

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday February 9, 2017
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Richard Bargetto (Co-Chair), Ed Chitty, Paul Harkin, Ron Hernandez, Ken Pearce (Co-Chair), Gwen Smith

Committee Members Absent: Andrew Lopez [A], Chip Supanich [E], Eric Sutter [A]

Council Members Present: Chuck Adams, Elaine Flores, Charles Siron

Others Present: Kevin Hutchcroft

Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:11 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve February 9th 2017 DRAFT Agenda – VOTE

The February 9th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 12th 2017 2016 DRAFT Minutes – VOTE

The January 12th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Harkin announced that there is an End Hep C event tonight from 5-7 pm at 25 Van Ness on the 6th floor. They plan to review their strategic plan.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- We have added Zachary Davenport, pushing up the Council's membership to 41. This has not changed the Council's demographics drastically but has lowered the percentage of non-aligned consumers.
- The group discussed that the Council would need 15 non-aligned consumers to meet our mandate.

7. Committee Reassignment – VOTE

- The Committee discussed when to reassign committees.
- **MOTION: CM Pearce moves to reassign Committees and Committee Co-Chairs after the prioritization and allocation Summit.**
- **CM Hernandez seconds the motion.**
- **VOTE: Motion passes. See column [1] for a vote breakdown.**

8. Outreach Strategies- VOTE

- The Committee discussed outreach strategies to increase Council membership.
- CS Jordan reported that we have been promised an application from jail house services. All of our appointed seats will be hopefully filled. We have two non-aligned consumer applications to review and two people have expressed interest who are not non-aligned consumers.
- The group discussed that the Council needs 17 non-aligned consumers to meet its mandate. The Council is also under for Latinos, African Americans, Native Americans and Youth.
- The group discussed if this committee should still interview non-aligned consumers.
 - Co-Chair Bargetto feels the applicants should be forwarded to this committee but we can choose to put their applications on hold until we reach our mandate.
 - CS Jordan will communicate with applicants that they will not be prioritized but they will keep their applications on file.
- CM Chitty noted that he has talked to clients who are interested in joining the Council, but are unable to attend meetings due to their work schedule.
- Co-Chair Bargetto suggested reaching out to client advisory boards who have consumers that are able to attend meetings. He would like to create a flyer to send to agencies.
 - CS Molnar noted that flyers may create challenges because there is no pre-vetting of applicants. In the past, consumers have come in for interviews that are clearly not able to join the Council. This may be a painful process for consumers if they are not accepted. He suggests targeted approaches such as CABs or reaching out to social workers/providers.
 - CS Jordan noted that doing COLA's and needs assessment interviews is a good way to recruit consumers. In the past, recruitment has come from Council members who have informed people about the Council. The Council website is a good tool and he can provide people with his business cards.
- The group discussed that the Council needs 1 African American, 2 Latinos, 1 Native American and 1 youth to fulfill its mandate.
 - CM E. Flores noted that she identifies as a Native American as well as Latino.
- CM Hernandez suggested a membership recruitment sub-committee.
 - The group noted that interested parties can meet and discuss recruitment informally if necessary.

9. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
 - None.
- Notice of Attendance sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Letters of Probation sent:
 - Timothy Foster: has been communicating with Council staff and seems motivated to get back into compliance.
 - Aja Monet: Co-Chairs have been doing additional outreach to Aja, there have been challenges with his phone being off. His lack of attendance is due to work conflicts.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - David Gonzalez (February- March)
 - **MOTION: Co-Chair Pearce moves to approve David Gonzalez's leave of absence.**
 - **CM Chitty seconds.**

