBUTION AMOUNT BEING REQUESTED? \$ 12,500.00

Type of support: ☐ General Support ☒ Project Support

Summarize your agency's mission:

The mission of the UCSF AIDS Health Project is to provide culturally sensitive counseling and education to stop the spread of HIV infection, and to help people face the emotional, psychological and social challenges of living with HIV disease.

Number of staff: 110

Number of volunteers: 200

What is the purpose of this request?

For 13 years, AHP has maintained three distinct service sites. To access all needed services, clients must travel from site to site, often across town, causing inconvenience and inaccessibility. AHP seeks funding to consolidate 3 of its client service centers and to offer an intake option for Partnership clients, so that clients will have a convenient service access.

*Project/program budget sheet must be completed for project support grants. General support grants are made only to agencies that are HIV/AIDS specific. Agencies providing other services and programs must apply for an HIV/AIDS specific grant. The Passport Fund does not provide grants to be used exclusively for staff positions.

History of giving to your agency by Macy's West or Federated Foundation:

1996 \$ -0-

1995 \$ -0-

1994 \$ -0-

1993 and prior \$ -0-

Do any Macy's West or Federated personnel serve on the board of your agency or participate in its activities in a leadership capacity? ☐ Yes ☒ No

If yes, who and in what capacity? _____

What recognition opportunities would be available for Macy's West if a grant is awarded?

See attached. There are various naming opportunities, a Donor Recognition Wall, listings in AHP's Annual Report, and in FACES, AHP's community Newsletter, mailed to 6,000 people, quarterly.

Please complete the additional pages in this packet. Attach a list of your Board of Directors (including Board Officers) with related community and employment affiliations, and a copy of your agency's most recent audited financial statement. If your agency does not have audited financials, please include the most recent completed year's financial statement (including expenses, revenue and balance sheet) and Form 990, and attach a separate sheet of paper explaining why no audit is available. You may also wish to include a copy of your annual report (if you do not have an annual report please enclose a list of your major individual and corporate/foundation funders), recent newsletter or brochure. Please enclose the original proposal and three copies. You need only one set of supporting materials.

Return Completed Application To:

Delia F. Ehrlich
Manager of Community Relations
Macy's West
PO Box 7888
San Francisco, CA 94120
(415) 393-3726

Macy's West Charitable Contributions Program Passport Fund 1997

Application Narrative

Please feel free to generate this application form on your computer. If you do so, please maintain the same margins space allocations and general layout for your answers. Also, please do not use a type smaller than 9 point in completing this application.

- I. Summarize your project or grant request.** Describe the goals of the project and the kinds of activities and strategies you will use to achieve these goals. Clearly state the kind of program or service to be provided. Specify the number of individuals to be served or other quantifiable program goals. If this is a completely new program or service, how will it be integrated into the other programs or services your agency provides? Please do not exceed one page for this summary.

The UCSF AIDS Health Project (AHP) has always been on the cutting edge of developing the most effective strategies to stop the spread of HIV disease. AHP provides people with the tools they need to face the challenges of the epidemic by providing emotional support, information, and guidance on how to cope with HIV-disease.

AHP is consolidating three of its client service centers into one space to create better coherence between AHP's prevention, education, and treatment activities. This will allow AHP to remain at the forefront of HIV/AIDS mental health services in the US and to respond with increased efficiency. A crucial first step is the renovation of 14,800 square feet of space located at 1930 Market Street. Renovation of this site will require \$1 million, of which 60% has been raised.

Currently, San Francisco has the fourth highest AIDS rate in the US. There are 750,000 people diagnosed with HIV in the US. 500,000 know they are infected; 150,000 - 200,000 are on new drug regimens to which 30% do not respond.

The demand for HIV-related mental health services continues to increase despite advances in treatment. The advances in treatment do not eliminate the need for mental health support. Each new treatment can result in a new set of psychological and emotional issues. Everyone is affected by the many levels of success or failure of new treatments. Some may need support to cope with the demands and expectations from treatments for themselves or for loved ones. Those who interpret new treatments as a cure and re-adopt risky behaviors need support and education on how to maintain safe behavior to remain uninfected.

To fulfill its mission, AHP provides an array of *free* mental health services:

- Educational support groups to facilitate HIV-related behavior change;
- Mental health services at San Francisco General Hospital's Ward 86;
- AIDS prevention & risk-reduction strategies, targeting substance abusers;
- HIV-antibody testing and counseling;
- Psychotherapy;
- Case management for substance abusers;
- Psychiatric evaluation and medication monitoring;
- Consultation to support home-based care.

AHP's new center will help current and future generations of San Franciscans as HIV-related issues arise in their lives. Our new home will serve as a center of outreach to the various communities affected by HIV. The goal is to create a safe, comfortable, and accessible place where all people can obtain comprehensive HIV-related services.

II. Please describe the clients or constituents to be served by this project. Describe how this project responds to the needs of these clients or constituents.

AHP serves the AIDS/HIV population, (see attached demographic information). AHP will respond to its client needs by creating an accessible, convenient place where clients receive comprehensive HIV-related mental health services. The creation of a unified service delivery site at 1930 Market Street will do this in the following ways:

- **Improve client access to the full range of AHP mental health services**—The new site will maximize convenience and will improve service accessibility for clients to address the full spectrum of emotional issues associated with HIV-disease.
- **Integrate AHP's prevention, education, and counseling services**—AHP contributes a critical component in San Francisco's coordinated response to the HIV epidemic: mental health expertise.
- **Expand collaboration and communication among HIV-service providers citywide**—Clients often endure several intake procedures. The UCSF AIDS Health Project, the Shanti Project, and the San Francisco AIDS Foundation have pioneered an innovative partnership to establish a client intake and record-keeping system for shared clients. Further, AHP will make space available on a rotating basis to other HIV-service providers who offer complementary client services.

III. Please give a brief history of your agency. Include when it was founded, its history and its goals. If this request will support a collaboration among two or more agencies, please describe the collaboration and its structure.

Since the first diagnosis of AIDS, most of the efforts to combat HIV disease have been focused on HIV/AIDS research and policy; AHP recognized another need. AHP was established in 1984 as a risk-reduction and mental health support services program. Among the first to identify and address the psychological and emotional needs of people affected by the epidemic, the agency's goals are to educate and support high-risk populations in changing unsafe behaviors, provide mental health and substance abuse counseling services to those living with HIV, and assist health professionals in responding to the HIV-related psychosocial issues presented by their clients.

As we await more effective ways to medically manage HIV, AHP helps people overcome their fear and confusion about the epidemic. By empowering our clients through support and education, we help those with HIV improve the quality of their lives and help those at risk of infection adopt healthy behaviors to protect themselves from contracting HIV. AHP is the only agency in San Francisco to provide comprehensive mental health services to people with, or at risk for, HIV infection.

Over 13 years of experience has made AHP a leader in HIV-related mental health care. Our affiliation with the University of California, San Francisco's top rated AIDS research program, provides our talented staff of physicians, psychotherapists, social workers and volunteers with the most current research and trends of the epidemic. This enables us to anticipate and address new issues as they arise.

IV. What is the total budget for THIS PROJECT? \$ 1,000,000.00

V. What is the total budget for your agency? \$ 4,765,140.00

- VI. Please complete the budget expense and revenue information to support your request. The AGENCY BUDGET form should reflect the budget for all the HIV/AIDS services provided by your agency. If your agency provides other services in addition to HIV/AIDS services, the budget form should reflect your HIV/AIDS services budget only. If you are an exclusive HIV/AIDS agency, you may apply for a project grant or for general operating funds. You do not need to complete the PROJECT BUDGET form if you are requesting general support. If you are part of an agency providing services other than HIV/AIDS, you may only apply for a project grant for HIV/AIDS services.**

(Please see attached Budget information)

- VII. Please address how your program/service will be affected if the full amount requested is not funded. Will the program(s) you described continue? Will they be modified or scaled down?**

The completion of construction and the move-in to the new facility are scheduled for September 1997. Less than full funding will delay the opening of the consolidated service site, which will in turn increase expenses. AHP's programs will not be modified or scaled down.

- VIII. Please describe the mechanisms your agency uses to evaluate the success of its programs.**

AHP employs a variety of approaches to evaluate program success. These approaches include annual client/provider satisfaction surveys and the use of behavioral and psychological rating scales. AHP uses both in-person and telephone surveys to measure the degree to which clients and providers feel positively or negatively about the services they received from the agency. These surveys ask clients to rate the effectiveness of a service, how helpful the service was in responding to the problems the client identified when he or she first came for services, the responsiveness of agency staff, whether clients would refer friends to AHP, and whether they feel the services were worthwhile. Similarly, provider satisfaction surveys evaluate the effectiveness of our provider consultation, training, and publication services, which are particularly important because AHP offers significant support to providers.

In addition, AHP uses behavioral and psychological rating scales to measure outcomes. For example, we ask clients in our HIV-negative support groups to complete pre- and post-group scales measuring their commitment to safer sex practices, their attitudes towards using condoms and their satisfaction with the social support they have in their lives. For our Case Management Program for HIV-infected substance abusers, outcome measures include maintaining a stable address for three months or longer, keeping medical appointments, and decreasing substance abuse.

AHP is proud of its record of client satisfaction which is consistently high and has increasingly developed its capacity to perform more detailed service evaluation.

Macy*s West Charitable Contributions Program Passport Fund 1997

AGENCY BUDGET INFORMATION

Agency Name: AIDS Health Project - UCSF

Budget for the period: 07/01/97 - 06/30/98

EXPENSES:

REVENUE:

ITEM	AMOUNT	SOURCE	AMOUNT
Salaries and wages	<u>\$2,989,541.73</u>	Government funding:	
Employee benefits and payroll taxes	<u>\$554,281.55</u>	- City and/or County	<u>\$371,365.00</u>
Consultants and professional fees	<u>\$0.00</u>	- State	<u>\$926,948.00</u>
Travel	<u>\$44,047.68</u>	- Ryan White CARE funding	<u>\$1,629,744.00</u>
Equipment Rental	<u>\$36,718.75</u>	- Other Federal Funds	<u>\$988,690.67</u>
Supplies	<u>\$445,050.05</u>	SUBTOTAL - Government	<u>\$3,916,747.67</u>
Printing/copying	<u>\$15,532.32</u>	Foundations	<u>\$568,161.00</u>
Telephone and fax	<u>\$69,759.00</u>	Corporations	<u>\$0.00</u>
Postage and delivery	<u>\$26,536.84</u>	Interest Income	<u>\$0.00</u>
Rent and utilities	<u>\$181,279.45</u>	United Way, Combined Federal Campaign, etc	<u>\$0.00</u>
Meetings	<u>\$27,103.18</u>	Individual Donations	<u>\$72,953.00</u>
Trainings	<u>\$9,237.27</u>	Fundraising events and products	<u>\$51,978.00</u>
Accounting/audit	<u>\$0.00</u>	Contracted Services	<u>\$0.00</u>
Educational materials	<u>\$107,159.48</u>	Reimbursements	<u>\$65,301.00</u>
Contingency	<u>\$0.00</u>	Other (Please specify)	<u>\$0.00</u>
Other (Please Specify)	<u>\$44,689.36</u>		
Beepers			
Internship stipends			
Computer Software			
Subject Research Fees			
Advertising			
Interpreters			
Speaker Fees			
INDIRECT COST	<u>\$124,204.00</u>		
TOTAL EXPENSES:	<u>\$4,675,140.67</u>	TOTAL REVENUE:	<u>\$4,675,140.67</u>

UCSF AIDS Health Project
Building Hope: Facing the Future Together
1930 Market Street Project Budget

Project Budget as of May 1, 1987					
Activity					Estimate
Construction Costs					
Heating Ventilation & Air Conditioning					\$85,000
Electricity - includes \$15,000 future allowance					\$145,900
Drywall, framing, doors, hardware, ceilings					\$200,220
Painting					\$40,455
Elevator					\$29,200
Flooring					\$23,500
Plumbing					\$13,810
Temporary Power					\$5,000
Glazing					\$9,900
Fire Alarm design					\$5,000
Electrical Hookup fire system					\$9,000
Sprinkler system					\$35,000
Install new 4" water main for sprinkler system					\$19,500
Structural Upgrades					
Concrete for front shear wall					\$25,000
Concrete for elevator shear wall/ADA Parking					\$25,000
Anchoring to walls 150 locations					\$7,500
Structural testing					\$7,500
Steel					\$22,500
Casework					\$24,600
Mechanical seismic tie-downs					\$1,000
Concrete & paving					\$6,200
Rear exterior door allowance					\$1,800
Storefront allowance					\$15,000
Hazardous Materials Survey					\$2,511
Abatement of lead paint and some asbestos flooring					\$1,800
Removal of old elevator & fluids					\$5,000
Demolition permit fee					\$1,124
Demolition costs					\$22,029
Building Permit Fee					\$5,380
Roof penetrations repairs					\$2,500
Telephone and Data Cabling					\$15,091
Superintendent & Project management Costs (total \$75,300)					
Supervision					\$23,200
Worker's Comp					\$1,800
R&R Diem Lodging					\$4,800
Project manager (\$500)					\$14,400
Telephone					\$1,800
Insurance					\$7,500
Water					\$500
Scaffolding					\$4,000
Temporary lighting					\$2,500
Debris Boxes					\$2,500
Blueprint services					\$2,000
Messenger/Overnight					\$500
Laborer					\$4,500
Rough Cleaning/detail					\$2,500
Final Cleaning					\$2,500
Conditions/Misc					\$3,000
Design Fees					
Prelim Engineering Study					\$2,324
Gordon Chong & Partners					\$30,661
Engineering Design					
Faye Bernstein & Associates - structural					\$15,000
Flack + Kutz - electrical & mechanical					\$13,000
Contingency - 5% of budget					\$50,000
Total Project Budget					\$1,000,000



UCSF AIDS Health Project Community Advisory Board 1997

OFFICERS

Victor Murphy

Board Chair. Senior Attorney at Graham and James law firm in San Francisco, specializing in commercial litigation, banking issues for federal agencies, trusts and estates, and general corporate and real estate matters.

Daniel Hernandez

Board Vice-Chair. Mr. Hernandez is the Executive Director of Mission Housing Development Corporation, a community based San Francisco organization that develops affordable housing for low income households and special populations such as PWHIV/AIDS, people with mental illness, etc. He is a developer with a Masters Degree in Architecture.

James Jones, MD

Board Co-Secretary. Dr. Jones is the Medical Director of the Inpatient Consolidation for the Dept. of Mental Health and Substance Abuse for the City and County of San Francisco. He is also Staff Psychiatrist for Westside Lodge, a division of Baker Places which is a residential treatment facility for mental health clients in the City of San Francisco.

Rachel Schochet, PhD

Board Co-Secretary. Dr. Schochet is a Clinical Psychologist in private practice and is a consultant to internal and external employee assistance programs. She is a volunteer for the AIDS Health Project Volunteer Therapist Program. She was formerly employed at a community hospice, a managed care corporation, and several clinical and substance abuse treatment programs.

MEMBERS

Irene Agnos

Ms. Agnos is Special Assistant to the Vice Chancellor of the UCSF University Advancement and Planning and is the UCSF Support Group Association representative to the AHP Community Advisory Board. She is a nurse by training and is active in the American Nurses Association and the Family Violence Prevention Fund.

Katherine Bella

Ms. Bella was on staff in the UCSF Development Office and coordinated the Annual Fundraising Program for the UCSF Medical Center. She has had 10 years experience in non-profit health care as an administrator and fund raiser.

Matthew Holmes

Mr. Holmes is Vice President of Epsteen & Associates, a retail brokerage and consulting firm. He is a member of the Board of Directors of Big Brothers of San Francisco.

Mailing Address
UCSF AIDS Health Project
Box 0884
San Francisco, CA
94143-0884

Street Address
1855 Folsom St., Suite 670
San Francisco, CA 94103
415-476-6430
FAX 415-476-7996

Ron Johnson

Mr. Johnson is President of Mosaic Event Management in San Francisco. He has been named by the SF Business Times as a "Who's Who" in the Bay Area Special Events Industry. He has lectured on Special Events and Meeting Management at SF State for the past six years. He has been also been named "Best Volunteer of the Year" for the American Heart Association, SF Division, and presently serves on its Board of Directors.

James (Jim) Mizes

Mr. Mizes recently became Vice President of Retail for Ultra Lucca. As the former Vice President of Retail for Noah's Bagels, he had total financial and operational responsibility for Noah's growth in the past 3 years from 12 to 100 stores, with expansion from the Bay Area to Los Angeles, Seattle, and Portland. He is an active community volunteer in Big Brothers, Temple Brotherhood, and Youth Sports.

Kenneth Pearce

Mr. Pearce is a former psychiatric hospital CEO who was affiliated with Charter Medical Corporation of Macon, Georgia, and Community Psychiatric Centers of Nevada. His background is in health administration and planning. He also serves on the Board of Directors of Face to Face (Sonoma County's AIDS organization) and the Sonoma County Clinical Trials Board.

Steven Sams

Mr. Sams is the HIV/AIDS Key Contact Manager (acts as advisor and resource) to the community for Pacific Bell. He is also a System Analyst Manager at Pacific Bell. He also serves on the Board of SF Volunteer Center and is a Diversity Volunteer in his neighborhood. He is a vigorous community organizer and corporate volunteer. He is a Board Member and Editor for the Castro Lions newsletter. He is also a member of the Business Advisory Council for AIDS Alliance and a member of the San Francisco HIV Prevention Planning Council.

Timothy Schott

Mr. Schott is Research Director at Phillip H. Schott, Inc., a governmental relations firm in Sacramento. He was formerly the Senior Corporate Coordinator for Miller, Zeichik and Associates, which conducts the campaign management, direct mail, and fundraising for the SF AIDS Walk and the SF Dance-a-thon.

Linda Servis

Ms. Servis has lived in San Francisco since 1976. She is the owner of the Upper Market/Castro real estate firm, Century 21 Hartford Properties, which is engaged in numerous community projects including providing volunteers for Project Open Hand food delivery and long-term financial contributions to a variety of AIDS-related organizations.

Gerald
(Jerry) Tucker, MBA

Mr. Tucker is a Volunteer Facilitator for AHP and Shanti PWA Support Groups. He is a Board Member of Replenish, an organization supporting caregivers. He is the former manager of Group Enrollment for Blue Shield of California.

