

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday June 8, 2017  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Richard Bargetto (Co-Chair), Ed Chitty, Elaine Flores, Paul Harkin, Ron Hernandez, Jessie Murphy, Ken Pearce (Co-Chair), Mick Robinson

**Committee Members Absent:** Cesar Cadabes [E], Gwen Smith [E]

**Council Members Present:**

**Others Present:**

**Support Staff Present:** Ali Cone, Dave Jordan, Liz Stumm

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:08 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

**2. Review /Approve June 8<sup>th</sup> 2017 DRAFT Agenda – VOTE**

The June 8<sup>th</sup> 2017 DRAFT Agenda was reviewed and approved by consensus.

**3. Review /Approve May 11<sup>th</sup> 2017 2016 DRAFT Minutes – VOTE**

The May 11<sup>th</sup> 2017 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- None.

**5. Public Comment**

- None.

**6. Demographic Information Update**

- CS Cone reviewed the monthly demographic report.
- She noted that the report reflects two changes, Matthew Miller is stepping down from the Council and Irma Parada was added as a member. The Council is down to 28% for unaffiliated consumers and there is 10 open seats.
- The Committee reviewed the HCPC Membership list that was created to aid recruitment efforts.

**7. Council Member Attendance Report/ Council Applicants- VOTE**

- Notice of Attendance to be sent:
  - None.
- Notice of Attendance sent:
  - Stacia Scherich
  - CS Cone noted that CM Scherich is back in compliance with the attendance policy.
- Letters of Probation to be sent:
  - None.

- Letters of Probation sent:
  - Timothy Foster
  - CS Cone noted that CM Foster is no longer on probation.
- Review Renewals:
  - None.
- Request(s) for Leave of Absence.
  - None.
- Current Leave(s) of Absence:
  - None.
- Committee Assignments:
  - None.
- Resignations/Thank You for Service to the Council
  - Matthew Miller
  - CS Cone noted that Matthew is leaving the Council for personal health reasons. We are awaiting an exit interview.
- Review Exit Interview:
  - Chip Supanich
  - Co-Chair Pearce noted that Chip discussed collaborating with other agencies in his exit interview. He noted that the LTCCC seat is no longer available to the Council. He suggested creating a letter of cooperation/agreement with agencies the Council collaborates with in the future.
  - CS Cone noted that the Council just passed a Getting to Zero job description that allows for a more formal relationship between the Council and GTZ.
  - Co-Chair Pearce will reach out to Chip to see what agencies he thought the Council should collaborate with.
  - The group discussed that the Council does not have a formal relationship with HAPN but Council staff provides updates at monthly HAPN meetings.
  - Agencies that Council can collaborate with: National Council on Aging, HAPN, Mental Health Association, a Hep- C agency, HIV Testing Network, Substance User Work Group, Syringe Access Collaboration.
- Dismissal Letters to be sent due to attendance requirements:
  - None.
- Review Prospective Member Application:
  - None.
- Interview/Discuss Prospective Applicant:
  - Orin Allen
  - CS Jordan noted that Orin is an unaligned consumer. He has been an attendee at Freedom Friday and he is consistently one of the most engaged members during the needs assessments. He is currently homeless, living in a shelter and is looking to get into stabilization housing. He has had substance use issues in the past and is currently working on recovery. He was referred by former Care Council member, Norman Tanner and CM Cooper.
  - **MOTION: Co-Chair Pearce moves to interview Orin Allen at the next Membership meeting.**
  - **CM Robinson seconds the motion.**
  - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Mentor Program
  - None.

## 8. Recruitment & Retention

- The Committee will discuss Council meeting times that are more accessible for people who work and the recruitment and retention of communities of color.
- The Committee reviewed the results of the Committee meeting time's survey monkey.
  - Out of the 20 Council members who participated, late afternoon meetings were preferred followed by early afternoon meetings.
  - Co-Chair Pearce noted that the goal of this survey was to assess whether non-aligned consumers specifically selected early evening meetings.
- The group discussed having committees reassess if meeting times still work for people on an annual basis.
- CS Cone noted that the PLWH work group is meeting this month. The group can self-determine to meet in the early evening.
- CS Jordan gave a recruitment update:
  - He noted that he has contacted the Native American referral that Andrew Lopez gave us.
  - There are two people in the pipeline for application reviews. Both potential applicants are African American non-aligned consumers. One applicant is a Transwoman. If the Council brought on all 3 applicants, we would be close to meeting the requirement for non-aligned consumers.
  - He has done an in-service at Tom Waddell. He discussed doing an in-service at the Southeast CAB with CM Smith, but the group struggles with attendance.
- The group discussed that there are no non-aligned consumer Council members who are in the 25-45 age range.
  - CS Jordan noted that he has attempted to recruit members from Larkin Street.
- CM Robinson noted that he will reach out to Joe Ramirez at Positive Resource Center for recruitment.

#### **9. Member Recognition and Thanks**

- The Committee will discuss member recognition and thanks (annually and when resigning).
- The group reviewed an example of a letter of thanks given to members who are resigning from the Council.
- Co-Chair Pearce suggested that Council members should get annual certificates of recognition for their service from the Mayor's office and letters from the Mayor for every Council member who is resigning after more than one year.
  - The group discussed that if a member has served less than a year the letter can be signed by the Co-Chairs.
- CS Cone noted that Council staff can ask the Mayor's office for annual certificates and letters for member's resigning but there is often not a quick turnaround when receiving these documents.
- Co-Chair Pearce noted that this is a request that Council members can talk to Supervisor Sheehy about.
- The group discussed having annual service recognition certificates go through the Mayor's office or internally.
- The group will bring examples of past certificates to the next meeting.

#### **10. Next Meeting Date & Agenda Items- VOTE**

*The next Membership Committee Meeting is tentatively scheduled for Thursday, July 13<sup>th</sup> 2017, 25 Van Ness, 8<sup>th</sup> Floor Conference Room, SF CA from 3:00-5:00 pm.*

#### **Parking Lot:**

- Member Recognition and Thanks
- Recruitment & Retention

- Agencies the Council can collaborate with.

**11. Adjournment**

- The Meeting was adjourned at 4:36pm 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)

**June 8, 2017**

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

1.	<b>Richard Bargetto (Co-Chair)</b>	P	Y										
2.	<b>Cesar Cadabes</b>	E	-										
3.	<b>Ed Chitty</b>	P	Y										
4.	Elaine Flores	P	Y										
5.	Paul Harkin	P	Y										
6.	<b>Ron Hernandez</b>	P	Y										
7.	Jessie Murphy	P	Y										
8.	<b>Ken Pearce (Co-Chair)</b>	P	Y										
9.	<b>Mick Robinson</b>	P	Y										
10.	Gwen Smith	E	-										
1.													
2.													
	Ayes												
	Nayes												
	Total												