- **VOTE: Motion Passes. See column [3] for a vote breakdown.**
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - Ben Cabangun – Council Affairs
 - Cesar Cadabes- Membership, Community Engagement (2nd choice)
 - Elaine Flores – Membership
 - T.J. Lee-Miyaki - Community Engagement, Council Affairs (2nd choice)
 - Jessie Murphy – Membership, Community Engagement (2nd choice)
 - Linda Walubengo – Community Engagement
 - Eric Sutter (Membership → Community Engagement)
 - The group discussed that Council Affairs would have less members than the other two committees with this distribution.
 - CM Pearce noted that Community Engagement has two members who are currently on probation.
 - The group discussed that it would work to give all members their first choice committee assignments.
 - **MOTION: Co-Chair Siron moves to approve Ben Cabangun, Cesar Cadabes, Elaine Flores, T.J. Lee-Miyaki, Jessie Murphy, Linda Walubengo and Eric Sutter’s first choice committee re-assignments.**
 - **CM Chitty seconds.**
 - **VOTE: Motion passes. See column [4] for a vote breakdown.**
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - Zane Bursey
 - CS Jordan noted that Zane has attended a full council meeting. He is an African American male, heterosexual and a non-aligned consumer. He has interned at Stonewall, his references were very positive.
 - **MOTION: Co-Chair Pearce moves to interview Zane Bursey.**
 - **CM Hernandez seconds.**
 - **VOTE: Motion passes. See column [5] for a vote breakdown.**
 - Michael Shriver
 - CS Jordan noted that he is a white, male, non-aligned consumer. He is a long term advocate, and is on the board of the AIDS Memorial Grove.
 - **MOTION: Co-Chair Siron moves to interview Michael Shriver.**
 - **CM Chitty seconds.**
 - **VOTE: Motion passes. See column [6] for a vote breakdown.**
- Interview/Discuss Prospective Applicant:
 - Darpun Sachdev
 - CS Jordan noted that he spoke to her references and they had glowing reviews.
 - The group discussed asking questions about her work with LINCS.
 - **MOTION: To approve Darpun Sachdev as a member of the HIV Community Planning Council.**
 - **VOTE: Motion Passes. See column [2] for a vote breakdown.**

10. Policy & Procedures

- The group reviewed the Mentor Guideline policy of the HHSPC.
- The Committee removed the “Why was the Mentor Program Started?” section of the policy.
- The group removed language in the “How does the Mentor Program Function?” section of the policy that is no longer relevant to the Council.
- **MOTION: To approve the above amendments to the Mentor Guideline policy.**
- **VOTE: Motion passes. See column [7] for a vote breakdown.**
- Council staff will bring suggested amendments to the policy to the next meeting.

11. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, March 9th 2017, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot: Council meeting times that are more accessible for people who work.

12. Adjournment

- The Meeting was adjourned at 4:47 by Co-Chair Bargetto.

Membership Committee

HIV Community Planning Council

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

February 9, 2017

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

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|---------------------------------------|---|---|---|---|---|---|---|---|--|--|
| 1. Richard Bargetto (Co-Chair) | P | Y | Y | Y | Y | Y | Y | Y | | |
| 2. Ed Chitty | P | Y | Y | Y | Y | Y | Y | Y | | |
| 3. Paul Harkin | P | Y | Y | Y | Y | Y | Y | Y | | |
| 4. Ron Hernandez | P | Y | Y | Y | Y | Y | Y | Y | | |
| 5. Andrew Lopez | A | - | - | - | - | - | - | - | | |
| 6. Ken Pearce (Co-Chair) | P | Y | Y | Y | Y | Y | Y | Y | | |
| 7. Gwen Smith | P | Y | Y | Y | Y | Y | Y | Y | | |
| 8. Chip Supanich | E | - | - | - | - | - | - | - | | |
| 9. Eric Sutter | A | - | - | - | - | - | - | - | | |
| | | | | | | | | | | |
| 1. Chuck Adams | P | Y | Y | Y | Y | Y | Y | Y | | |

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|----|----------------------|---|---|---|---|---|---|---|---|--|--|
| 2 | Elaine Flores | P | Y | Y | Y | Y | Y | Y | y | | |
| 3. | Charles Siron | P | Y | Y | Y | Y | Y | Y | Y | | |
| | Ayes | | 9 | 9 | 9 | 9 | 9 | 9 | 9 | | |
| | Nayes | | | | | | | | | | |
| | Total | | 9 | 9 | 9 | 9 | 9 | 9 | 9 | | |