

SAN MATEO COUNTY HIV PROGRAM
COMMUNITY BOARD EXECUTIVE COMMITTEE MEETING
225 West 37th Avenue, Room 20
San Mateo, CA 94403
Wednesday, February 10, 2016, 1:00-2:30pm

DRAFT MINUTES

Committee Members Present: Robert Grant, Loren Meissner, Michael Milburn-Jones

County Staff Present: Darryl Lampkin

1. Call to Order, Welcome & Introductions
Michale called the meeting to order. Quorum was established.
2. Review & Approval of today's meeting agenda - Agenda approved by consensus.
3. Review & Approval of January 13, 2016 Minutes – Minutes approved by consensus.
4. Reports:
 - A. Executive Committee: Nothing to report at this time.
 - B. HIV Program Director: Matt was not present.
 - C. Prevention: Darryl shared new PrEP brochure intended to inform high-risk clients of PrEP services offered through Edison Clinic. Group provided feedback; overall very positive feedback on brochure.
 - D. Update on SFHHSPC: Both the HIV Health Services Planning Council and the HIV Prevention Planning Council are progressing towards merger. Darryl and Matt are both involved in the meetings, as well as Cathy Newell.
5. Other/New Business & Community Updates
 - No new business or updates.
6. Proposed Agenda Items and Date for next Board Meeting:
 - Full Board Meeting, Wednesday, April 13, 2016, Rm. 20, **5:30-7:00 pm** – all are invited. This is the Annual Prioritization of Ryan White services meeting. Group discussed recruitment efforts given the lower attendance recently. There was concern that the recent Community Outreach and Listening event held at ACRC by the San Francisco HIV Health Services Planning Council would be confusing to San Mateo community members. Members presented idea of providing “door prize” or other incentive (gift card, etc.) to increase attendance. Members suggested sending out meeting announcement and reminders multiple times in advance of the meeting date as well.
 - The next Executive Committee meeting will be held on Wednesday, May 11, 2016, Rm. 20, **1:00-2:30pm**. All are invited.
7. **Meeting Adjourned – THANK YOU!**