EX OFFICIO

James W. Dilley, MD

Executive Director, UCSF AIDS Health Project

Joanna Rinaldi

Deputy Director, UCSF AIDS Health Project

UNIVERSITY OF CALIFORNIA
SAN FRANCISCO

FINANCIAL REPORT
1995-1996



TAX-EXEMPT STATUS OF THE AIDS HEALTH PROJECT

The AIDS Health Project is a unit of the Langley Porter Psychiatric Institute, School of Psychiatry, of the University of California San Francisco. As such, the Project maintains a tax-exempt, 501(c)(3) status through the University Regents, the fiscal agent for the Project. All donations to the Project are tax-exempt and are deductible to the fullest extent allowed under federal and state of California law.

The 501(c)(3) status of the University of California San Francisco is fully described in various correspondence from the Internal Revenue Service. These letters are as follows:

September 14, 1939: Original Exemption Statement under 101(6)
November 23, 1973: UC Regents not a private foundation under 509(a)(1)
September 8, 1982: 501(c)(3) Status under new tax code (*please see reverse*)

Copies of these letters are available upon request.

For additional information, please contact the AIDS Health Project directly:

Joanna Rinaldi
Deputy Director
The AIDS Health Project
Box 0884
San Francisco, CA 94143-0884

Telephone: (415) 476-6430

Director
Director

430 Golden Gate Ave.
San Francisco, Calif. 94102

The Regents of the University
of California
c/o The Office of the General
Counsel
390 University Hall
2200 University Avenue
Berkeley, CA 94720

Person to Contact:
Desk Officer
Telephone Number:
(415) 336-3333
Refer Reply to:
EP/EO:l
Date:



8 SEP 1962

Re: Request for Confirmation of Exempt
Status under Section 501(c)(3) of
the Internal Revenue Code of 1954

Dear Regents:

This is in reference to your letter of July 13, 1962 requesting confirmation of the exempt status of The Regents of the University of California under section 501(c)(3) of the Internal Revenue Code of 1954.

In our letter of September 14, 1939, Code IT:P:T:l CQ, it was held that you were entitled to exemption under the provisions of section 101(6) of the Revenue Act of 1938.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that you are the regularly constituted state university of the State of California originally created by a state legislature act of 1868; that you are engaged in educational activities; that your income is derived from investments, endowments, tuition, and miscellaneous sources; and that your income is used in furtherance of your educational activities.

In addition, it appears from our records (including the information submitted with your letter of July 13, 1962), that there has been no change in your organization's exempt status. Accordingly, our letter of September 14, 1939 is still in effect. This letter does not constitute a no change examination letter.

Because section 501(c)(3) of the Internal Revenue Code of 1954 was derived from and continues, without substantive change, the language of section 101(6) of the Revenue Act of 1938 ("1939 Code") and because our letter of September 14, 1939 is still in effect, it appears that you and your constituent units are entitled to exemption as an organization described in section 501(c)(3) of the 1954 Code.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code of 1954 (formerly section 21(6) of the Internal

The Regents of the University of California

Revenue Code of 1938). Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes as provided in the applicable provisions of sections 2055, 2106, and 2522 of the Internal Revenue Code of 1954.

You are not required to file Form 990, Return of Organization Exempt from Income Tax, because you are a State institution, the income of which is excluded from gross income under section 115(a) of the Internal Revenue Code of 1954.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. This office has not been asked to consider and therefore, in this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Internal Revenue Code of 1954.

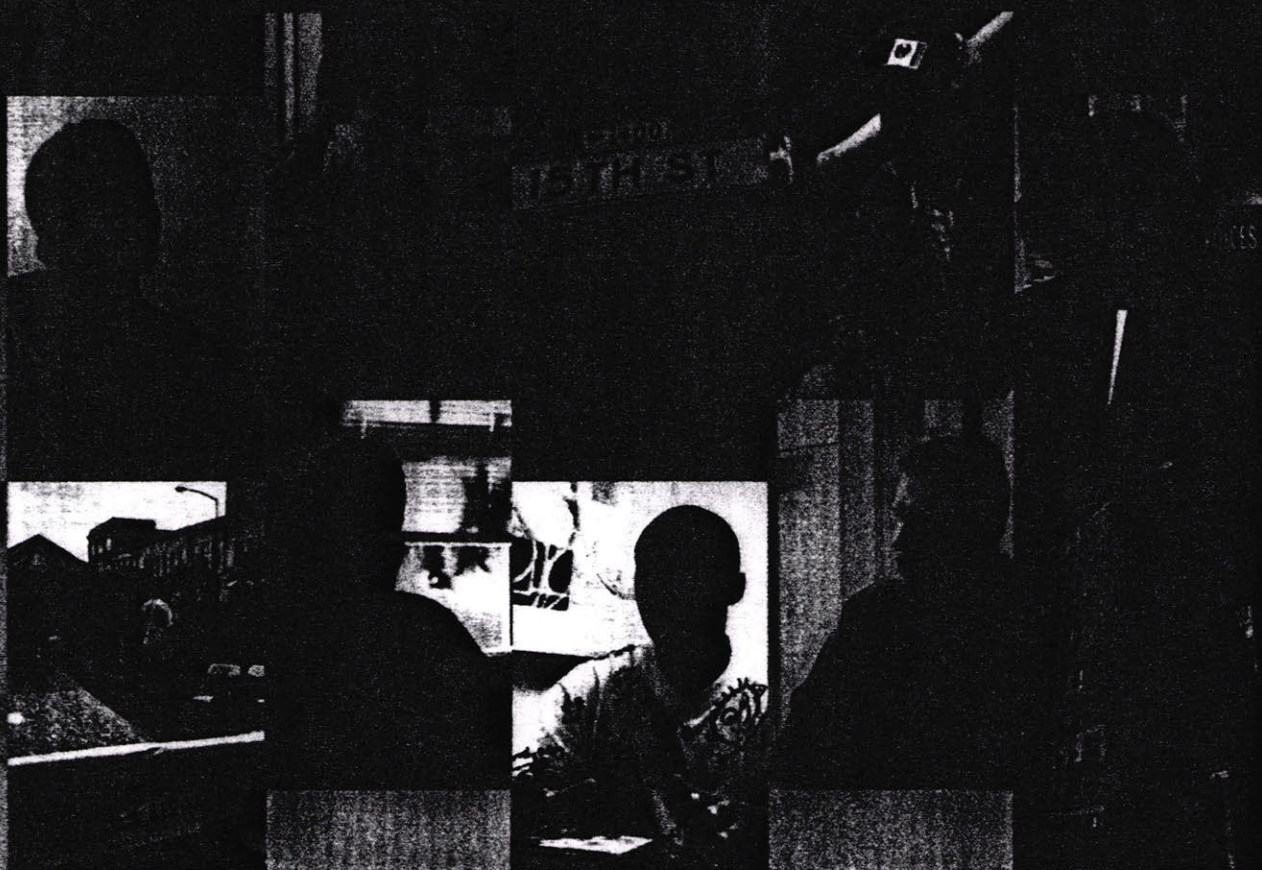
Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone are shown in the heading of this letter.

Sincerely,

Michael Sami

District Director





BUILDING HOPE
FACING THE FUTURE TOGETHER



CONSOLIDATION OF AHP'S
THREE SERVICE SITES

INFORMATION
PACKET



SAN FRANCISCO AIDS FOUNDATION

P.O. BOX 426182, SAN FRANCISCO, CALIFORNIA 94142-8182

Copy:
- X Team
*file**orig: to*
Helen/Torres

July 16, 1997

franco
to get
A/F

Joanna Rinaldi
Deputy Director
UCSF AIDS Health Project
Box 0084
San Francisco, CA 94143

Dear Joanna,

It is my pleasure to inform you that the San Francisco AIDS Foundation has approved your proposal for funding dated April 27, 1997 in the amount of \$100,000 (\$50,000 per year for each of 1997 and 1998) to support a joint project with the San Francisco AIDS Foundation to undertake an extensive process of planning, implementing, and evaluating new HIV prevention interventions that address the most at-risk populations.

Additional detail regarding the program description and budget will follow under separate cover.

Your primary program contact for this effort will be René Durazzo, Deputy Director for Programs. Please copy all administrative correspondence related to this grant to Ralph Jennings, Budget and Fiscal Contracts Manager and Jane Breyer, Deputy Director of Development.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Lance Henderson'.

Lance Henderson
Deputy Director, Finance and Administration

cc: Jane Breyer
René Durazzo
Pat Christen
Ralph Jennings

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Tuesday, February 21, 1995

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Miriam Garfinkel	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of the February 13th meeting were approved with the following change:

In II.B: "Discepolo" is the corrected spelling for the new HIV Negatives Psychotherapy intern.

II. Announcements

- A. Issue concerning confidentiality in meeting. Miriam to follow-up and report back to the Executive Team.

III. Old Business

A. Meeting Ground Rules

See attached. We also agreed to a shared format for chairing the meeting and taking minutes. Beginning Monday, March 13th, the Chair will be rotate in reverse alphabetical order beginning with Carl Yoshimoto and the next person to Chair, Patricia Sullivan, will be responsible for taking minutes. See list below. Minutes will be sent to Dorothy by Wednesday for typing, then reviewed by Jim before being Q-Mailed to members. We will pilot this plan for a cycle then re-evaluate.

Meeting Date	Chair	Secretary
March 13	Carl Yoshimoto	Patricia Sullivan
March 27	Patricia Sullivan	Joanna Rinaldi
April 10	Joanna Rinaldi	Rob Marks
April 24	Rob Marks	Miriam Garfinkel
May 8	Miriam Garfinkel	Jim Dilley
May 22	Jim Dilley	Ed Diaz
June 5	Ed Diaz	Carl Yoshimoto

B. Phone Bill Follow-up

Program Directors are going over bills with staff who are expected to pay for their personal long distance calls (for November and December, 1994). All toll calls are to be paid by individual staff from the date of issuance. See attached draft policy.

C. Business Cards

Should business cards have e-mail address? Anybody who wants their e-mail address added to their business cards will be able to pending their Program Director's approval.

D. Administration Reorganization

Big issues beginning with the hire of our new contracts and grants person. This person will eventually move into the Overseer of Operations position leaving Joanna free to move to a more direct supervisory relationship with Program Directors. This, in turn, will free me to be more involved in clinical work, evaluation, and development.

IV. New Business

A. No new business discussed.

V. Future/Unresolved Agenda Items

- A. Future Administrative/Organizational Structure
- B. Money Memo
- C. AHP Inservices
- D. Interns
- E. Code of Conduct
- F. Templates

The next Executive Committee meeting will be held on Monday, March 13, 1995, at 1855 Folsom Street in Room 521, from 2:30 to 5:00 pm.

UCSF AIDS HEALTH PROJECT
Telephone Policy
Draft Policy: February 27, 1995

Purpose: The purpose of this policy is to establish written guidelines governing the use of AHP telephones for all employees.

Policy: 1. Telephones at the agency are intended primarily for business use. Staff have unlimited access to phones for local, non-toll calls. Toll calls of a business nature are expected on a limited basis. Toll calls (including long-distance) of a personal nature are to be billed to the staff members' personal calling card or to their home phone.

2. Note that for staff living in toll call areas who need to access their voice mail or call the agency during non-business hours and incur business charges on their home phones, may bring a copy of their phone bill to their Program Director. With the Program Directors' approval, the cost of these calls will be reimbursed.

Effective immediately, Program Directors will receive a copy of the monthly phone bill for each phone in their program. Staff will be expected to reimburse the agency for any long-distance or toll calls not related to specific client business.

Executive Committee

GROUND RULES

1. The Chair will have primary responsibility for maintaining structure and keeping the group on task. However all members are expected to share in this responsibility.
2. Individual differences are to be expected among members of the committee. All opinions expressed are to be given respectful consideration, while acknowledging that decisions are not made by consensus.
3. Once a final decision is articulated or agreed to by the Executive Director, all committee members are expected to embrace the decision as agency policy and work to assure its acceptance by staff. **This includes a tacit expectation that Program Directors present the issue as their own, to reduce the incidence of splitting within the agency.**
4. Matters discussed in the committee are generally considered to be confidential unless otherwise clearly stated. Exceptions to this include general announcements regarding agency activities, job postings and the like. All members are expected to be aware of the need to remind the committee about the need for confidentiality when addressing the group about matters related to their programs.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Revised Minutes: Monday, February 27, 1995

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Miriam Garfinkel	✓	Rob Marks	✓	Carl Yoshimoto	✓	Michal Longfelder

I. APPROVAL OF MINUTES

A correction was made on the dates for the Executive Team Chair/Secretary schedule. Minutes of the February 21st meeting were accepted with the revised time schedule.

II. ANNOUNCEMENTS

- A. Miriam - Operation Concern fundraiser was held Saturday night. They are merging with 18th Street Services. Kevin McGirr will be leaving as Executive Director of Operation Concern when merger is completed.
- B. Jim - Annual Employee Safety Training class will be held March 6th. Contact Susan to register your new employees.
- C. Rob - Please proof your business cards and note who gets e-mail and return to Rob Marks.

III. OLD BUSINESS

A. Meeting Ground Rules

Meeting Ground Rules were adopted as of 2/27/95 and have become part of the Executive Committee Policies. Confidentiality concerns need to be made explicit at Executive Team meetings.

B. Phone Bill Follow-up - Draft Policy

Strike "primarily" and "unlimited." Concerns about "business toll calls" were raised. Recommendation was to delete this sentence. Questions about 510 area code calls were raised. Should reimbursements be collected retroactively? Action step: Reimbursements should be collected as of issuance of the telephone policy.

An implementation plan needs to be included. Cover memo needs to be attached. What are the consequences for non-compliance? Falls back to Program Directors to enforce. Will be a violation of agency policy. Staff will be written up and his/her phone line restricted to local calls only.

Carl will collect feedback from program directors. He will extrapolate comments and forward to Jim. Jim will forward his final copy to Joanna who will generate the final copy.

C. Business Cards

See Rob Marks announcement above.

D. Personnel/Administration

1. UC/LPPI Budget Cuts
UC/LPPI Personnel Office took a \$300,000 cut. All hires signing in and out will now be done by Susan Sunshine. LPPI will continue to process payroll. All personnel questions will be handled by Susan. Susan will discontinue making the bank deposits. Jennifer Cohen will begin doing the deposits. Donor correspondence will shift from Sandra to Steve Kolby.
2. Willie Simpson has been hired as a temp (.5 FTE) to help out with Development until 6/30/95. Must give 2 weeks notice. He will begin 3/1/95.
3. Francisco Molieri will continue as a casual employee as Fiscal Services Mgr.
4. Helen Prince accepted the position of Contracts and Grants Manager and will start Wednesday, March 1st.

E. Reorganization

1. Operations
The plan is eventually to have one person primarily responsible for Operations reporting to the Deputy Director. The timeline for this transition is unclear, but in the next 6 months or so. Strategic planning will impact this reorganization. Discussion was held on how to prepare unit staff for the reorganization. Susan's new responsibilities will be announced at the Large Staff Meeting. Helen's transitioning in as the point person for all contracts and grants as of 6/1/95.
2. If CARE Funding is Reduced
We could know as soon as 4 weeks what will be happening with FY95-96 CARE funds. Congress will need to vote by the end of August. We should have a discussion of this at the Large Staff Meeting on March 7th.
3. Prevention Money Changes
The amount of the CDC block grant to the State is still unknown. Ed Diaz will work out strategy with Joanna concerning the prevention money.

IV. NEW BUSINESS

A. Development Director - Michal Longfelder

Revisited the issue of having the development officer attend the Executive Team meetings. Joanna stated that this would be beneficial for several reasons:

1. She will gain an appreciation for nuances of items being discussed here.
2. She has concrete skills to offer AHP.
3. There is an awkwardness in that Michal knows about money, but doesn't know programmatic issues. It was decided that Michal will be joining the Executive Team, but will not be part of the Roundtable. It was also announced that her title is Development Director. Joanna will inform her that she will be joining us today.

B. Revised Minute Taking List

List to Include Michal Longfelder and June 5th meeting was corrected to June 12th.

Meeting Date	Chair	Secretary
February 27	Carl Yoshimoto	Patricia Sullivan
March 13	Patricia Sullivan	Joanna Rinaldi
March 27	Joanna Rinaldi	Rob Marks
April 10	Rob Marks	Miriam Garfinkel
April 24	Miriam Garfinkel	Jim Dilley
May 8	Jim Dilley	Ed Diaz
May 22	Ed Diaz	Michal Longfelder
June 12	Michal Longfelder	Carl Yoshimoto

B. A.I.D.S.

Shanti is reorganizing client services to include A.I.D.S. The impact of this on the Collaboration is unknown, but the general sense is that the collaboration partners are pulling away from the original spirit of collaboration.

C. BAR Article on Viral Apartheid

It was decided that Jim will write a letter to the editor now to address the reference [to our providing services to HIV negative gay men] in the column and do a longer piece when we relocate to 400 Castro. Joanna will call Dennis concerning a longer piece and will check the deadline for a letter to the editor.

V. Future/Unresolved Agenda Items

- A. Future Administrative/Organizational Structure
- B. Money Memo
- C. AHP Inservices
- D. Interns
- E. Code of Conduct
- F. Templates

The next Executive Committee meeting will be held on Monday, March 13, 1995, at 1855 Folsom Street in Room 521, from 2:30 to 5:00 pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, January 23, 1995

Members present:

x	James Dilley	x	Joanna Rinaldi	x	Patricia Sullivan	x	Ed Diaz
x	Miriam Garfinkel	x	Rob Marks	x	Carl Yoshimoto		

I. Approval of Minutes

Minutes of the January 9th meeting were approved as submitted.

II. Announcements

- A. PSS going on an all-day staff retreat 2/10/95 in anticipation of moving to 400 Castro. Phones will be transferred to 476-6430.
- B. ABOG Mentorship Program - see Rob.
- C. SF Foundation \$25K was awarded to the Project for Strategic Planning.
- D. Personnel
 - 1. HIV Neg Svcs Coordinator will be posted as a CSWI/II position.
 - 2. Ed's intern, Kim Fisher, started last week.
 - 3. Alice George will be re-classed from a CSWI to a CSWII.
 - 4. Two Case Management positions are open; interviews are happening this week.

III. Old Business

None

IV. New Business

- A. A lengthy discussion was held regarding recent personnel actions with an emphasis on the critical importance of properly handling personnel matters to assure that management and employees both had adequate due process.
- B. A second issue touched upon was morale and the connection between the perception of staff toward management and proper personnel management.
- C. Brief discussion of large staff meeting. General agreement that units liked large staff meeting structure as is; though would like non-program directors to give unit reports and would like more discussion of "big issues" during agenda.
- D. Brief discussion of megameeting and agenda for same.

