

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday August 9, 2018  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Cesar Cadabes (Co-Chair), Ed Chitty (Co-Chair), Elaine Flores, Ken Pearce, Cassandra Roberts

**Committee Members Absent:** Billie Cooper, Ron Hernandez [E], Gwen Smith [E], Linda Walubengo [E]

**Council Members Present:** Thomas Knoble, Charles Siron

**Others Present:** Beth Neary (HHS)

**Support Staff Present:** Ali Cone, David Jordan, Mark Molnar

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:07 pm by Co-Chair Chitty. Everyone introduced themselves and quorum was established.

**2. Review /Approve August 9<sup>th</sup> 2018 DRAFT Agenda – VOTE**

The August 9<sup>th</sup> 2018 DRAFT Agenda was reviewed and approved by consensus.

**3. Review /Approve July 12<sup>th</sup> 2018 DRAFT Minutes – VOTE**

The July 12<sup>th</sup> 2018 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:
  - This report reflects one addition to the Council- new member Helen Lin.

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

- Interview/Discuss Prospective Applicant:
  - Wayne Rafus
    - The Committee interviewed and discussed prospective council member Wayne Rafus.
    - **MOTION: CM Pearce moves to recommend Wayne Rafus as a member of the HIV Community Planning Council.**
    - **CM Chitty seconds the motion.**
  - **MOTION PASSES: See column (1) for vote breakdown.**
- Notice of Attendance to be sent:

- Notice of Attendance sent:
- Letters of Probation to be sent:
  - Orin Allen
    - CM Allen is out of compliance with attendance policy and was not able to get back in compliance since receiving a notice of attendance last month, which automatically places him on probation.
- Letters of Probation sent:
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
  - Richard Bargetto
    - The Committee reviewed Richard Bargetto’s exit interview
    - CM Pearce requested one topic from his interview be added to the parking lot: “managing consumer expectations”
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
  - Juba Kalamka
    - The Committee reviewed Juba Kalamka’s application
    - **MOTION: CM Siron moves to interview at the next Membership meeting.**
    - **CM Cadabes seconds the motion.**
    - **MOTION PASSES: See column (2) for vote breakdown.**
- Mentor Program

## 8. Mentor Program Review

- The Committee reviewed the P&P regarding the mentor program.
  - CS Cone outlined the current P&P: the one-page policy in the body of the P&P manual, and the 3.5 page guidelines in the appendix.
  - The committee discussed best practices for effective mentorship.
  - Ultimately, the committee decided not to change the existing policies, but agreed that Council Staff would step up their oversight and communication of expectations to mentors and mentees.

## 9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, September 13<sup>th</sup> 2018, 25 Van Ness, 8<sup>th</sup> Floor Conference Room, SF CA from 3:00-5:00 pm.

**Parking Lot:**

- Agencies the Council can collaborate with.
- Managing consumer expectations

**10. Adjournment**

- The Meeting was adjourned at 4:50 pm by Co-Chair Chitty.

**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)

**July 12, 2018**

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

|    |                   |   |   |   |  |  |  |  |  |  |  |  |  |
|----|-------------------|---|---|---|--|--|--|--|--|--|--|--|--|
| 1. | Cesar Cadabes     | P | Y | Y |  |  |  |  |  |  |  |  |  |
| 2. | Ed Chitty         | P | Y | Y |  |  |  |  |  |  |  |  |  |
| 3. | Billie Cooper     | A | - | - |  |  |  |  |  |  |  |  |  |
| 4. | Elaine Flores     | P | Y | Y |  |  |  |  |  |  |  |  |  |
| 5. | Ron Hernandez     | E | - | - |  |  |  |  |  |  |  |  |  |
| 6. | Ken Pearce        | P | Y | Y |  |  |  |  |  |  |  |  |  |
| 7. | Cassandra Roberts | P | Y | Y |  |  |  |  |  |  |  |  |  |
| 8. | Gwen Smith        | E | - | - |  |  |  |  |  |  |  |  |  |
| 9. | Linda Walubengo   | E | - | - |  |  |  |  |  |  |  |  |  |
|    |                   |   |   |   |  |  |  |  |  |  |  |  |  |
|    | Thomas Knoble     | P | Y | Y |  |  |  |  |  |  |  |  |  |
|    | Charles Siron     | P | Y | Y |  |  |  |  |  |  |  |  |  |
|    | Ayes              |   | 7 | 7 |  |  |  |  |  |  |  |  |  |
|    | Nayes             |   |   |   |  |  |  |  |  |  |  |  |  |
|    | Total             |   | 7 | 7 |  |  |  |  |  |  |  |  |  |