

<b>Minutes:</b>	Commission on AIDS PAC/RAC Committee/Community Relations Committee	
<b>Date:</b>	Thursday, May 7, 2009 3:30-5:00 p.m.	
<b>Location:</b>	490 Mendocino Ave, Santa Rosa, CA	
<b>Present:</b>	Alix, Ginger, Ellen, Herb, Theresa, Lisa, Sean, Jay	
<b>Meeting Summary:</b>	<ul style="list-style-type: none"> <li>• Members discussed consumer engagement in COA decision-making process and determined strategy recommendations to COA.</li> <li>• The next meeting will be: Thursday, August 6, 2009 from 3:30 to 5:00 p.m. at 490 Mendocino Avenues, Santa Rosa (Manzanita room).</li> </ul>	
<b>Follow Up Tasks</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Ellen	<ul style="list-style-type: none"> <li>• Distribute COA consumer focus group questions to PAC members</li> </ul>	May 11, 2009
Jay	<ul style="list-style-type: none"> <li>• Send draft of PAC meeting notes to Lisa to present at next COA meeting</li> </ul>	May 13, 2009
Staff	<ul style="list-style-type: none"> <li>• Continue Brown Act research and interpretation concerning PAC and COA.</li> </ul>	June 10, 2009
<b>Meeting summary for Commission report</b>		
<b>Topic</b>	<b>Discussion</b>	<b>Update/Action needed</b>
Recommendations to COA	PAC members decided on a work plan to bring full representation of consumer voices to COA.	Present at May 13, COA meeting

1. Public Comment
  - a. There was no public comment.
2. Approval of April Minutes
  - a. April meeting minutes approved.
3. Announcements, changes in agenda and updates
  - a. A discussion about the Brown Act was added to the agenda and a summary handout was distributed. Several key issues were discussed by the PAC members. It was determined that the subcommittee needs to define a "PAC member". Staff will research the following questions; the "ex-officio" definition of Commissioners and its relationship to quorum, whether the quorum definition applies to PAC members, and what defines a closed, private discussion in regards to email and questions concerning event/activity discussions.
4. Engaging hard to reach HIV positive individuals in the COA process
  - a. Members discussed the need for a mechanism to gather consumer issues and present to COA. COA will provide feedback and ideas to the PAC work plan.
    - i. The group agreed to quarterly meetings to plan the consumer information work of the 2 months in between meetings.

- b. Staff presented a draft PAC work plan based on April 2<sup>nd</sup> meeting notes. Work plan goals are to formalize feedback from hard to reach segments of the HIV positive community and to increase accessibility of consumers at the COA.
    - i. In quarterly meeting minutes record data gathered from key informant interviews, individual level outreach, stories, support groups, forums, surveys, etc. Present key data findings to COA.
    - ii. All Commissioners will be asked to conduct focus groups with consumers to elicit feedback and/or present “COA 101” to consumers to increase consumer participation in COA process.
    - iii. COA and PAC members can use existing email listservs to communicate COA information and opportunities for consumer feedback.
  - c. Members discussed a plan for the next three months. Members will attend at least two consumer groups a month to gather feedback and to raise awareness of consumer’s role in community planning. Members will suggest to COA that three agency connected commissioners host a PAC consumer feedback event or dedicate time at an existing event/activity for a presentation and/or consumer information activity. PAC members will attend the June 4th ReConnect Poverty Workshop to outreach to consumers and bring COA materials including Commissioner applications.
5. PAC will present the following recommendations to the Commission on AIDS:
- a. PAC/RAC will meet quarterly (and will assess the new format in August and November 2009)
  - b. Members will do one on one information sharing and gather information for COA.
  - c. Members will use the sample COA focus group questions as a guide for their interactions.
  - d. Commissioners that represent agencies can set up places at their agencies for “COA 101” group.
  - e. If an agency has a community advisory board (CAB) or other consumer group, they will host an agency night as a way to share information.
  - f. Commissioners own the responsibility of sharing information even if they are not an agency affiliated commissioner.
6. Meeting adjourned – Next meeting will be August 6<sup>h</sup>, at 490 Mendocino Avenues, Santa Rosa (Manzanita room-upstairs) from 3:30pm-5:00pm.

**PAC/RAC:** PAC (People with AIDS Advocacy Committee)/RAC (ReConnect Action Committee) - This dual committee provides greater involvement in the planning process for persons living with HIV/AIDS, and addresses their social, emotional, educational and vocational needs to help them take positive steps that lead to satisfying, meaningful, and healthy lives.

**PAC (People with AIDS Advocacy Committee) Mission:** Our mission is to identify, represent and advocate for the needs of persons living with HIV disease in Sonoma County. We work to promote measures that help persons with HIV to live healthy, dignified and productive lives and to build and sustain a community in which persons with HIV are actively involved in the decisions and actions, which affect their health and well being.

**RAC (ReConnect Action Committee) Mission:** The ReConnect Action Committee works to support people with HIV to re-imagine our futures. We seek to address social, emotional, educational and vocational needs and to equip individuals to make positive steps to explore new possibilities, which lead to satisfying, meaningful and healthy lives.