V. Future/Unresolved Agenda Items

- A. Future Administrative/Organizational Structure
- B. Money Memo
- C.
- D. Interns

- E. Code of Conduct
- F. Templates

The next Executive Committee meeting will be held on Monday, February 6, 1995, at 1855 Folsom Street in Room 521, from 3:00 to 5:00 pm.

DRAFT

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, November 14, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Miriam Garfinkel	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of the October 31st meeting were approved as read.

II. Announcements

- A. Joanna to be on jury duty beginning November 28, 1994.
- B. Detox Unit at SFGH to open on November 16th or 17th for patient care.
- C. Willie Simpson has given notice. His last day is 2 weeks from today.
- D. Niagara Family Trust grant completed and sent this week.
- E. Vacations: Jim away 12/18-25; Joanna and Rob away between Christmas and New Year; JR also gone the week of January 16-23, 1995; Miriam away 12/15-1/3/95.
- F. CDC Site visit (program monitoring) this Wednesday at the Mission Neighborhood site.

III. Old Business

- A. Dress Code
Discussion held in units, all basically non-plussed concerning the issue except ATS felt current proposed policy (e.g., no shorts) was too restrictive. We will revisit this tomorrow in PAC and discuss it in light of the recent University Medical Center mandated dress code.
- B. Business Cards
Rob clarified several editing points. Miriam to follow-up with Rob concerning Hospital Services.
- C. Personnel
Director of Development - some good candidates including a contracts and grants person in the loop. Jim suggested looking into having her work as a temp while the wheels turn. JR to follow up.
- D. Space
No report given.
- E. Interns - Discussion tabled. Joanna Rinaldi and Jim Dilley to follow-up and further discussion will be forthcoming.
- F. Administrative follow-up
Tabled: agency's need to look at existing organizational structure to move into the future.

IV. New Business

A. Prop 187

Reviewed current status of "Business as Usual" by both UC, DPH, and SFGH.

B. KKSF

Will fund teen targeted services including augmenting the Teen Clinic at HC #1, a drop-in group targeting teens on Friday nights at 400 Castro and possibly mobile testing/health fairs in conjunction with SFAF. Ed to meet with Joe Fera.

Additionally, recommend the casual hire of a part-time receptionist and part-time person to work on the Negatives program with an emphasis on youth. One idea already most liked is establishing a Friday evening drop-in group for youth at 400 Castro. Note that these services (the teen clinic and the youth negative piece) are part of an overall package of services put together by the SFAF and approved by KKSF. The SFAF is going to be putting out youth focused prevention messages and doing some work with the school district. Our services back these up nicely: a place to refer kids seen in schools, etc., for testing and prevention support services (drop-in group). This one time money was targeted toward youth services.

C. Program

PSS - Carl presented the outcome of many discussions:

1. Changes in groups program:
 - a. All groups will be co-facilitated
 - b. All groups will be visited at least once per year by an AHP staff or designee
 - c. All group facilitators will have clinical consultation with licensed volunteer clinical consultants
2. Negatives Being Positive
 - a. Two new co-chairs
 - b. New life being breathed into the program
3. 400 Castro Planning Committee meetings underway alternating weekly with PSS Planning Committee

D. Election Results

New CARE re-authorization uncertain. Program meetings will need to plan for potential of reduced CARE funds, but overall, we believe funding will be roughly equivalent to AHP.

V. Future Agenda Items

- A. Dress Policy Follow-up
- B. Money Memo
- C. AHP Inservices
- D. Space
- E. Interns
- F. Future Administrative/Organizational Structure

The next Executive Committee meeting will be held on Monday, November 28, 1994, at 1855 Folsom Street in Room 521, from 3:00 pm to 5:00 pm .

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE QUARTERLY PROGRAM REVIEW MEETING

Minutes: Monday, October 31, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✗	Patricia Sullivan	✓	Ed Diaz
✓	Miriam Garfinkel	✓	Rob Marks	✓	Carl Yoshimoto		

Members Absent:

Patricia Sullivan - will do written program update at the next Executive Team meeting.

I. Unit Updates

A. Publications

1. Beyond FACE - back on track with hiatus.
2. Desk top publishing procedures - Leslie leaving
3. AHP 'FACES'
4. Monograph - authors - Penelope Zeifert and Mark Leary - "Cognitive Impairment"
5. Templates are FINAL - Lead AA's will receive Q-mail instructions - MISWIG meeting on Tuesday, November 8 - Wednesday, November 9, November 13(?).
6. E&S Distribution list to be cut down. Clients are happy with it. Out of state mailings may be cancelled. Question of different color paper. Rob to review.

B. ATS

1. Met goals for 3rd Quarter.
2. HIV Reporting Form - counselors having some difficulty but improving. Reviewed QI procedures on Behavior Change Plan and meeting planned to help counselors improve compliance (11/8).
3. High Risk Testers - also planning underway
4. Three Mobile Test Events - Castro, Folsom, and 16th Street Fairs completed.
5. CDC Blind Survey II being completed.
6. Prevention Planning Council
7. TB testing to be re-instituted.

C. PSS

1. Integration of 3
2. Working Policies and Procedures being tested and revised.
3. Developing Timelines for Process/Outcome Obj's/Evals
4. Timeline for 400 Castro
5. Multiple Contracts/Rvws forward

D. Hospital Services

1. Everything changing - Goal - Hospital Services develop "team"
2. Case Management - Two case mgmt clients per week now as consequence of major NIDA protocol changes.
3. Detox - opening changed to Nov. 14. Supervisor doing well; 2 discharge planners hired; Program developing and liaisons work ongoing.

4. Ward 86 - Yvette Cortez, MEd, starting next week. Most recently from Walden House. Up and running.
5. ASAP - Retreat last week with good airing of issues. Goal: settle employee discontent.
6. Target Cities - also coming this next quarter. Will need integration.

E. Operations (See Attached)

1. Joanna Rinaldi gave history of Development of Operations and descriptions of existing Operations' framework. Described the two sets of Operations' "consciousness" (Program Director and Staff and UC and DPH Administrative Structures).
2. Discussed development of Contracts and Grants Manager, new Administrative Analyst. Goal is to remove JR as the point person from all Contracts and Grants, except the State (ACT) contract within 6 months.

F. Community Advisory Board (See Attached)

Jim Dille reported on CAB Annual Retreat.

II. Money, Money, Money

Brief overview of the need/rationale for developing an unrestricted fund allocation process. Referred to strategic planning.

III. Meetings Discussion

- A. Lack of clarity around certain meetings including cluster/staff/executive. We're examining the role of meetings within the agency. Jim will put out a memo. The following meetings were discussed:
1. Cluster - variously successful
 2. Staff - highlights of activities, instead of regular of Unit Reports - staff from each unit
 3. Executive Team - (?)
 4. Program Directors - (?)

IV. Strategic Planning

Reviewed proposal by Alan Pardini and Jan Misaoka. Submitted to San Francisco Foundation. Tentative Period: 12/1/94-6/30/95. Copies to Executive Team.

The next Executive Committee meeting will be held on Monday, November 14, 1994, at 1855 Folsom Street in Room 521, from 3:00 pm to 5:00 pm .



Program Manager's Unit Summary
Sun, Oct 30, 1994

I. Unit Title: Operations **Manager's Name:** Joanna Rinaldi

II. Unit Mission Statement or Statement of Purpose: (Draft statement)

- A. To provide administration and fiscal support for all program activities. To accomplish this task, the Operations Unit provides timely processing of all requests to enable Units to focus their efforts on service delivery. The Operations Unit also acts as a resource for AHP leadership about personnel management, program development,

III. Annual Budget

93/94 Annual Budget:

FTEs	7 - Austin, Habeeb, McBride, Rinaldi, Sunshine, Valle Wilson.
salaries	\$252,000
common cost	\$15,400

94/95 Annual Budget:

FTEs	7 - Austin, Habeeb, McBride, Rinaldi, Sunshine, Valle Wilson.
salaries	\$280,000
common cost	\$15,400 17,500

IV. Organizational Chart / Management Plan (Organizational chart attached)

Meeting Schedule:

Operations Team	Meets bi-weekly	All staff
Admin Workgroup	Meets monthly	All Admin types
Miswig Workgroup	Meets monthly	All Admin types
Fiscal Team	Meets monthly	Fiscal Staff

Individual weekly meetings with leadership for Fiscal, MIS and Development.

Daily meetings with Personnel.

Bi-weekly meetings with purchasing

V. Deliverables

Deliverables for Operations are fall into two separate categories; routine/anticipated and unanticipated (non-scheduled) and often unusual. Most of the "routine" tasks are time driven

Deliverables can be described in various ways; number of staff (90 people), number of FTE (67 FTE), number of A/Fs (26) number of contracts (19), number of transactions a year per program element (# resignations, # of hires, # of purchase orders, # of budget revisions, # grant renewals.

Routine Tasks

Payroll
Grant renewals
PAF changes
New funds numbers
Closing A/Fs
Invoicing
Follow-up with funders
Purchasing
Fund development
Database management
UC interface
Site management
Budget forecasting
Ledger management
Account reconciliation
Resource management
Computer acquisition
Insurance oversight
Contract compliance
Volunteer Coordination

Un-anticipated

Personnel management,
Aged Receivables
Layoffs
Grievances
RFPS
10 Year Events

Deliverables also include the expectation to both design and implement systems approaches for all aspects of agency activity. Contingency planning and responsibility for developing plans to provide for funding shifts, policy changes, contract changes, and managed care impact.

VI. Current Issues/Goals for the quarter

1. Reorganize Operations Workload

Operations has several significant challenges to resolve in the immediate future. First, redistribution of tasks to balance the workload and resume prompt response to services requests.

Define Development Services

1. Complete development hire

2. Create a small "jewel" that raises 10 -20 % of annual budget primarily drawing on foundations for support.
3. Finesse a direct mail relationship with private sector partner
4. Forge relationships with at least 5 new corporations.

Re-structure Contracts/Grants Position from Assistant to Analyst level position

1. Shift all pre-award and post award management of contracts to experienced new hire.
2. NH would also be responsible for budget revisions.
3. Contract management database including preparation of accounting setups, managers "cheatsheets" and contact deliverables "set-ups".

Interns Oversight

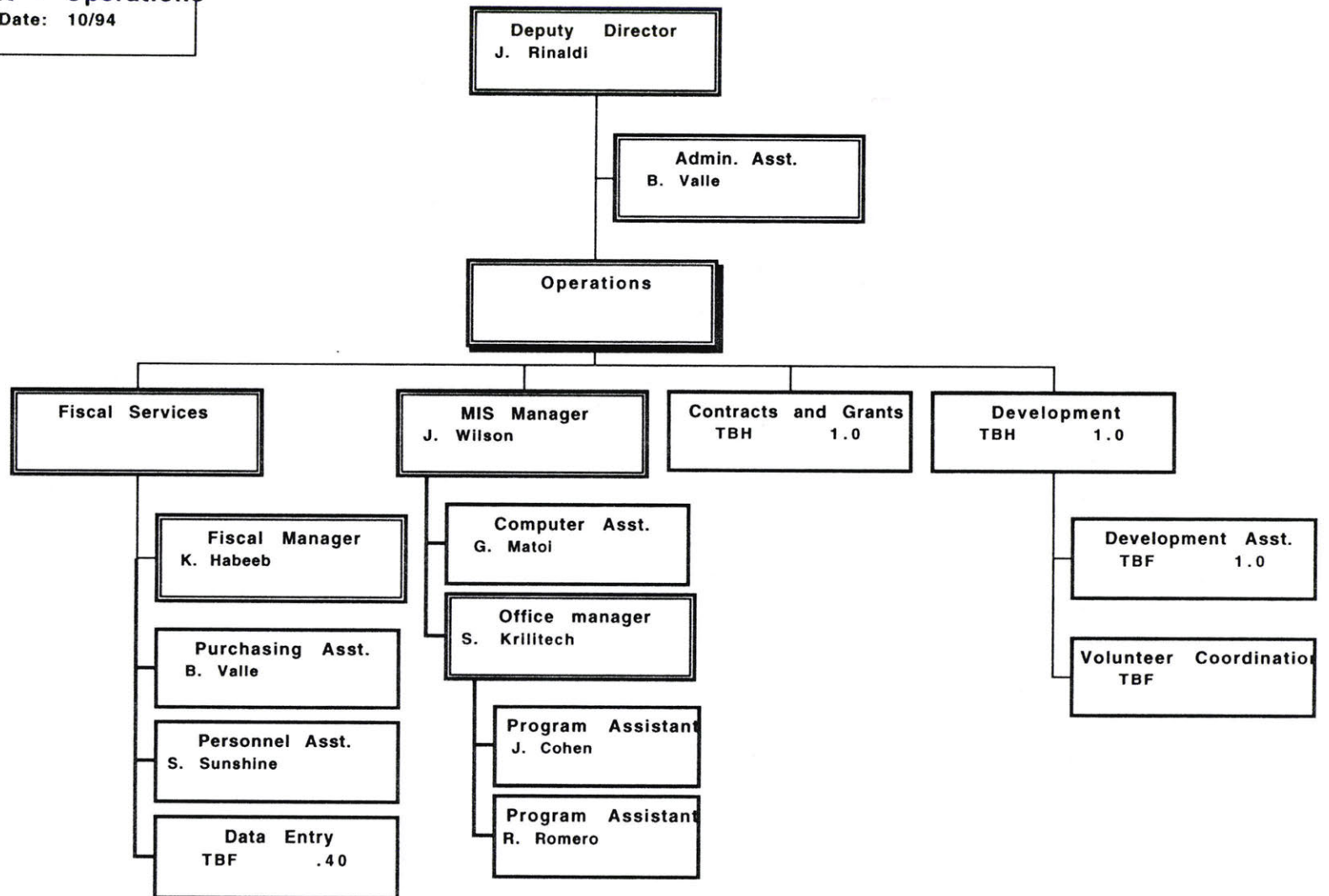
1. Short term/ Joanna will manage
2. Shift to staff ideally newly created Volunteer Coordinator position

Volunteer Coordination

1. Get position funded by some foundation.
2. Develop budget to support activities.

2. **Centralize Client database**
- 3.. **Standardized BSR's**
4. **Get MCB on the Internet**
5. **Pilot Ethernet application at 400 Castro with goal to apply lessons to MCB site.**
6. **Develop three boilerplate grants for foundation submission.**

AIDS HEALTH PROJECT
Chart: Draft - Operations
Version Date: 10/94



AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, October 17, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi		Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto	✓	Miriam Garfinkel

I. Approval of Minutes

II. Announcements

- A. Joanna Rinaldi to go to CSAS
- B. National Library of Medicine grant not selected - comments to follow.
- C. Yvette Cortz has agreed to take the CSWII position as of November 7.
- D. Perspectives' issue with state likely to be resolved quickly via George Rutheford.
- E. Shanti Dinner - Thursday evening. Ed, JR and Jim to attend.
- F. ATS Mobile Testing this past Saturday at Safety and Health Fair in the Castro. Small turnout.

III. Old Business

- A. Personnel: See attached list.
- B. Space
- C. Intern discussion: Ed put forward a request and Job description.

IV. New Business

- A. Development - Jim McBride announced his leaving and move the the Shanti Project where he will be working on a Marketing Plan for the agency.
- B. Otly Reports
 - 1. Reviewed my memo on Administrative issues, dated March 21, 1994, on Reclasseess, contract Development issues.
 - 2. Otly Report training to be scheduled with Program Directos and their AA's by mid-November. Jim asked that an MIS report be given to the managers on a regular basis, perhaps monthly.
- C. Dress Policy - Good discussion re: need to better involve front-line staff. Terfed to PAC.
- D. Mega-meeting - Program Directors to discuss at their meeting next week.

The next Executive Committee meeting will be held on Monday, October 31, at 1855 Folsom Street in Room 521, from 1:00 pm to 5:00 pm .

AHP Position Listing

POSITIONS IN RECRUITMENT

Print Date 10/17/94 Page 1

Last Name	(Working) First Name	ERF	Position Status	Sub	Title Name	%PAF FTE	% T/S FTE	Super.
Carrillo	Carlos	JDC	JDC/Unit Mgr	2	Admin. Assistant II Super.	1.00		Diaz
Salmeri	Rov Team	Recl.	To Classificat.		Comm.Health Prog. Super.	1.00		Diaz
00178/1182	(Rivas)	00178	In Recr. (Hold)	2	() Assist. II	0.30		Diaz
Alibakit	Samira	Reclass	JDC/Unit Mgr		() Assist. II			Diaz
Gomez	Gomez	00172	To Classificat.		Psychologist II	0.05		Dilley
BAKER			To Classificat.	0	MAP Physician	50.0		Dilley
00171/same	S.A.Spec.	00171	Interviewing		() Assist. III	1.00		Garfinkle
00180-1600	Ward 86	00180	Interviewing	1	() Assist. III	0.50		Garfinkle
00187-1601	S.A.Spec.	00187	Interviewing		() Assist. III	1.00		Garfinkle
sunshine/reclass			Review/JR		Admin. Assistant II			Habeeb
00179/1184	(Bishop)	00179	In Recr. (Hold)	2	Clerk, Senior	0.30		Kriletich
00192		00192	To Classificat.	1	Admin. Analyst	1.00		Rinaldi
00177/1181	(Huynh)	00177	In Recr. (Hold)	2	() Assist. II	0.30		Salmeri
Alvarado/reclass	Jose	Reclass	JDC/Unit Mgr		Admin. Assistant II			Sullivan
00191/1890		00191	In Recr. (Posted)	2	Clinical Soc. Worker I	0.50		Sullivan
00194		00194	JDC/Typing		Clerk, Senior			Valle

Training CSW



MEMO

Reissue: 10/17/94

To: Executive Team
From: James W. Dilley, MD
Date: March 21, 1994
RE: Administrative Issues

The purpose of this memo is to give some guidance on a couple of administrative issues. Please note the following:

1. Contract Development Issues: Please note that the agency standard in developing Units of Service and Unduplicated Client figures should consider the following formulae:

a. Use a 48 week year. This figure may even be a stretch but is acceptable to the AIDS Office. Note that UC grants 14 paid holidays per year, plus staff often have two or more weeks of vacation.

b. Ratio: For clinical people, please figure on a ratio of 75% direct service to 25% indirect service time. At times, for example in the Psych Consult Service, this ratio may be a bit lower because of the travel time involved to see clients in their homes, etc. However, we should shoot for this general breakdown of staff time.

