Date & Time: 01/03/18

Attendees:
- Dr. Sarah Lewis - Public Health Department
- Rodrigo Garcia – Public Health Department
- Adrian Campos – Bill Wilson Center
- Chris Weiss – Stanford
- Mitch Gevelber – HHS
- Candelario Franco – Health Trust
- Lori Osorio – PAETC (phone)
- Robin Haller – JSI (phone)

Agenda:
- Work Plan Update
- Division of ongoing labor
- Achievements to date
- PrEP/PeP Access report back to leadership team
- Draft resource request to Leadership team

Key Takeaways/Highlights:
- Pay attention to linking measures and how clients progress from one intervention (e.g. hearing about PrEP) to another (contacting PrEP navigation)
- Look at who doesn’t make it from one step to next to identify gaps
- Moving forward with five measures identified from Measuring Tool Exercise
- Discussed baselines and goals identified for all priority measures
- Discussed how we will document “Complete” status on work plan

Decisions Made
- Work plan will include new columns to identify Goals
- Specific plan added to recruit “internal” prep navigators during provider trainings and PH detailing, with goal to identify 8 institutions by June 2018 and train 6 internal navigators by June 2018

**Successes to Share, including any progress on metrics:**
- All measures now have an established baseline identified by the team and 4/5 have identified goals

**Action Items:**
- Candelario will send minutes from Leadership team meeting to all action team members and add to website when possible
- Candelario will update provider section on website (include “PrEP/PeP Basics for Community Based Organizations”)
- Dr. Lewis will identify presenter from state regarding ADAP for PrEP
- Dr. Lewis will send media report to team members
- Dr. Mitchell Gevelber will reach out to SF provider who can speak to/about reimbursement for PrEP to adolescents and for Peds ground rounds and provide action team with reimbursement resources
- Dr. Lewis will connect with Linkage to Care team re: Pharmacy Tickler program and how it could support for PrEP adherence
- Rodrigo will send Candelario “PrEP/PeP Basics for Community Based Organizations”
- Adrian will check in with David regarding info on any existing PEP campaign or adding more PEP information to prepisliberating.com/preptelibera.com
- Rodrigo will reach out to Office of Culture Affairs for ideas about collaboration
- Dr. Lewis will identify Kaiser person to come speak to action team vs all teams
- Dr. Lewis will contact Planned Parenthood rep. Dr. Dalton to share PrEP success story, especially regarding protocolization, scaling, and payment
- Lori and Rodrigo to start collaborating regarding details of PrEP navigation training before June 2018

**Proposed Agenda Items for next meeting:**
- Action Item update
- Measures update
- Report back on progress of above
- Possible presenter (not confirmed at this time)
Questions/Identified TA Needs:

- What other Kaiser, PPMM, pediatrics needs do other action teams have, so we can coordinate presenters?