2. Client Grievances and Incident Reports: copies of all client grievances must be sent to Dorothy who will maintain a central file. She will be responsible for following up with Managers who may have outstanding paperwork on any grievance. I will review each complaint and discuss with the relevant manager. The number of grievances and their handling will be used as a measure of manager effectiveness.

3. RE: Reclasses: any manager wishing to put forward a request for a reclass should first broach the issue with me by writing me a memo outlining your rationale. I will then discuss the request with Joanna who, as our personnel specialist and operations manager has the best view of the implications for the agency as a whole. Keep in mind that an individuals' job classification also can have an impact on others in the agency and that decisions regarding classification must include considerations of others in the agency performing similar duties.

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Supervision Structure for AHP Emotional Support Groups Program

Clinical oversight for the Groups Program will be provided by the Clinical Coordinator. The Clinical Coordinator and the Groups Program Coordinator will meet weekly to discuss any clinical issues that have arisen in the groups. It will be the responsibility of the Mental Health and Substance Abuse Specialists to provide assessments and referrals for group clients needing additional, professional support.

Volunteer Clinical Consultants will meet in mandatory Support/Consultation groups once monthly with all group facilitators. These consultants must be licensed clinicians. However, interns under the supervision of licensed clinicians will be considered on a case-by-case basis and must be interviewed and approved by both the Clinical Coordinator and the Groups Coordinator prior to appointment as Groups Program consultants.

The **Support/Supervision structure** will consist of the following :

1. Mandatory monthly check-in call (or in-person meeting when possible) with Groups Coordinator for the purpose of updating Groups Coordinator on the current status of the group and so that Groups Coordinator can maintain a supportive connection with all volunteer facilitators. (Co-facilitators should alternate monthly check-in duties so that GC has contact with both facilitators.)

Questions to be covered in check-in calls/meetings:

- Report on attendance and any associated problems
- Update on integration of any new members/current openings
- Report on substantial changes in the health or emotional well-being of group members and the impact of this on the entire group
- Discussion of facilitators' personal responses to his/her work. (How is the facilitator feeling about being in the group? How is facilitating the group impacting facilitators who are HIV+ or HIV-? Are there areas in which more support, supervision, or training are needed?)
- Identification of any problems or concerns re individual clients/groups or facilitators

Problem areas will be identified and facilitators will be instructed to discuss any clinical issues with assigned volunteer Clinical Consultant. Groups

Coordinator will also communicate with Clinical Consultants as needed about issues discussed in check-in calls.

Both Groups Coordinator and volunteer Clinical Consultants will be available to receive check-in calls as necessary should issues arise between regularly scheduled check-ins. Facilitators will be instructed to call Clinical Consultants regarding any clinical issues requiring immediate resolution when such issues arise before regularly scheduled Support/Consultation group meetings. If consultants are unavailable, facilitators will be instructed to call Groups Coordinator. If Groups Coordinator is not immediately available and the situation is determined to be an emergency, facilitators will be instructed to contact the Clinical Coordinator or the Prevention and Support Services Director.

Groups Coordinator will discuss any identified problems with the volunteer Clinical Consultants and Clinical Coordinator. Groups Coordinator, Clinical Coordinator, volunteer Clinical Consultants, and the facilitators will work together to resolve issues or concerns identified.

Final decisions as to appropriate resolution of any issues will be the responsibility of AHP staff.

2. Each pair of co-facilitators will be assigned to a volunteer Clinical Consultant. Each consultant will work with a maximum of 4 groups (8 facilitators). However, because of a current shortage of volunteer Clinical Consultants, each Support/Consultation group will be comprised of as many as 14 facilitators (7 groups). AHP will work to recruit additional consultants to reduce the number of facilitators per group.

These volunteer Clinical Consultants and the facilitators assigned to them will meet every month in a 2 hour Support/Consultation Group. This group will be co-facilitated by the volunteer Clinical Consultant and the Groups Coordinator.

The Support/Consultation Group will enable larger groups of volunteer facilitators to benefit from the expertise of volunteer Clinical Consultants as well as put facilitators in touch with their peers and the Groups Coordinator on a regular basis for the purposes of skills exchange, social interaction, and closer connection to the agency.

The Support/Consultation Group will be conducted in the following manner:

- Each pair of co-facilitators will check-in about their group, identifying any problems or concerns around which they would like the input of the Groups Coordinator, volunteer Clinical Consultants, and the other

- members of the group.
- After check-in the identified issues will be discussed. If additional time is needed in order to resolve individual issues this will be scheduled after the meeting with the Clinical Consultant and/or Groups Coordinator as appropriate. It is not anticipated that all issues can be dealt with in the context of this meeting. However, significant skills exchange will happen and facilitators will be able to see how other groups have dealt with similar issues, as well as have the input of the volunteer Clinical Consultant and the Groups Coordinator.
 - This format will also provide the facilitators with the opportunity of observing the facilitation skills of the volunteer Clinical Consultant and the Groups Coordinator. The experience of being a member in a well-facilitated group will be a valuable skills-building exercise for facilitators.
 - The final hour of the Support/Consultation Group will be spent in supporting facilitators regarding their personal feelings about their work as group facilitators. This element is essential for both the well-being of the volunteer facilitators as well as their retention as AHP volunteers.
 - This suggested format may be adjusted to meet the needs and preferences of individual Support/Consultation Groups.
 - Groups Coordinator will discuss with the Clinical Coordinator any clinical issues that arise in these group meetings.

Joanna

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, October 3, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto	✓	Miriam Garfinkel

I. Approval of Minutes

II. Announcements

- A. Robin Ortiz has accepted ASAP Training Coordinator position.
- B. Kathy Petrazuski has taken Administrative Assistant position at Hospital Services.
- C. Bruce Oceana has accepted the position of Detox Discharge Planning Coordinator.
- D. ATS closed 3 positions last week; Phlebotomist, (2) Relief Counselors.
- E. Gerald Matoi, casual MIS support person has come on.
- F. Castro Street Fair - 119 blood draws were done. Follow-up to be presented within the next six weeks.

III. Old Business

- A. Personnel Updates -See Joanna Rinaldi for any specific questions regarding recent personnel actions.
- B. Space - Patricia Sullivan and Jose Alvarado are moving to 506B next week. NORCAL will move files. Computers and phones will be installed on Thursday. Robin Ortiz will also be coming to this location somewhat later. Renovation at 400 Castro has been delayed and opening is expected to be in mid-January.
- C. Interns - Discussion tabled. Joanna Rinaldi and Jim Dilley to follow-up and further discussion will be forthcoming.
- D. Administrative follow-up -

Too much work; too little staff. With current changes in Operations, managers will need to pick up some additional administrative duties. Further, the agency needs to look at existing organizational structure to move into the future.

IV. New Business

A. Violence Training

A nurse from Psychiatric Emergency Services at SFGH will conduct a 2 hour training on "Managing the assaultive/aggressive client" on November 1, from 3:00 p.m. to 5:00 p.m.. All clinical staff are required to attend. (NOTE: we will cut large staff meeting by 0.5 hours to accommodate the training on that day.) Also note: Mike Arrajj, the trainer, will be available to work with PSS in anticipation of the opening of 400 Castro.

B. Strategic Planning

Alan Pardini has been selected as the lead consultant. Alan is developing a proposal to be submitted to the San Francisco Foundation and will work with Jan Masaoka, the Executive Director of the Support Center who will also play a role.

C. Perspectives - Issue of censorship by Governor's Office discussed and clarified. Jim is talking to state officials.

D. Quly Reports - Psychosocial AIDS Office Review - assignments reviewed.

V. Future Agenda Items

A. Ten Year Event Loose Ends

B. Dress Policy

C. Money Memo

D. AHP Inservices

E. Space - more to say

F. Meetings - Rob

The next Executive Committee meeting will be held on Monday, October 10, 1994, at 1855 Folsom Street in Room 521, from 3:00 pm to 5:00 pm.

Correct minute chge O to Q

Agenda Items

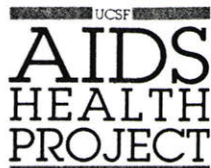
- McBride

- Personnel

- Mega Mtg

~~Meetings~~

Q Rpts



A project concerned
with AIDS Prevention
and Health Promotion

MEMO

To: Exec Team
From: James W. Dilley, MD and Joanna Rinaldi
Date: July 14, 1994
RE: Money Matters

This is an attempt to get out on the table several issues about money and its management that we started discussing a few weeks ago. Please consider this a draft.

I. Managers' Responsibility for Contracts

Up to this point, the primary responsibility for managing contract funds has been Joanna's responsibility. While she will continue to oversee all contract spending, I would like to see managers take greater responsibility for budgeting and monitoring your contract funds.

For you to be effective in managing your money, we need to give you better information on the status of your expenditures. This will be accomplished through budget status reports which will begin in the near future. The idea is simple: greater familiarity with your budgets will help you to plan better and ensure that you have the money you need to achieve your unit goals. Keep in mind that your budget is just your "program plan in dollars" and that without an understanding and monitoring of your spending you will not be fully in your charge of your programs.

One aspect of this greater involvement is the ability to have greater say over the funds in your budgets. Planning is of course the key, and with greater awareness of the expenditures in your unit, your ability to make changes and negotiate with your contract monitors will increase. If you want to pay for a retreat for your staff, for example, you would likely be able to do so...most readily if you budget for it "up-front", but possibly even later if you were familiar with your spending and able to negotiate with us and your monitor.

II. Donations

Several issues should be discussed here: First, AHP needs unrestricted funds for a whole bunch of different reasons. For example, we need funds to pay for unexpected costs (like when computers go down, are stolen, etc. and we need to purchase security systems), we need to cover for shortfalls in various categories (too many long-distance phone calls, not enough sick leave or vacation leave carried over, etc.), and we need money "in the bank" as it were, to cover us in case we lose funding or have some other problem. (Most recent example was the need to carry laid off Center for Positive Care Staff for a month or so while they looked for new jobs). There is also need for various miscellaneous expenses (computer purchases, holiday party expenses, annual volunteer party, Gay Day expenses, birthday cakes, etc.). You get the picture.

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We do have money coming in and our view is that all funds coming in to the agency are coming into the AIDS Health Project and not into a particular program. This is true whether the funds are coming in as donations or as revenue from the sale of books, etc. While some may disagree with this position (the AIDS Office, for example), we are happy to discuss it. Also, this year will likely give us the information we need to assess the financial success of our Pubs and Marketing efforts. Joanna and Khalil have done a great job of teasing apart the expenses and allocating them so we can be clear about the finances involved.

Because of our recent successes in raising money, it soon appears we will have unrestricted funds in sufficient amounts to begin to have to worry about how to spend them (such a problem!!). This leads to our need to talk about a process for deciding how to spend them.

For example, one plan that I'm sort of fond of is that I could just decide how to spend any unrestricted dollars(!). This has certain advantages and certain disadvantages that I probably don't need to detail. Another is that we could institute an internal RFP type process that could be part of an annual plan. We'd obviously have to work on the details but it might include some review with me, JR, agency reps (say from the Program Committee from each unit) and a member or two from the board to make recommendations for funding. (Ideally these decisions would be made in synch with an agency strategic plan...) Or? Other ideas?

III. Raising Money

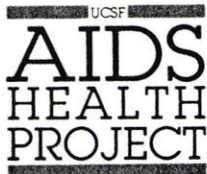
Our excursions into the world of raising money and Jim Mc's successes have prompted discussions of several issues we need to address. These "Development Policies" have been handled on the fly thus far and leave him and the rest of us in a position of uncertainty. Jim is working on drafts of policies which will be discussed at the Exec team and then at the PAC and the CAB. Areas being considered include:

a. Who should we take money from? Are there restrictions? For example, alcohol/tobacco companies, etc. Would we take money from the Playboy Foundation? From sex clubs/bath houses?

b. Freebie Policy: When we're given tickets to events, how should they be handled? Who should be given first choice, etc. Also, we need to figure out how to operationalize the policy. A principle worth considering seems to be "paying back those who give to the project". This includes staff and volunteers. How should we prioritize these?

We're probably not ready to discuss these now but we'll take these on as we go.

Correction



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MEMO

To: Executive Team
From: James W. Dilley, MD
Date: July 22, 1994
RE: Retreat Summary: Claremont Hotel, July 20, 1994

We discussed communication within the agency and the need to continually keep staff in the loop. The consensus appeared to be that despite the seeming repetition of some agenda items the current meeting structure was achieving the goal of keeping people informed and feeling connected to the agency. The only change suggested was to the executive team schedule and those agreements are outlined below.

Existing Agency Communication Vehicles

A. Meetings

1. Executive Meeting: weekly
2. PAC - once a month ("opinion of leaders/supervisors")
3. Large Staff Meeting - once a month
4. *Cluster*

5) Unit Meetings
6) MIS WIG

B. Written Materials

1. Schmooze News monthly staff newsletter
2. AHP Events and Services monthly flyer
3. QuickMail - electronic mail (Note: Ed Diaz will be fax'd info until QM is online)
4. "Faces" (new quarterly community newsletter to begin in Fall)

C. Voice Mail

New Plan for Executive Team: To begin Aug 1., 1994:

- 1st & 3rd Mondays - Executive Director (ED) and Deputy Director (DD) - 3-5 pm
Program Managers (PM's) Roundtable Mtg - 3-5 pm - Starts Aug. 1
- 2nd & 4th Mondays - Exec Team (ED/DD and PM's combined) - 3-5 pm - Aug. 8
- 5th Mondays - Quarterly Exec Team mtg. - (Brown Bag lunch - 12:30-1 pm)
1 - 5:00 pm - Quarterly Program Plans & Goals (30-45 mins devoted to each program) - Starts Aug. 29.

(Note: this first session should be thought of as an overview. Consider that your goal is to help your colleagues understand better what your program is like from the inside out. In other words, everyone knows Ed is the Director of ATS, but what is it like to hold this job? What are the issues to be faced, the staffing problems, the concerns about program effectiveness, about contract monitors, budget issues, etc.?? What new problems do you anticipate in the next quarter or what program elements will you be adding between now and our next meeting? How do you spend your time?) To facilitate this discussion all managers should prepare a one to two page summary of your programmatic responsibilities due by Exec Team on Aug. 22. (See attached).

Pilot
Will debrief on new meeting structure at Oct mega meeting

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

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Administrative Office Fax: (415) 476-7996 • Fiscal Unit Fax: (415) 476-3613

Affiliated with the University of California San Francisco

- Personnel Updates - hard copy to be distributed weekly to PM's at PM or ET meeting
- Quick Mail: Discussed ways of using this venue more efficiently. Look for communications from me and JR, and Exec team minutes from the 2nd and 4th team meetings. These will be sent out and staff is expected to read them prior to the meeting. Also note I will be asking for additional written materials prior to discussion of topics at the Exec team. Hopefully this will help us use our time together more efficiently.

Strategic Planning Discussion

General discussion was held that outlined current thinking about the process of strategic planning for the agency. Jim and JR are currently interviewing people and hope to have a decision by end of August. The planning process should begin sometime in October and will involve the managers and each unit. More to follow.

Program Managers' Unit Summary

August 29, 1994

Managers' Name:

Unit Title:

Unit Mission Statement or Statement of Purpose:

(Note if you do not have a formally approved statement by your unit, please insert a draft statement)

Annual Budget:

(total annual and by funding source)

Organizational Chart/Management Plan:

(Please append your units org chart. In the space below, outline your units' management process: who are your operations personnel, how do you communicate with them, how often do you meet, how many and what kind of staff do you supervise, what quality assurance measures do you have in place? Other issues you feel are important?)

Deliverables:

(Please note the appropriate measure for your unit: what does your unit produce? clients seen per week; number of groups/intakes per week; number of newsletters per month; etc. You can use units of service if you wish, but do not use these solely. The idea here is to give your colleagues an idea of the day to day operations of your unit.)

Current Issues/Goals for the quarter:

(What are the primary issues facing your unit now? What challenges/projects do you have scheduled for the upcoming quarter?) We'll review this section at the next quarterly meeting.

Leaky boat
perogative of chair

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, June 20, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of the June 6th and 13th meetings were read with the following change on the June 6th minutes: Joanna Rinaldi will be away July 25-August 5.

II. Announcements

- A. Shanti Open House will be 6/28/94 from 3-5pm. Attend if you can.
- B. Thanks to all who participated in the parade and passed out stickers. Jim Dilley will follow-up with parade monitors and Rob Marks will ensure that special notice is given in *Schmooze News*.

III. Old Business

- A. Personnel
 - 1. See attached.
- B. Space
 - 1. Phones, computers installed soon; move for ATS to 5th Floor, 25 Van Ness, should be completed by July 1.
 - 2. Community Psych team moving into 506B. Patricia Sullivan to follow-up with Blanca Valle.
 - 3. DK's disability date to be follow-up'd by Patricia and Joanna Rinaldi.
- C. Psychosocial Collaboration - Tabled until next week.
- D. Freedom Day Parade - Cable car chocolates to be given to parade monitors at large staff meeting.
- E. National Library of Medicine - to be sent in this week. Congratulations to Rob Marks.
- F. Incident Report Form - Additional revisions to 6/20/94. Note client/patient complaint will be moved to the Client Grievance Procedure. Carl Yoshimoto will follow-up in 3 weeks.
- G. 10-Year Event - Video schedule - Jim McBride noted the ongoing video filming schedule.

IV. New Business

- A. Development/Marketing - Jim McBride displayed the "Do You Know AHP?" advertising campaign. Discussed and agreed to target: ATS, Counseling and Support, and HIV Negatives. Jim McBride will bring to the PAC meeting on 6/21/94. Note this is the beginning of a process of soliciting input and additional opportunities will be forthcoming.
- B. ATS Donation List
 - We will reprint our donation envelopes with a box requesting that clients will check if they wish to be on AHP's mailing list. Those who check the box will be placed on our Donors List and will receive an acknowledgment letter.

V. Future Agenda Items

- A. Volunteer/Interns Management - Postponed until future meeting.
- B. HIV Negative Services/Shanti (meeting needs to be scheduled) - Jim D. and Carl to f/u.
- C. Executive Committee Retreat
- D. Time Management
- E. "TRIP" explanation - JR
- F. Money, Money, Money . . .

The next Executive Committee meeting will be held on Monday, June 27, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, June 6, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of May 23rd were approved as read.

II. Announcements

- A. HIV testing at home is back in the news.
- B. Ed Diaz has been nominated to and will attend the HIV Planning Council - Criteria Setting Subcommittee.
- C. Jim Dilley and Joanna Rinaldi will attend the Fee for Service meeting tomorrow at the AIDS Office.
- D. Dymond Austin and Joseph Wilson will attend the MIS meeting at the AIDS Office tomorrow. The meeting involves the changes to Quarterly Reporting requirements.

III. Old Business

A. Personnel

1. See attached list.
2. Intern Report: an additional Publications intern and a development/marketing intern is being sought.
3. Vacations:
 - a. Ed Diaz - August 22-September 9
 - b. Jim McBride - August 20 - August 28
 - c. Rob Marks - July 4 - July 18
 - d. Joanna Rinaldi - July 25 - ~~July 4~~ *Aug 5*
 - e.

July 25 - 29

Jim Dilley will available be on Q-Mail during the above absences. [It should also be noted that Jim Dilley will be attending a CMHS Application Review Committee meeting from July 10 - July 14.]

B. Space

1. Interns' space is a bit unclear. Rob Marks will follow-up with Joanna Rinaldi.
2. Awaiting 3rd Floor, 25 Van Ness clearing for ATS move.
3. New partitions and desks to be completed in 506B.

C. Psychosocial Collaboration -

1. Ongoing struggles.

D. Freedom Day Parade

1. No monitors have signed up. Thus, we may have to cancel our participation.
2. Note that staff who volunteer to be a monitor are being given comp time for the training and for the time spent marching in the parade.

E. Events and Services Flyer - July events are needed. See Rob.

IV. New Business

A. Multicultural Issues/Training - Jim Dilley is working on a memo to all staff.

C. Committee Reports

1. Development Committee
 - a. 10-Year Event - More talent is coming in and looks increasingly top-notch.
 - b. AIDS Walk - AHP and logo will be highlighted in UCSF contingent.
2. Ad Hoc Committee on Illness - Reviewed memo of 8/89 concerning notifying staff of a fellow staff member's illness.

- D. National Library of Medicine - July 1 is Washington deadline. Our internal deadline is June 17th.
- E. Incident Report - Multiple staff working in various sites (UC, SFGH, DPH, etc.) makes the reporting procedures for unusual incidents involving client c/o, compliments, threats, etc., much more complicated. [Joanna Rinaldi is spearheading the development of procedures.]
- F. Memo Style - Rob to follow up on Wednesday.
- G. Executive Committee Retreat - Firm date is July 20th for the entire day.

V. Future Agenda Items

- A. Volunteer/Interns Management (Joanna/Dymond - Dymond on vacation 5/23. Postponed until 6/13 meeting.)
- B. HIV Negative Services/Shanti (meeting needs to be scheduled) - Jim Dilley and Carl Yoshimoto will follow-up.
- C. Executive Committee Retreat
- D. Time Management
- E. ATS Donations and Donor Database

The next Executive Committee meeting will be held on Monday, June 13, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, June 13, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of the June 6th meeting were not available and will be brought to the next meeting.

II. Announcements

- A. Minority Internship Program Supervisors Training this Saturday, June 18 in Room 530, MCB.
- B. Publications/Training Retreat will be held at Rob Mark's house tomorrow from 9 am to 2 pm.

III. Old Business

- A. Personnel
 - 1. See attached.
- B. Space
 - 1. David Silven's move will be completed Wednesday, June 15th.
 - 2. Ellie Hirschberg, Publications Intern, will move to David's old desk.
 - 3. Phone issues for Will Werner and Ed Diaz - Joanna Rinaldi will follow-up.
 - 4. Suite 506B: Grace Chu, Dominic Ali, Ellen Dayton, and George Harrison will be housed there.
 - 5. Annex: Next week DK Haas' space issue will be resolved. Patricia Sullivan will follow-up.
 - 6. 400 Castro Street: Appears to be on schedule for 10/1/94. Castro Street Fair is 10/2/94.
- C. Psychosocial Collaboration -
 - 1. SFAF moving to a dedicated intake team and AHP is looking at changing the role of our Substance Abuse Assessment piece.
 - 2. ATS and PSS are meeting to collaborate on confidential testing.
- D. Freedom Day Parade
 - 1. Monitors have been trained; booth is being set up by Ed Diaz.
 - 2. Banners: Joanna Rinaldi, Jim McBride, and Ed Diaz will follow-up. Please wear T-shirts.
- E. National Library of Medicine - "Clinical Mental Health Care for People with HIV Disease: An Annotated Bibliography."
- F. Incident Report - Client Complaint Form follow-up next week.

IV. New Business

- A. Committee Reports
 - 1. Prevention Committee (Ed Diaz) - A series of focus groups conducted by the Support Center is being planned. Gay youth, women and IVDUs are being considered as primary targets.
 - 2. Development Committee (Jim McBride)
 - a. 10-Year Event - Date for event has been moved to September 26, 1994, due to a calendar conflict for the Castro Theatre. Ticket prices will be as follows: \$35, \$50, \$100, and \$250. BASS will probably handle tickets. More than 50% of the tickets will be \$35. Discounts for staff and the amount is yet to be determined. The video for the event is underway.
 - b. Outreach Packet will be designed pro bono. Expected to be completed by July 15, 1994.
- B. Emergency Lists - Drafts to be returned to Joanna Rinaldi.
- C. Business Cards - Leslie is working on them and colors are being mocked up. Timeline - due towards the end of the month of June.

- D. Reorganization - Planning is underway to reorganize Hospital Services to a Substance Abuse focus; a new hire will be recruited for Hospital Services.

V. Future Agenda Items

- A. Volunteer/Interns Management - Postponed until future meeting.
- B. HIV Negative Services/Shanti (meeting needs to be scheduled) - Jim Dilley and Carl Yoshimoto will follow-up.
- C. Executive Committee Retreat
- D. Time Management
- E. ATS Donations and Donor Database

The next Executive Committee meeting will be held on Monday, June 20, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, May 23, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✗	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of May 9th were approved with the following addition to: "III.A. Personnel - 11. Lisa Allard, the research intern, will split her time between working with Jim Dilley and Rob Marks on publications."

II. Announcements

- A. Ed Diaz is absent today as he is attending the memorial service for Tom Caldarola's mother.
- B. Because of next week's Monday Holiday, next ET meeting will be Monday, June 6, 1994, 2:00-5:00 pm.

III. Old Business

A. Personnel

1. Roger Scroggs is expected to medically separate in mid-June.
2. Front office receptionist position is closed.
3. Mental Health Consultant (CSWII) position remains open - broad outreach through BS mailing list done.
4. PSS AAI interviews are being scheduled.
5. Psychiatric Nurse - 4 psych RN's are in the lay-off pool
6. Additional per diem trainers are needed.
7. Ellie Hirschberg is coming back starting June 6th for 6 weeks.
8. John Baker is the back-up for Jim Dilley.

B. Space

1. Room 530 - Discussion about the possible move of ATS staff to that space.
2. Room 506B - New partitions have been obtained.
3. Computer Swaps - remind staff that if staff's needs change, they should write a memo to their manager who will forward the memo to Joseph for consideration.
4. New chairs for group meeting room at the Annex are being sought.

C. Psychosocial Collaboration -

1. Client Disposition Form
2. Anonymous clients in collaboration database - Joanna Rinaldi to investigate social security numbers and MIS connection. Encourage clients to develop pseudonym if need be.
3. External Communication - plan being formulated, Phase I by SFAF to be reviewed by AHP and Shanti.

D. Freedom Day Parade

1. Stickers are being printed
2. New banner with the new logo is coming.
3. Booth is happening. A sign-up sheet is going around.

E. Events and Services Flyer - Give written comments to Rob. Copy deadline is around the 1st of the month. A Quick Mail reminder will be forthcoming.

F. Charles Brandt

1. Patricia will develop a letter from AHP to the AIDS Office concerning the poor process and will forward it to Jim for review.

IV. New Business

A. HIV Support and Testing

Jim McBride will follow up at the Program Advisory Committee in June.

- B. Multicultural Training - ET agreed to endorse increasing cultural competence training. Jim to review training with Jakie. Operational details to be worked out. (Aug) Draft of a memo - Jim.
- C. Committee Reports
 - 1. Health Services - Collaboration presented at Health Services meeting. Many compliments were received. Contractor's fee for service discussion: See attachment. Joanna Rinaldi to call Galen; Jim to call Mitch Katz.
 - 2. Development Committee
 - a. 10-Year Event - Event becoming more real. Budget process ongoing with contingency planning.
 - b. Grant Search - Now ready to search for grant ideas through database, etc., especially non-governmental grants.
- D. National Library of Medicine - discussed option. Jim and Rob to follow up. Due date is July 1.
- E. Client Complaint Forms - To be reviewed at next meeting.
- F. Memo Style - Rob to follow up.

V. Future Agenda Items

- A. Volunteer/Interns Management (Joanna/Dymond - Dymond on vacation 5/23. Postponed until 6/6 meeting.)
- B. HIV Negative Services/Shanti (meeting needs to be scheduled)
- C. Helping Hands
- D. Topics and timing for a future Executive Committee Retreat.

The next Executive Committee meeting will be held on Monday, June 6, 1993 at 1855 Folsom Street in Room 521, at 2:00 pm.

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: Monday, May 9, 1994

Members present:

	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of May 4th were approved with the following correction: III.E. 10-Year Event should have read, " ET approves McBride going to Hennessy."

II. Announcements

- A. Phillip Derf has had a turn for the worse over the weekend. Last rites were held this morning.
- B. No Executive Committee meeting will be held on May 16th. The next meeting will be an extended meeting on Monday, May 23rd from 2:00 - 5:00

III. Old Business

A. Personnel

1. No time sheet activity for 12 consecutive months for Sub 2 (casual/part time) staff will result in an automatic termination.
2. New wave of training applications is taking place. Interviews will take are being scheduled at the beginning of June.
3. PSS receptionist position has been posted.
4. Hospital Services CSWII position has been posted.
5. Peter Wen has started in the position of Marketing Assistant.
6. Ellie Hirschberg (publications intern) may come back.
7. We may have a competitive hire for Roxanne Romero's position.
8. Roger Scrogg's disability will take 4-6 weeks. Will repost when he separates. Sandra will provide support for Training and Publications. Michael Romano will be trained to provide backup for Sandra Kriletich.
9. What is the backup for Jim Dilley in his absence?
10. Patricia will be the Acting Executive Director in Jim and Joanna's absence for May 13 and May 16th. Joseph will be the Acting Deputy Director of Operations for this period.

B. Space

1. Room 530 will be renovated on 5/14/94, rugs will be shampooed and drapes rehung. On Monday, May 16th, we will move the conference room from Room 521 to Room 530. Room 521 will be off limits through May 19th. New lamps are being procured for 521. PacBell will be donating furniture and painting. We are also trying to get padded furniture for the 18th Street conference room.
2. New plan for Hospital Services staff in 506B.
3. Interns:
 - a. Desk for new intern, Willy, will be in 525.
 - b. Lisa Allard, Jim's research assistant, will use desk behind Jennifer Pohl.
 - c. Jennifer Peet, new publications intern, will use Jennifer Pohl's desk.
4. Need plan for ATS people in terms of AIDS Office versus MCB space by May 23rd.
5. Target date of May 23rd for moves by DK Haas, Carl Yoshimoto, Carol Kleinmaier, and Will Werner.
6. David Silven will move to 18th Street on May 26th.
7. Painting Party in room 530. Joanna will find the cash.

C. Psychosocial Collaboration -

1. Volunteer piece of collaboration to be discussed at May 23rd meeting.



- D. Freedom Day Parade
Should be discussed in the Program Advisory Committee.
- E. Project Press - Client flyer is moving along. Design is okay. Will deliver manually to Shanti people. Will add Shanti names to mailing list next month.
- F. 10-Year Event - See correction to last week's minutes above.
- G. SFAF Dinner - An extra is available. Should it be given to Doug Mealey or Richard Vaughn?
- H. Charles Brand
 - 1. Ed Diaz will not be re-submitting.
 - 2. Carl Yoshimoto will not be re-submitting.
 - 3. Patricia Sullivan will re-submit for the following: computer on Ward 86; chairs; staff training dollars. Chairs are gettable; powerbook is gettable. Patricia will provide justification for powerbook and training dollars to Joanna.
 - 4. Patricia will draft a letter from AHP about the poor process and forward to Jim for review.
 - 5. Patricia will not re-submit case manager proposal.
 - 6. Jim McBride will pursue a grant for Carl's weekend idea. Carl does not want to take on new grants without UC allocation of space and permanent staff.

IV. New Business

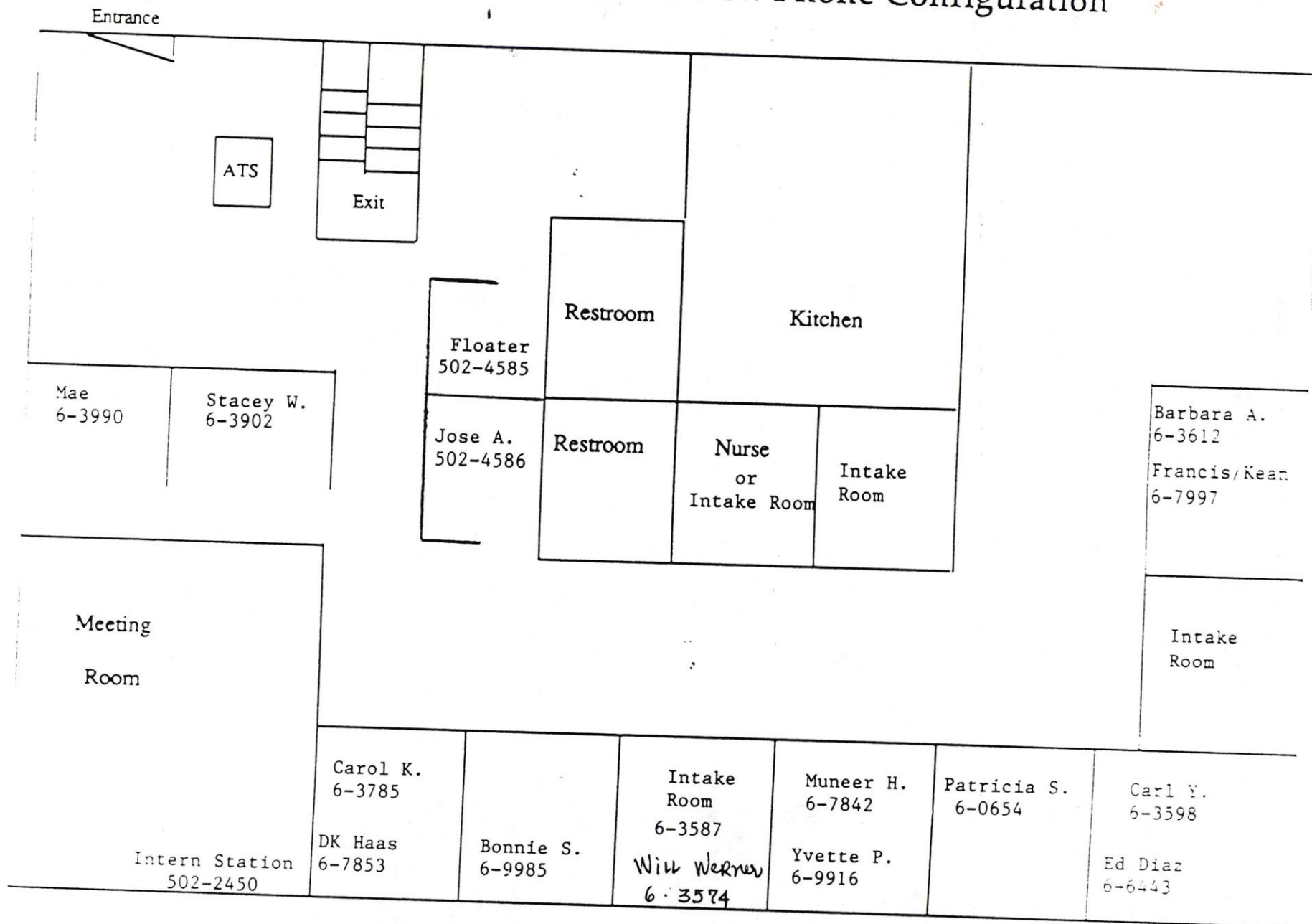
- A. Jim McBride is open to going after more grants. Has intern support to do this. Grant ideas must go through supervision before getting to McBride.
- B. HIV Support and Testing
Need a more mass-marketing-friendly tag line. Five words or less - snappy - for the long haul. Currently: Prevention, Mental Health, and Education. Then - HIV, Counseling, and Testing - nixed. Proposed: Support and Testing. Need by end of May. Need something more descriptive, more inclusive to clarify AHP. Present to Program Advisory Committee then to Executive Team.
- C. ATS and Inservices
Close clinic on Saturdays that fall on a 3-day weekend so ATS career staff can come to the Tuesday all staff meetings and inservices....or change staff meeting day to Thursday. Ed Diaz will talk to Barbara Adler and report back. New issue: staff meetings and inservices for part-time staff.
- D. Volunteers, Corporate Affiliation, and Potential Dollars
Carl Yoshimoto will talk to Carol Kleinmaier about bringing up issue at Carol's pizza party (facilitator's social). Potential matching funds and time. How can we make it easier for them to do this? Carl suggests Chi-Chi socials at board members' homes to invite corporate people. Tag back - photos in newsletter. Encourage staff - it's okay to blow our horn. In fact it is ok to be proud of your work!

V. Future Agenda Items

- A. Volunteer/Interns Management (Joanna/Dymond - Dymond on vacation 5/23. Postponed until 6/6 meeting.)
- B. HIV Negative Services/Shanti (meeting needs to be scheduled)
- C. Helping Hands
- D. Topics and timing for a future Executive Committee Retreat.

The next Executive Committee meeting will be held on Monday, May 23, 1993 at 1855 Folsom Street in Room 521, at 2:00 pm.

AHP Annex Floor Plan and New Phone Configuration



AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: April 18, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
	Jim McBride (absent)	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of April 4th were approved as read. There were no minutes from last week's meeting, April 11th, because the team did not formally meet.

II. Announcements - Personnel

A. AIDS Office budget cuts.

III. Old Business

- A. Graphics - The CAB approved the square with 3 faces for the AHP logo.
- B. Space - Bid for 521 was accepted. Work to be completed the weekend of April _____. Executive team to meet in Room 530. David Silven to be moved to Annex ASAP.
- D. Psychosocial Collaboration - Consent for Services is being held up by UC legal. Hopefully it will be reviewed by tomorrow and taken to HIV services Partnership Meeting by Jim on Wednesday, April 20th.
- E. Grant Updates - CSAS one-time money by the end of the week. "Charles Brandt" letters are to be re-bid. More to follow.
- F. Materials Review Memo - done and out by Wednesday, April 20, 1994.

IV. New Business

A. Reorganization

1. ATS

Ed Diaz will move to 25 Van Ness and take over as Site Coordinator of phone lines. This will ensure greater administrative oversight and result in budget savings. Carlos Carillo will be primary ATS administrative person. Phone coverage will include 2.0 FTE's per day. Timeline: May 18 for completion of change.

2. Hospital Services

Discussed Target Cities and the Detox Unit. Patricia Sullivan to bring possible scenarios next week to discuss with Executive Committee.

B. Vacation Plans

1. Jim Dilley will be away May 12-16

2. Joanna Rinaldi will be away May 11-18, also the last week of July and the first week of August.

3. Patricia Sullivan will be away first week of June at NASW meeting in N.O.

4. Rob Marks will be away the month of July, 1994.

C. Project Press

First draft of memo to outline tasks and timelines for changes in Project Press to Client Flyer. Quarterly newsletter also to be developed. Rob and Joanna Rinaldi to complete plans.

D. 10-Year Event - Date has been set for Monday, September 19th at the Castro Theatre.

V. Future Agenda Items

A. Volunteer/Interns Management (Joanna)

B. HIV Support and Testing (Jim McBride)

C. HIV Negative Services/Shanti (meeting needs to be scheduled)

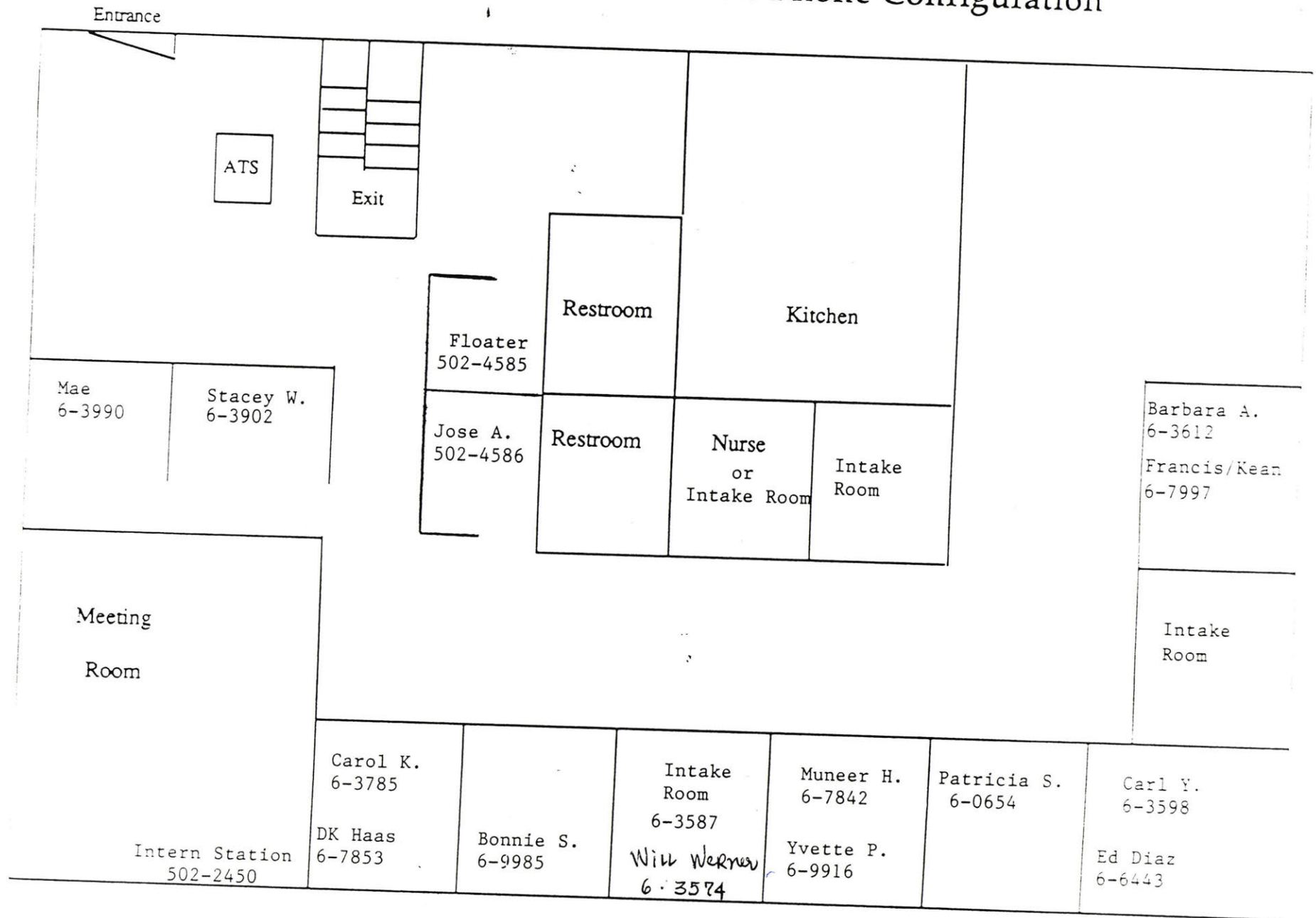
D. Helping Hands

F. Shanti Groups coming on board. How to sign up for a new group, etc.

G.

The next Executive Committee meeting will be held on Monday, April 25, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

AHP Annex Floor Plan and New Phone Configuration



AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: March 28, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan		Ed Diaz (absent)
	Jim McBride(absent)	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes of March 21st - Error: Psychosocial Collaboration - Ed Diaz will not go to SFAF for Shanti Interviews.

II. Announcements - Personnel

- A. Psychosocial Substance Abuse person has been identified.
- B. Will Werner, Ed.D., has accepted to be the Intake Coordinator. Start date TBA.
- C. Amanda Newstetter, Ellen Dayton, and Ed Wolff are being brought on as per diem trainers.
- D. AAI for PSS to be recruited and to start 7/1/94.

III. Old Business

- A. Graphics - Logo redesign continues to be an issue. Will focus group (staff and clients) a couple of possibilities - a decision is forthcoming. Rob Marks will check in with Jim McBride.
- B. Mission Statement - Joanna Rinaldi will follow-up with Jim McBride.
- C. Space at 506B - 1st draft of a plan is available. Refurbishing of 521 is in planning stage and Joanna Rinaldi will follow-up.
- D. Psychosocial Collaboration - Update on Leadership Meeting this a.m.; regular meetings are established with the Interagency Meeting Team (agency deputies) meeting weekly and the Executive Directors meeting bi-weekly for the first few months. The agenda will include the following:
 - 1. "Denial of Services" policy;
 - 2. Client Grievance procedure;
 - 3. Client Letters of Release of Information;
 - 4. Phone instructions; and
 - 5. Training Schedule.
- E. Director of Training - To be discussed next week.
- F. Grant Updates - The following proposals have been submitted recently:
 - 1. CARE Renewals - Psychotherapy Services (Volunteer Therapy and Minority Intern Programs) combined. To Carl Yoshimoto for final review. Back by Thursday. Joanna Rinaldi and Carl Yoshimoto to negotiate.
 - 2. Ward 86/ASAP CARE - submitted. Negotiations pending.
 - 3. Community Psych - by Wednesday to Jim. To Joanna Rinaldi by Thursday.
 - 4. Capital Outlay Project - will be submitted by Tuesday evening, March 29th.
 - 5. Detox Case Management - Units of Service for FY93-94. HIV Case Management 1200/case mgr on FY93-94 AHP contract. FY94-95 will be resolved per Okin decision re: indirect.

IV. New Business

- A. Upcoming important DPH meetings and designated agency attendees:
 - 1. Ryan-White Planning Council - (probably rotating chair)
 - a. Health Services Advisory Committee - Patricia Sullivan will attend
 - b. Prevention Advisory Committee - Ed Diaz and/or Carl Yoshimoto will attend.
- B. Large Staff Meeting
- C. Intern Proposal

V. Future Agenda Items

- A. Volunteer/Interns Management
- B. Materials Review/Publications
- C. HIV Negative Services/Shanti
- D. Graphics Vocabulary/Logo
- E. Helping Hands
- F. Shanti Groups coming on board. How to sign up for a new group, etc.

The next Executive Committee meeting will be held on Monday, April 4, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.



A project concerned
with AIDS Prevention
and Health Promotion

MEMO

Date: March 28, 1994
To: AHP Executive Committee
From: James W. Dilley, MD
Re: Supervision of AHP Psychotherapy Interns

As you know, we will have a new group of clinical interns starting July 1, per our recently awarded CARE funding for the minority internship program. I would like to discuss with you the idea of designating AHP clinical staff to provide individual clinical supervision to these interns.

Background of Psychotherapy Program

The CARE funding provides for stipends for eight interns who are either people of color or gay/lesbian/bisexual. In addition to eight stipended interns, we plan to recruit four non-stipended interns who can be of any ethnicity or sexual orientation. All interns will have completed at least one year of graduate studies in either psychology, counseling, or social work. We hope to have at least four new interns ready to start on July 1, and the others will start the week of Labor Day in September.

Each interns will each give 20 hours minimum per week to the internship. Of these 20 hours, 11 or 12 will be actual client contact hours -- psychotherapy with people with HIV or AIDS, intakes, and support groups. The remainder will include attending a weekly didactic seminar, (led by David with various AHP staff to be invited as presenters on topics in their particular areas of expertise), individual supervision, a weekly case consultation meeting with all the interns, consulting with staff regarding disposition of intakes, and writing up intakes and progress notes.

Training in Brief Psychotherapy

All psychotherapy provided by the interns will use a brief model -- up to 20 sessions per client. Hanna Levenson, Ph.D., a psychologist on faculty at UCSF who has been teaching brief therapy for over 10 years, will provide a day-long Saturday training session for all supervisors. The date is to be determined, but will be hopefully sometime in June. Following this initial session, supervisors will be invited to attend periodic (probably once a month) consultation meetings with Dr. Levenson. Dr. Levenson will also conduct a separate day-long initial training session on brief therapy for the new interns.

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, CA 94103 • (415) 476-6430

Administrative Office Fax: (415) 476-7996 • Fiscal Unit Fax: (415) 476-3613

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Rationale

I believe that having the clinical supervision provided by AHP staff, as opposed to by volunteer therapists who do not work at AHP, is a good idea for several reasons. First, I know there are several AHP staff members for whom the opportunity to supervise would mean job enrichment. Second, we have been using outside volunteer therapists to supervise the current group of clinical interns, and we are finding it difficult to maintain the degree of connection with them that would make for a solid "training team." Third, some of the local graduate programs having the largest numbers of students of color require that their students be supervised by staff on-site at the agency and not by outside volunteers.

Finally, I think it would be exciting for the agency to have a project like this that draws together staff from various Units and utilizes their clinical expertise.

Criteria for Participation as a Supervisor

To be considered, supervisors must have one of the following:

- an MSW for at least three years (LCSW not required to supervise social work students)
- a license or certification for at least two years as an MFCC, LCSW, psychologist, or Board-certified psychiatrist.
- be willing to attend a Saturday training session on brief psychotherapy on your own time.
- be willing to attend consultation meetings with Dr. Levenson as available.

Manager Considerations

Each staff supervisor will be asked to supervise one intern -- providing each intern with one hour of individual supervision and being available as needed to the intern during the week if clinical questions arise that cannot wait until the next meeting.

In sum, the impact on the individual supervisor will be roughly 1.25 hours per week. Interns can be expected to travel to meet with their supervisors. Finally, managers should note that interns' units of service will be credited to the psychotherapy contract and not to the supervisor.

I look forward to discussing this idea with you.



Phone Screening for AHP Reception Staff

Instructions:

Receptionists should be sure to cover the following information with clients requesting psychosocial services .

We ask that everyone requesting services at the AIDS Health Project schedule a 50 minute interview with one of our staff. The purpose of this interview is to find out more about your needs and make recommendations to you about services at the AIDS Health Project and elsewhere.

The specific services we offer at the AIDS Health Project include:

- Support groups and individual therapy (counseling) for people with HIV or AIDS
- Support groups for people who are HIV-negative, including:
 - support groups for HIV-negative gay and bisexual men
 - support groups for friends, family members, and lovers of people with HIV or AIDS

Are you interested in any of these services? Which one/s?

In addition to the services mentioned, the AIDS Health Project is collaborating with the San Francisco AIDS Foundation and the Shanti Project to make other psychosocial support services available and accessible to clients. These services include benefits counseling, practical support volunteer matches, and information and referral services (client advocacy services). You may access any of these services through an intake done at the AHP.

You may get more specific information from your intake worker when you come in for your appointment.

If phone receptionist ascertains that client is interested in any services for symptomatic AIDS, please inform the caller that he should bring in a original letter of diagnosis from his physician.

(Clients should be given the option to go first to the primary provider of the service they identify)

To: AHP Staff
From: Rob Marks
Through: Jim Dilley
Date: March ??, 1994

RE: Materials Review Process

After a-year-and-a-half, the publications review process (now called the materials review process) continues to ensure that AHP materials—ranging from fliers to books—share some basic elements, put out consistent information, and meet agency policies as defined by the Executive Committee.

We are entering the next phase of this process as part of our Tenth Year Anniversary Campaign: Jim McBride and Leslie Samuels have developed a consistent agency look (that's right, everybody will have to sport buzzcut and penny loafers). To mark this transition, I have briefly reviewed the process below.

- 1 An idea, outlined by the proposing unit, should be submitted to Leslie Samuels as soon as a piece is conceived (use the attached Design Work Order and Materials Review Form to do so). In order to ensure meeting deadlines, the process of developing materials must begin long before the time they are due to be distributed. Fliers, in particular, seem to be conceived at the last minute, and this makes the process rushed for everyone.
- 2 The idea will then be screened by the materials review committee, composed of the Executive Director, Deputy Director, Development Director, Graphic Designer, and Publications Manager. Leslie Samuels, Graphic Designer, will communicate the group's comments to the proposing unit. To ensure a quick turn-around, small publications—routine fliers and posters—will be reviewed by the Executive Director, Development Director, and the Graphic Designer only. The exception to this rule is that the Personnel Assistant will review all job announcements.
- 3 For larger projects—brochures, booklets, newsletters, and books—the Development Director, Graphic Designer, and Publications Manager will work with the proposing unit to develop a fuller marketing, editorial, cost, and production assessment.
- 4 This assessment will be reviewed by the materials review committee.
- 5 If the materials review committee signs off on idea, the Development Director will work with the proposing unit on a marketing plan, and the Publications Manager will work to identify writers, either from the proposing unit or the Publications Unit, and further develop the content outline, and the Graphic Designer will develop a production schedule and work on design details.
- 6 ~~Each month at the Publications Marketing Meeting, the committee will review all actions that have been taken that month to ensure that they are consistent and that the process is running smoothly for all staff.~~

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: March 21, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz (vacation)
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto (late)		

I. Approval of Minutes

Minutes of March 14th meeting were approved as read.

II. Announcements

- A. Final Intake Worker interview tomorrow.
- B. Two positions (casual) out for recruitment, Acct. Assist. I and Principal Clerk.
- C. Administrative/Fiscal reorganizations to be discussed next week.
- D. AAII (Roger's position - Training and Publications Assistant) to be recruited.
- E. UC Political Reform Act brochure - all managers should read.
- F. 400 Castro appears to be a done deal.

III. Old Business

- A. Graphics - Discussion delayed until further review by the Development committee which will take place next week.
- B. Mission Statement - Development Committee suggested accepting Jim McBride's version as interim statement. Case statement work continues. Jim Dilley and Marcia Quackenbush will review.
- C. Space at 506B - Goal is to have space ready for new hires on April 1, 1994.
- D. Psychosocial Collaboration - March 25th "kick-off" has been canceled.
 - 1. CSWII - expanded recruitment is needed. Patricia Sullivan is awaiting more applications.
 - 2. As of 4/1/94, Ed Diaz will go to SFAF for Shanti interviews.
 - 3. Collaboration Interagency Management Team will meet on Thursday to discuss Press, Logo, and Grievances.
- E. Director of Training - To be discussed next week.
- F. Grant Updates - The following proposals have been submitted recently:
 - 1. The following two 50K proposals were submitted to the AIDS Walk:
 - a. Infrastructure support for AHP
 - b. MIS planning for 400 Castro Street
 - 2. United Way - proposal was dropped
 - 3. Two proposals were submitted to the Friends of Langley Porter:
 - a. One for 10K to print *Beyond Face*
 - b. One for 12K for a Strategic Planner

IV. New Business

- A. CARE Renewals - Timeline
- B. AIDS Office one-time CARE dollars - Charles Brandt letters distributed - announced for 4/6/94.
- C. CSAS one-time dollars - every computer item we can think of.
- D. Administrative Issues - See attached memo. Joanna Rinaldi to follow-up with a one page memo on reclass procedures.
- E. Volunteer Coordination/Management - 4 categories: ATS, VTP, ESS, and Main Office.

V. Future Agenda Items

- A. Volunteer/Interns Management
- B. Materials Review/Publications
- C. HIV Negative Services/Shanti
- D. Graphics Vocabulary/Logo
- E. Helping Hands
- F. Shanti Groups coming on board. How to sign up for a new group, etc.

The next Executive Committee meeting will be held on Monday, March 28, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.



A project concerned
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and Health Promotion

What to say to callers when scheduling intakes

We ask that everyone requesting services at the AIDS Health Project schedule a 50-minute interview with one of our staff. The purpose of the interview is to find out more about what your needs and your situation are, and to be able to make recommendations to you about services at the AIDS Health Project and elsewhere.

The services we offer at the AIDS Health Project include:

- *support groups and individual therapy (or counseling) for people with HIV or AIDS*
- *support groups for people who are HIV-negative, including:*
 - groups for HIV-negative gay and bisexual men*
 - groups for friends, family members, and lovers of people with HIV or AIDS*

Which of these services are you interested in for yourself?

Note: If the caller asks for detailed information about the groups, explain that these questions will be answered in the interview.

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A project concerned
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and Health Promotion

BCA

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, October 26, 1992 12:30 - 2:00 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 506

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, October 26, 1992

I. Approval of Minutes

II. Announcements

III. Old Business

IV. New Business

- a. Units of Service Discussion
- b. Worcester Polytechnic Institute Interns
- c. New CARE Proposals and Timeline
- d. Date on 400 Market Street

Barbara Lidia	Rosary Kear	Ed
		Mona Munee
		Harold ASAP Extra
		Petunia, Clint, Jr
		Carren Bonni
		DK MH RV

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A project concerned
with AIDS Prevention
and Health Promotion

BCA

**AIDS HEALTH PROJECT EXECUTIVE COMMITTEE
ANNOUNCEMENT OF NEXT MEETING AND
PROPOSED AGENDA**

Monday, October 26, 1992 12:30 - 2:00 PM

Location:

AIDS Health Project

1855 Folsom Street, Suite 506

Please call Jim, 476-6430, if you are unable to attend.

Proposed Agenda, October 26, 1992

I. Approval of Minutes

II. Announcements

III. Old Business

IV. New Business

- a. Units of Service Discussion
- b. Worcester Polytechnic Institute Interns
- c. New CARE Proposals and Timeline
- d. Date on 400 Market Street

① Report
on
Dept of
Psychiatry
Revenue
Mtg ?

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Clayton's AOS presentation

12/



A project concerned
with AIDS Prevention
and Health Promotion

March 28, 1994

Dear Colleague:

Beginning on April 1, 1994, the AIDS Health Project collaboration with the San Francisco AIDS Foundation and purpose of this collaboration is to make it easier for people in the community to access services. This new arrangement will enter the Volunteer Therapist Program.

Collaboration
ended
Dec 31, 2009

As of April 1, all clients referred to the Volunteer Therapist Program must come in for an individual intake. There will be two ways for clients to access the Volunteer Therapist Program:

1. The client can self-refer by calling **476-3902** to schedule an intake. Prior screening by a referral agent is no longer required.
2. You may send the Client Referral Form directly or have the client bring it at the time of intake. Any background information you can provide is valuable. Please have the client call **476-3902** to schedule an intake.

If the intake worker determines that a service other than the Volunteer Therapist Program is most appropriate for the client, a referral to that service will be made. If you have sent a Client Referral Form with the client, the Intake Worker will contact you to let you know of your client's disposition. We expect this new system will help ensure that the client receives the most appropriate service. We also hope it will improve the likelihood that the client accepted for the Volunteer Therapist Program will follow through with the referral to a therapist.

Please let me know if you have any questions. Thanks for your cooperation.

Sincerely,

Will Werner
Coordinator, Volunteer
Therapist Program

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A project concerned
with AIDS Prevention
and Health Promotion

March 28, 1994

Dear Colleague:

Beginning on April 1, 1994, the AIDS Health Project will enter into a collaboration with the San Francisco AIDS Foundation and Shanti Project. The purpose of this collaboration is to make it easier for people in the HIV community to access services. This new arrangement will affect the way clients enter the Volunteer Therapist Program.

As of April 1, all clients referred to the Volunteer Therapist Program must come in for an individual intake. There will be two ways for clients to access the Volunteer Therapist Program:

1. The client can self-refer by calling **476-3902** to schedule an intake. Prior screening by a referral agent is no longer required.
2. You may send the Client Referral Form directly or have the client bring it at the time of intake. Any background information you can provide is valuable. Please have the client call **476-3902** to schedule an intake.

If the intake worker determines that a service other than the Volunteer Therapist Program is most appropriate for the client, a referral to that service will be made. If you have sent a Client Referral Form with the client, the Intake Worker will contact you to let you know of your client's disposition. We expect this new system will help ensure that the client receives the most appropriate service. We also hope it will improve the likelihood that the client accepted for the Volunteer Therapist Program will follow through with the referral to a therapist.

Please let me know if you have any questions. Thanks for your cooperation.

Sincerely,

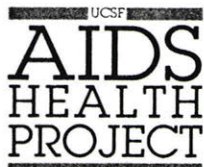
Will Werner
Coordinator, Volunteer
Therapist Program

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

Administrative Offices: 1855 Folsom Street • Suite 506 • San Francisco, CA 94103 • (415) 476-6430

Administrative Office Fax: (415) 476-7996 • Fiscal Unit Fax: (415) 476-3613

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A project concerned
with AIDS Prevention
and Health Promotion

MEMO

To: Executive Team
From: James W. Dilley, MD
Date: March 21, 1994
RE: Administrative Issues

The purpose of this memo is to give some guidance on a couple of administrative issues. Please note the following:

1. Contract Development Issues: Please note that the agency standard in developing Units of Service and Unduplicated Client figures should consider the following formulae:

a. Use a 48 week year. This figure may even be a stretch but is acceptable to the AIDS Office. Note that UC grants 14 paid holidays per year, plus staff often have two or more weeks of vacation.

b. Ratio: For clinical people, please figure on a ratio of 75% direct service to 25% indirect service time. At times, for example in the Psych Consult Service, this ratio may be a bit lower because of the travel time involved to see clients in their homes, etc. However, we should shoot for this general breakdown of staff time.

2. Client Grievances and Incident Reports: copies of all client grievances must be sent to Dorothy who will maintain a central file. She will be responsible for following up with Managers who may have outstanding paperwork on any grievance. I will review each complaint and discuss with the relevant manager. The number of grievances and their handling will be used as a measure of manager effectiveness.

3. RE: Reclasses: any manager wishing to put forward a request for a reclass should first broach the issue with me by writing me a memo outlining your rationale. I will then discuss the request with Joanna who, as our personnel specialist and operations manager has the best view of the implications for the agency as a whole. Keep in mind that an individuals' job classification also can have an impact on others in the agency and that decisions regarding classification must include considerations of others in the agency performing similar duties.

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AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: March 14, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan		Ed Diaz (vacation)
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto (late)		

I. Approval of Minutes

Minutes of March 3rd meeting were approved as read.

II. Announcements

- A. Japanese School Teachers - scheduled for March 30th.
- B. Joint Board Social (SFAF, Shanti, & AHP) - will take place at Puddy Mitchum's house on April 11th evening.
- C. Suit 505 will be assigned to AHP but not for 7 months. A second conference space will be made in the old Somoan office space next to AHP Fiscal Services office.
- D. Personnel Issues
 - 1. Roger Scroggs has resigned effective 4/22/94.
 - 2. Erik Wheaton has decided not to return.
- E. Collaboration Volunteer Party - will take place April 15, 1994, sponsored by AIDS Office.

III. Old Business

- A. Graphics - Discussion delayed until further review by the Development committee which will take place next week.
- B. Mission Statement - Development Committee suggested accepting Jim McBride's version as interim statement. Case statement work continues. Jim Dilley and Marcia Quackenbush will review.
- C. Space at 506B - Space plan is still being worked on by Joanna and will be ready by 4/1/94.
- D. Psychosocial Collaboration - Will follow-up next week.
- E. Director of Training - To be discussed next week. Joanna Rinaldi will bring [applications] to Executive Committee.
- F. Grant Updates - Two proposals are done and due tomorrow.

IV. New Business

- A. Project Press
 - 1. Carl to contact Leslie re: Positives and Negatives Socials. Jim McBride to do lead on Volunteer Appreciation Party.
 - 3. Redesign - will make a flyer focused on scheduling of client activities and services, and a quarterly community newsletter for external communication purposes..
- B. Program Advisory committee - Patricia Sullivan to chair tomorrow's meeting which will focus on Art in the Workplace and the Psychosocial Collaboration
- C. Remodeling of Room 521 - Jim McBride and Jackie Brookman to follow-up.

V. Future Agenda Items

- A. Volunteer/Interns Management
- B. Materials Review/Publications
- C. HIV Negative Services/Shanti
- D. Graphics Vocabulary/Logo
- E. Helping Hands
- F. Shanti Groups coming on board. How to sign up for a new group, etc.

The next Executive Committee meeting will be held on Monday, March 21, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.

FOCUS Monthly Figures

Subscription Breakdown	Aug. '93	Sept. '93	Oct. '93	Nov. '93	Dec. '93	Jan. '94	Feb. '94
New Subscribers	20	10	18	13	0	115	10
Renewal Subscribers	64	478	53	106	59	105	106
Current Month Expiring	22	24	30	20	75	49	62
Ongoing Subscriptions	1,080	661	1,056	1,017	951	893	949
Net Indiv./Insttutional	1,186	1,173	1,157	1,156	1,085	1,162	1,127
Total Subscriptions							
Individual	950	935	920	921	866	947	916
Institutional	236	238	237	235	219	215	211
Subtotal	1,186	1,173	1,157	1,156	1,085	1,162	1,127
Mass Purchase							
Hawaii Medical Services							
State of California	436	436	436	436	436	436	436
City of New York DH	0	0	0	0	0	100	100
Subtotal	436	436	436	436	436	536	536
Total Subscriptions	1,622	1,609	1,593	1,592	1,521	1,698	1,663

Please note: 98 of the new subscriptions in December were \$0.00 (for VTP therapists).

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: March 3, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan		Ed Diaz (vacation)
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes were approved as read.

II. Announcements

A. Volunteer Party - was a great success.

B. Personnel Issues

1. Klinemeyer approved. Carl to follow-up.
2. Intake Coordinator - 10 Applications received
3. Mental Health Specialist - few applications received
4. SA Specialist - still open
5. Counseling Position II 90.40 FTE) - Phone counseling for ATS
6. Carmen Chavez last day 3/8/94.

C. 400 Castro Update

Planning Commission approved resolution. Referred to Board of Supervisors who will ultimately rule.

D. Director of Training

Discussion - will rework the Job Description. Cynthia Gomez and Ruth Hughes.

III. Old Business

A. Mission Statement

Ok'd; but final comments to Jim McBride by March 11th to present to Exec Committee on March 14th.

B. Space at the Annex - modification s discussed, including computer assignments.

C. Space at 506B - Jim McBride working with Joanna Rinaldi on a plan.

IV. New Business

A. Grant Timelines

1. HIV Planning Council - Letters for SFGH due Wednesday, 3/9/94 to Madeline Peterson.
2. AIDS Walk - March 15th deadline. Jim McBride working on narrative.
- 3.d CARE Renewals by 4/30/94 - Patricia working on narrative.
4. United Way
5. AIDS Law - renewal in March/April/May.

B. Collaboration Intake and Training Schedule

Friday, 3/25 - "Kick-off of Collaboration"

Tues., 3/29

Tues. and Wed., 4/12 and 4/13

Friday, 4/29

Mon., 5/2 and 5/9

Friday, 5/27 - Cultural Diversity for Client Collaboration

C. Volunteers/Interns - general discussion tabled for later date.

D. Japanese School Teachers - Emily and Jim to do.

V. Future Agenda Items

- A. Volunteer/Interns Management
- B. Materials Review/Publications
- C. HIV Negative Services/Shanti
- D. Graphics Vocabulary/Logo
- E. Helping Hands

The next Executive Committee meeting will be held on Monday, March 14, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.



A project concerned
with AIDS Prevention
and Health Promotion

MEMO

To: Patricia Sullivan

From: James W. Dilley, MD

Date: November 1, 1993

RE: Clinical Coverage for Hospital Services and Community Consult Service

Per our discussions over the last several weeks, this memo is to confirm my request that you make yourself available for clinical back-up for your service programs.

This additional workload will mean you will have less time available for administrative oversight of your contracts and I understand the need for greater involvement of other staff to assure your contracts are managed appropriately. However, the clinical demands of these programs must take precedence and as such, I must make this request.

I will work with you to pursue other strategies to assure your contracts are managed appropriately.

cc: Joanna Rinaldi, Director of Operations



A project concerned
with AIDS Prevention
and Health Promotion

MEMO

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I will work with you to pursue other strategies to assure your contracts are managed appropriately.

cc: Joanna Rinaldi, Director of Operations

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: February 28, 1994

Members present:

✓	James Dilley	✓	Joanna Rinaldi	✓	Patricia Sullivan	✓	Ed Diaz
✓	Jim McBride	✓	Rob Marks	✓	Carl Yoshimoto		

I. Approval of Minutes

Minutes were approved as read.

II. Announcements

A. Outstanding Performance Awards nominations are due Friday, February 25th. (Joanna, Joseph and Khalil have been nominated.)

B. Personnel Issues

1. Three positions are presently posted with a closing date of 3/3/94:
 - a. Group Coordinator
 - b. Intake Coordinator
 - c. SA Specialist
2. Job Descriptions are needed for PSS.
3. Erik Wheaton will be returning to ATS
4. Other ATS changes:
 - a. Mae will work with Carl at 400 Castro Street
 - b. Francis Salmeri has been reassigned to Supervisor of the Roving Team
 - c. Carlos will have his time split 0.50FTE with the Roving Team and 0.50FTE Appointment Phone Clerk at 25 Van Ness.

C. 400 Castro Update

Appears on schedule. Jim will testify at the Planning Commission 3/3/94.

III. Old Business

A. Mission Statement

Timeline for acceptance of the revised Mission Statement are as follows:

1. March 3 - Presentation to the CAB
2. March 14 - Comments concerning the Case Statement are due to Jim McBride
Also Logo discussion at the Executive Committee
3. March 15 - Introduce to PAC for discussion and approval

B. Volunteers Party - It was decided that the T-shirts would be given to volunteers only.

C. Space - Discussion of 18th and Folsom and ATS

IV. New Business

A. Helping Hands - Discussion of the changes in the show. Tabled for next meeting.

C. CARE One Time Funds - Carl and Patricia will give ideas/proposals to Jim by 3/7/94.

V. Future Agenda Items

- A. Volunteer/Interns Management
- B. Materials Review/Publications
- C. HIV Negative Services/Shanti
- D. Graphics Vocabulary/Logo
- E. Helping Hands

The next Executive Committee meeting will be held on Monday, March 7, 1993 at 1855 Folsom Street in Room 521, at 3:00 pm.



TO: Executive Committee, CAB, PAC, Development Committee,
other relevant AHP personnel

FROM: JIM MCBRIDE

DATE: 3/7/94

RE: MISSION STATEMENT REVISION

*Joanna -
FXI - will be presented
to Dev. Committee
HMS 3/10
J.*

The following is a recap of the mission statements for board/committee review and approval.

MISSION STATEMENT OVERVIEW

The mission is a statement of values, a philosophical statement of an organization's reason for being.

- Who we are?
- Why we exist?

The mission statement's goal is to identify the human or societal needs that are central to the concerns of the organization and explains why these needs should be addressed.

Our current mission statement reflects the goals of our organization --the tactical means of reaching a desired outcome. Consequently, we are looking at reapproaching our mission statement to make it more strategically oriented, more needs based, more emotional.

The revised statement should be easily recalled by all AHP constituents - e.g. at a cocktail party.

OLD STATEMENT

The mission of the UCSF AIDS Health Project is to develop and provide culturally sensitive 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.

PROPOSED REVISED STATEMENT (created by the Executive Committee)

The mission of the UCSF AIDS Health Project is to stop the spread of HIV infection through counseling and education, and to help people face the emotional, psychological and social challenges of living with AIDS and HIV disease.

UCSF
**AIDS
HEALTH
PROJECT**

A project concerned
with AIDS Prevention
and Health Promotion

TO: Jim Dilley, **Joanna Rinaldi**, Jim McBride, Leslie Samuels
FROM: Rob Marks
DATE: February 25, 1994
RE: *Project Press*

Please consider the following questions in preparation for our *Project Press* meeting on March 4 at 11:00:

- Who is served by the current *Project Press*?
- What other audiences need to receive periodic information about the project?
- Can a single publication serve all of these audiences? When thinking about this, consider whether information for one audience will be of interest and appropriate to other audiences.
- If a single publication can fulfill these needs, is that publication *Project Press*?
- If more than one publication is necessary, how many and for whom? When thinking about the number of publications, consider cost of production, mailing and staffing, staff time for writing, editing, production, and mailing.
- Who should coordinate this effort(s)? Who else should be involved? How often will this publication(s) be produced? How will it be funded?

I'll bring some visual aides to the meeting and provide a little history—as much as I can remember—to inform the discussion. Thanks.





MEMO

FROM: **JOANNA RINALDI**
Deputy Director

DATE: 1/11/93

TO: Rob, Patricia, Ed, Jim

Could you review the attached
and improve upon my "1 line"
program descriptions?

Need back by Fri 1/14/93.

Thanks

COPY

Done
1/11/94

AIDS HEALTH PROJECT

Chart of Account/Funds

Contracting Agency (Source of Funds) Project Title	Total Rev.	From To	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides services that link people with AIDS who are referred by their physicians to volunteer psychotherapists.
Vol. Therapist Program	\$22,429	04/30/94	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides assistance to SF based hospitals (especially SFGH) in the transfer of persons with HIV Dementia from acute settings.
MHCL (Mntl. Hlth. Comm. Lials.)	\$54,565	04/30/94	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides psychiatric consultation services to people with HIV and their providers. Assists in evaluation and monitoring of patients with HIV dementia.
Community Psych. Consult.	\$37,546	04/30/94	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides intervention services for women with substance abuse problems and HIV infection. Services include counseling, groups, etc.
ASAP/Women (CARE)	\$66,385	04/30/94	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides the crisis intervention, psychiatric and substance abuse services at SFGH Ward 86, an outpatient clinic for people with HIV.
WD 86 Mental Health Services	\$125,256	04/30/94	
SF DPH CSAS (SF City Gen. Fund)		07/01/93	Provides intervention services for people with substance abuse problems and HIV concerns. Services include counseling, groups, etc.
ASAP CSAS	\$81,614	06/30/94	
STATE OF CA (State of CA)		07/01/93	
AIDS Law	\$34,288	06/30/94	Develops the AIDS Law Supplement.
SF DPH AIDS OFFICE (Fed: Care)		07/01/93	Provides intervention services for people with substance abuse problems and HIV infection. Services include counseling, groups, etc.
ASAP Care Gen. Pop.	\$109,203	06/30/94	
SF DPH AIDS OFFICE (State of CA)		07/01/93	Provides anonymous testing services in the city of San Francisco.
ATS State	\$311,821	06/30/94	
STATE OF CA (State of CA)		09/01/93	Provides trainings to antibody testing counselors and antibody counselor trainers statewide. Develops statewide protocols.
ACT Antibody Counselor Train.	\$500,000	08/31/94	
SF DPH AIDS OFFICE (Fed: Care)		07/01/93	Provides psychiatric consultation services to people with HIV and their providers. Assists in evaluation and monitoring of patients with HIV dementia.
Community Psych Consult (CARE)	\$67,706	06/30/94	
SF DPH AIDS OFFICE (Fed: Care)		07/01/93	Same as ASAP Care Gen. Pop. contract with the exception that this contract focuses on youth.
ASAP Care Youth	\$72,520	06/30/94	
SF DPH AIDS OFFICE (SF City Gen. Fund)		07/01/93	Provides services to people with HIV and to those at risk for HIV. Services include support groups, Negatives Being Positive, etc.
Educational Support Services/N	\$89,740	03/31/94	
SF DPH AIDS OFFICE (SF City Gen. Fund)		07/01/93	Provides services to people with HIV and to those at risk for HIV. Services include support groups, Positives Being Positive, etc.
Educational Support Services/P	\$89,740	03/31/94	
SF DPH AIDS OFFICE (SF City Gen. Fund)		07/01/93	
WD 86 Mental Health Services	\$91,720	06/30/94	Same as the Care-funded contract of the same name.

AIDS HEALTH PROJECT**Chart of Account/Funds**

Contracting Agency (Source of Funds) Project Title	Total Rev.	From To	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides case management services to people with HIV who are also patients at SFGH. Services include crisis intervention, consultation to staff, etc.
ASAP SFGH Case Mgmt.	\$113,054	04/30/94	
SF DPH AIDS OFFICE (Fed: Care)		05/01/93	Provides case management services to people with HIV who are also patients at SFGH. Services include crisis intervention, consultation to staff, etc.
SFGH C L Psychiatry.	\$116,165	04/30/94	
SF DPH AIDS OFFICE (SF City Gen. Fund)		07/01/93	Provides services to people with HIV and to those at risk for HIV. Services include support groups, Positives Being Positive, etc.
Educational Support Services ex	\$119,653	03/31/94	
SF DPH CSAS (Fed: CDC)		01/01/94	Provides trainings to SF DPH funded substance abuse providers on issues related to HIV infection, including 3-day antibody trainings and other trngs.
ASAP CDC Education & Training	\$125,932	12/31/94	

Total Revenue \$2,229,337 Total Expenses \$2,229,397

**AIDS
HEALTH
PROJECT**

FAX TRANSMITTAL COVER SHEET**FAX NUMBER: (415) 476-3655**DATE: 11/17/93 NUMBER OF PAGES: 2TO: JoannaFAX NUMBER: 476-3613FROM: Mae**COMMENTS:**

David has left me another message
regarding his request. Please advise
me of next step. M/ae



A project concerned
with AIDS Prevention
and Health Promotion

November 9, 1993

To: Mae
From: David 
Re: I need your help getting some things for the clinical interns

As you probably know, we will have 5-7 new Clinical Interns starting December 18; they are the Shanti interns that are transferring to AHP. Ed suggested I contact you for help in getting a few things we need for the interns. These are all things that need to be taken care of before the interns start on December 18:

- **File cabinet**

We need a four-drawer file cabinet that locks. The cabinet will be used to hold client files, as well as odds and ends that need to be stored by the interns, such as books, etc. Ed suggests that the file cabinet be put in the area where the xerox machine in the AHP Annex is. Since each of the 5-7 interns (by mid-1994, there will be 10 interns total) will need to have access to the file cabinet, we'll either need to have a file-cabinet key to give to each intern, or else we can find a place to hide the key where the interns can easily get to it.

- **Storage space for note pads, pens and pencils, miscellaneous files, books etc.**

I'd like each intern to have a personal storage space where s/he can keep things. One possibility is to designate one or two sections of the large storage shelves next to the Coke machine in the AHP Annex, and to order some sort of dividers in order to divide up the space into separate sections marked with the name of each intern (I'll give you the names once I get the final list). You may have an idea of a better location in the Annex, which would be fine with me. Wherever it is, the storage spaces should be in an area or room that is always accessible to the interns (i.e., not in an office that is going to be occupied and therefore inaccessible during certain hours of the day). I don't know exactly how much space to ask for, for each intern, but it should be big enough to allow for storage of at least a few notepads, files, and perhaps a book or two.

- **Phone and voice-mail**

I would like each intern to have his/her own voice mailbox. I spoke to Ed about this, and he said you would know how to check into the costs, but that probably

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Page 2 - Memo from David about ordering things for the interns

the least expensive way to go would be to have one main voicemail line, with a "menu" of voicemail "sub-boxes" on it -- one for each intern. (The outgoing voicemail message would say something like, "If you're calling for Rosemary Seaman, press 1. If you're calling for Barbara Whitaker, press 2...") We also need a telephone that will be specifically for the use of the interns.

- **A desk space to use for making calls, writing notes in client files, etc.**

The interns need to have at least one designated desk space that they can use to sit down and return phone calls and write notes, etc. You may want to talk to Ed about this, as he may have ideas as to where the interns should be "stationed." (By the way, we are not planning to give the interns their own office, for the exclusive use of the interns.)

Thanks, and let me know if you have any questions about this. I really do appreciate your help.

cc: Ed

AIDS HEALTH PROJECT EXECUTIVE COMMITTEE

Minutes: August 30, 1993

Members (bold denotes present):

James Dilley

Joanna Rinaldi

Patricia Sullivan

Ed Diaz

I. Approval of Minutes

No Minutes were available from last week

II. Announcements

A. Personnel:

- a. MA job reclass - likely by Thanksgiving
- b. Arbitration date for EW 8/27/93
- c. AAI at SFGH to be terminated 9/1/93
- d. Wd 86 CSW position was posted incorrectly last week in the Chronicle
- e. Gwen Miles to be hired on dual appointment in Community Svcs and Hospital Svcs (ASAP)

III. Old Business

A. Prevention RFP Update

Meeting schedule attached. Ed/Joanna and Jim will divide as necessary. OC has not followed through with contacting Jim or Pat Christen about participation in RFP.

B. Phreda

Cannot meet the needs of Phreda for clinic space at AHP South

IV. New Business

A. Executive Committee Retreat

Possible retreat dates: Monday, September 27 - 10 - 4 pm
 Thursday, September 30 - 10 - 4 pm

V. Carryover Items

- a. Master Agency Meeting Schedule
- b. Interns/Volunteers



FAX Memo

Transmission: 5 pages, including cover

476-0321

To: Policy Alert Group
AHP Community Advisory Board

Please deliver this fax to the appropriate person listed below:

Kathy Bella
Peter Bradley
Louis Dunn
Jose Ramon Fernandez Peña
Stephen Herman
Daniel Hernandez
Bill Lorton
Victor Murphy
Steven Sams
Tim Schott
Brandy Sebron-Kelley
Virginia Yee

From: Dorothy Stinnett
FAX: 476-6440
Phone: 476-6430

Date: July 26, 1995

cc: Joanna Rinaldi

**AIDS
ACTION
NETWORK**

INFORMATION

1875 Connecticut Avenue, NW • Suite 700 • Washington, D.C. 20009
(202) 986-1300 • fax (202) 986-1345 • E-Mail HN3384@handsnet.org

To: Policy
Alert Group
Em: Joanna

CONGRESS MOVES FORWARD ON VARIETY OF AIDS ISSUES; HELMS PROMISES RYAN WHITE FIGHT

July 21, 1995

Both the Senate and the House of Representatives took action on a wide array of HIV/AIDS issues this week. From appropriations and Ryan White reauthorization, to education in the federal workplace, Congress took steps that will have long term effects on programs of concern to the HIV/AIDS communities.

Senate debate on Ryan White Reauthorization

Senator Robert Dole (R-KS) moved the Ryan White CARE Reauthorization Act (S.641) to the Senate floor today, July 21. It had been anticipated that this action would not occur until Monday, July 24. Floor statements on the CARE Act were made this afternoon, and amendments will be offered beginning on Monday, July 24. No votes to the CARE Act or amendments will take place until after 5 p.m. on Monday. Speaking in favor of the bill were the two original co-sponsors, Senators Nancy Kassebaum (R-KS) and Edward Kennedy (D-MA), as well as Senators Paul Wellstone (D-MN), Daniel Akaka (D-HI), and Carol Moseley-Braun (D-IL). Senator Jesse Helms (R-NC) spoke in opposition to the CARE Act and promised to bring several amendments to the floor that will prove detrimental to people with HIV/AIDS. Helms' amendments will likely include lowering the authorization level for Ryan White, opening up the program to individuals with other illnesses, mandating HIV testing of infants and barring Ryan White funds to organizations which "promote homosexuality."

Labor/HHS Appropriations Vote - Better Research Language

The full House Appropriations Committee passed the FY 96 Labor/HHS bill today, July 21. The Labor/HHS FY 96 Appropriations bill funds AIDS prevention, research and care programs. An amendment to strengthen the Office of AIDS Research (OAR) report language, offered by Representative Nancy Pelosi (D-CA), was passed unanimously on a voice count. The strengthened language provides that the National Institutes of Health (NIH) director, in consultation with the OAR director, should decide how much of the total NIH funding will go towards AIDS research as outlined in the OAR strategic plan. The directive may be helpful in conference efforts to preserve the OAR's authority in the Senate bill.

VA/HUD Appropriations/Rescissions Vote - Hope for Floor Amendments

The full House Appropriations Committee approved the FY 96 VA/HUD bill on Tuesday, July 18. No amendments pertaining to the new Special Needs Account (Housing Opportunities for People With AIDS, housing for seniors, and housing for the disabled) were offered. These groups suffered a dramatic funding cut from \$1.86 billion allocated to these programs in FY 95 to \$1 billion for FY 96. The House of Representatives may take up this bill on the House floor early next week. AIDS advocates are working on a floor strategy to increase the funding level for the Special Needs Account to FY 95 levels.

The \$16.3 billion compromise rescissions bill (HR 1944) was approved today, July 21. The bill includes \$15 million in FY 95 HOPWA cuts and had been delayed due to roadblocks put up by Paul Wellstone (D-MN) and Carol Moseley-Braun (D-IL). The House has already approved an identical bill and President Bill Clinton has indicated that he will sign it into law.

AIDS Action: Call your Representative (202) 225-3121
When the VA/HUD FY 96 Appropriations bill comes to the floor
Tell them to support floor amendments introduced to increase the
"Special Needs" grant including HOPWA, Section 811 (the
disabled) and Section 202 (seniors), to FY '95 levels.

AIDS Education in the Federal Workplace Limited

An amendment to the House/Postal Treasury Appropriations bill (HR 2020) that would limit AIDS education training in the federal workplace strictly to issues related to workplace transmission and the rights of workers infected with HIV, was voted on in the House Wednesday, July 19. The amendment was offered by Representatives Ron Packard (R-CA) and Robert Dornan (R-CA) and passed on the House floor 283 to 138. A substitute amendment, proposed by Representatives David Hobson (R-OH) and Jim Lightfoot (R-IA), would have continued AIDS education training for federal workers while giving employees the opportunity to opt out due to religious or moral objections. The substitute was defeated 201 to 223.

AIDS Action Council

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AIDS ACTION NETWORK **ALERT**

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POTENTIAL SENATE AMENDMENTS TO RYAN WHITE HOPWA FUNDING VOTE LIKELY THURSDAY

July 25, 1995

Senate CARE Act Bill Update

S.641, the Ryan White CARE Act reauthorization bill was brought to the Senate floor on Friday, July 21st. Senator Jesse Helms (R-NC) launched a diatribe against the CARE Act and the people it serves and threatened to offer 5 or 6 amendments to the bill. No action has been taken on the bill since then. *The CARE Act could go back to the Senate floor at any time.* Senate Majority Leader Robert Dole (R-KS) has stated that he plans to finish work on the CARE Act before the August recess, currently scheduled to begin August 11th. Some of the amendments likely to be introduced by Senator Helms and others are outlined below.

Mandatory HIV testing: An amendment to mandate HIV testing of pregnant women and/or infants is likely to be offered. The American Medical Association, the American Academy of Pediatrics and many other medical and AIDS groups oppose mandatory testing as an inappropriate and ineffective public health strategy.

Anti-gay: An amendment may be offered that would restrict CARE Act funds from going to organizations that "promote homosexuality." Such an amendment is discriminatory and unfairly restricts your community's ability to best target services in response to the AIDS epidemic.

Lowering CARE Act funding: An amendment may be offered that would freeze funding at FY 95 levels for the next five years, or otherwise dramatically lower funding for the CARE Act. This would seriously impact the delivery of services across the country, by undermining the ability to make annual funding decisions based on increasing caseloads and the cost of delivering services.

Opening up the CARE Act to other diseases: An amendment may be offered that would allow states to use the funds provided under the CARE Act to provide services to individuals with other diseases. This is a veiled attempt to derail the Act and the community based organizations it helps fund. AIDS is a disease that disproportionately strikes the young, the poor, the uninsured and other disenfranchised populations with no support system in place. It would be inappropriate and unwise from a fiscal and public health viewpoint to allow CARE funds to be used for other purposes.

AIDS Action: 1) Call Your Senators 202-224-3121
2) Call Your State and Local Officials (Governor/Mayor/Others)

- 1) Tell your Senators to pass the CARE Act *without* any restrictive amendments. Urge them to speak out on the Senate floor in favor of the CARE Act and the good work done by the organizations it funds in your state. Send them information about your organization.
- 2) Ask your state/local officials and clinicians in your area and to tell your Senators to *oppose* mandatory HIV testing of pregnant women or infants.

To All STAFF?
CAB
From Joanna
Hold your breath!

one last letter or call

could really help!

HOUSE VOTE ON FY '96 FUNDING FOR HOPWA *THIS THURSDAY*

The House of Representatives is scheduled to begin consideration of the FY '96 VA/HUD Appropriations bill this Thursday, July 27th. The bill creates a "special needs" account to fund three separate programs -- HOPWA, Section 202 (housing for seniors) and Section 811 (housing for the disabled) -- but only provides \$1 billion for all three programs, a cut of approximately 47 percent below the original FY '95 funding levels. The House Banking Subcommittee on Housing, which handles reauthorization of housing programs, will decide later this year how the \$1 billion will be divided between the three programs for FY '96.

There is a bipartisan initiative underway to amend the bill when it is on the House floor to increase the amount of money in this "special needs" account to at least FY '95 levels. A bipartisan group of Representatives have proposed several potential amendments for floor consideration. These amendments differ as to the exact amount restored and the particular offset used to make the restoration because these Representatives wanted to ensure that enough options are available to survive any restrictions on amendments that may be imposed by the House Rules Committee.

By Wednesday evening we will know the specifics of the amendment or amendments that will be offered on the floor. But we need your Representative(s) to commit now to vote to restore funding for the HOPWA/202/811 "Special Needs" account when the bill comes to the House floor.

AIDS Action: Call and Fax Your Representatives Today

- Demand that they vote for amendments to restore funding for HOPWA and the other "special needs" programs to at least FY '95 levels. Tell them it is unacceptable for PWAs, the elderly, and people with disabilities to bear a 47 percent cut in housing programs when the overall HUD budget cut was 23 percent.
- Remind them that HOPWA is a formula grant program; since 12 new jurisdictions will qualify for grants in FY '96, even "level-funding" for HOPWA will result in cuts in formula grants to cities and states. *Without an amendment to preserve FY '96 funding for this critical program, states and cities that receive HOPWA formula grants, and the people living with HIV/AIDS that rely on HOPWA, may be left with nothing.*

Call the House switchboard at (202) 225-3121 and ask to be connected to your Representative's office. Then let us know what your Representative says!

This is a critically important time for HIV/AIDS programs in this Congress. Between now and the August recess, tentatively scheduled for August 4 in the House and August 14 in the Senate, AIDS Action will do all it can to keep you informed of Congressional activities. We will be asking a lot of you also.

If you don't respond to Congressional attacks on HIV/AIDS programs no one will.



FAX Memo

Transmission: 2 pages, including cover

To: Policy Alert Group
AHP Community Advisory Board

Please deliver this fax to the appropriate person listed below:

Kathy Bella
Peter Bradley
Louis Dunn
Jose Ramon Fernandez Peña
Stephen Herman
Daniel Hernandez
Bill Lorton
Victor Murphy
Steven Sams
Tim Schott
Brandy Sebron-Kelley
Virginia Yee

From: Dorothy Stinnett
FAX: 476-6440
Phone: 476-6430

Date: July 19, 1995

cc: Joanna Rinaldi

Dorothy
to CAB
all AAs
Thank
you

Resend
copy to
Peter Bradley

~~Carol~~ Peters
Fax Machine
Keep on list

To: Policy Alert
Group

From: Joanna Rinaldi

This is
really
the
last
hope.
Make a
call
Please!

HOPWA MOVES TO HOUSE FLOOR

The full House Appropriations Committee voted on the FY 96 VA/HUD bill this morning. No amendments affecting the Special Needs Account (housing for seniors, the disabled and HOPWA) or HOPWA specifically, were offered.

The House of Representatives may take up this bill on the House floor as early as next Tuesday, July 25. Work continues on a floor strategy to increase the funding level of the Special Needs Account to FY 95 levels -- \$1.86 billion. Funding levels for the three programs in this account, including HOPWA, were cut 47 percent to \$1 billion. You will be kept posted as a floor strategy develops.

AIDS Action: Call Your Member of Congress
Capitol Switchboard, 202-225-3121

- Tell them people living with HIV/AIDS, seniors, and the disabled should not bear such a disproportionate share of HUD cuts.
- Tell them it is unacceptable to slash funding for HOPWA, 202 and 811 by 47 percent when HUD's overall budget was cut 23 percent.
- Demand that they support restoration of funding for this block of programs to the FY 95 level of \$1.86 billion.
- Remind them that HOPWA is a formula grant program; since 12 new jurisdictions will qualify for grants in FY 96, even level-funding for HOPWA will result in cuts in formula grants to cities and states.

RYAN WHITE REAUTHORIZATION REMINDER

The Senate will begin debate on Monday, July 24, on S.641, the Kassebaum/Kennedy bill to reauthorize the Ryan White CARE Act. Although the bill went through both the subcommittee and the full committee earlier in the legislative session with no restrictive amendments attached, it is expected that an array of amendments may be attached during floor debate and votes. Please be notified that you may be alerted a number of times during the week of July 24 in response to halt efforts by Senator Jesse Helms (R-NC) or others to attach amendments to the Ryan White Reauthorization Act.

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