

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday January 11, 2018  
25 Van Ness, 7<sup>th</sup> Floor Room 710  
3:00-5:00 pm

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**Committee Members Present:** Richard Bargetto (Co-Chair), Cesar Cadabes, Ed Chitty, Elaine Flores, Ron Hernandez, Gwen Smith

**Committee Members Absent:** Ken Pearce (Co-Chair) [E: Proxy Richard Bargetto], Paul Harkin [E]

**Council Members Present:** Ed Chitty, Mick Robinson, Jose Luis Guzman, Charles Siron

**Others Present:** Beth Neary [HHS]

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

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:00 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

**2. Review /Approve January 11, 2018 DRAFT Agenda – VOTE**

The January 11<sup>th</sup> 2018 DRAFT Agenda was reviewed and approved by consensus.

**3. Review /Approve November 9<sup>th</sup> 2017 DRAFT Minutes – VOTE**

The November 9<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 there have been no changes to the report since the last meeting. The biggest disparities in membership are still Latino/as, Native Americans and youth.
- Co-chair Bargetto commented that the council is almost in compliance for membership of non-aligned consumers.

**7. 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:

- None.
- 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
  - None.
- Review Exit Interview:
  - None.
- Dismissal Letters to be sent due to attendance requirements:
  - None.
- Review Prospective Member Application:
  - None.
- Interview/Discuss Prospective Applicant:
  - CS Jordan noted that Toni Newman withdrew her application in November. Membership will review a new applicant from Maitri next month, and interview the following month.
  - Cassandra Roberts Harris
  - Cassandra has been a member of the community of San Mateo for 51 years, as well as on the Community AIDS Board (CAB) for 18 years. She is interested in joining the council to get access to relevant and updated information on the epidemic. She is familiar with different methods of harm reduction as well as CDC guidelines related to HIV. Cassandra wants to help people in her county and continue to be a voice for positive folks in San Mateo.
  - **MOTION: Co-chair Bargetto moves to recommend Cassandra Roberts Harris as a member of the HCPC.**
  - **CM Hernandez seconds the motion.**
  - **VOTE: Motion passes. See column [1] for a vote breakdown.**
- Mentor Program
  - Dominique Johnson- Eric Sutter
  - CS Molnar noted that both Dominique and Eric were excited about being matched with each other.

#### 8. Committee Assignments- VOTE

- The committee reviewed 2018 committee assignments.
- CS Cone noted that folks in bold are appointed seats and are not required to declare home committee. She was unable to reach Linda Walubengo or Stacia Scherich and does not have their top choices. Council Staff will reach out to these members.
- CM Chitty points out that CM Robinson's second choice is Membership. CM Robinson comments that he would be fine moving to Membership.
- CS Molnar suggests that CS continue to reach out to Stacia.
- **MOTION: CM Chitty moves to approve the 2018 Committee Assignments with the above changes.**
- **CM Hernandez seconds the motion.**
- **VOTE: Motion passes. See column [2] for a vote breakdown.**

- CS Molnar referenced the motion that came from Membership, which would change the attendance policy for appointed seats to have to attend a home committee. He noted that steering had challenges with this motion and decided to table it officially.
- CS Molnar commented that there was a strong feeling among Steering that if one can't make the commitment that other members are making, then they shouldn't be on the council. There was discussion of the possibility of getting a replacement from their office. Other council members were concerned about losing the strength of these voices. They originally joined without the expectation of having to join a committee. The updated survey results will be at this month's steering.
- CS Cone noted that the first survey was an even split between who could come to committee meetings and who couldn't. The addition to the survey asked if someone else from the CM's agency could be appointed if they couldn't continue.
- CM Guzman added that the appointed positions from different departments within the health department and other city agencies took a while to get initial people. This is a carry-over from Prevention Planning council. There was a lot of turnover in Jail health. Because this role is not written into civil service job description, it's hard to balance asking for appointed seats.
  - CM Chitty commented that the jail is very short staffed right now, and it's a burden for a lot of people to come.
  - CM Guzman noted that people want to be present but are struggling with heavy workloads. He wants to be respectful of all the processes the council has.
- CM Chitty added that for many council members, they were not originally required to be part of committees.
  - CS Molnar added that there was a difference in policies between the two councils before they merged.
  - CM Guzman commented that any newly appointed person to the council will be required to attend both the Full Council and one committee meeting per month, and this will be noted in the bylaws.
- CM Flores commented that she doesn't want to lose council members because of mandatory committee attendance.
  - CS Molnar replied that this issue will be discussed further at Steering Committee.
  - CS Jordan added that some council members actually were required to be part of a committee in the past.
    - Co-Chair Bargetto added that the committee attendance requirement totals about 2 hours per month. He commented that everyone is welcome to attend the Steering meeting next week.
- CM Cadabes noted that it is important for the council to figure out how to maintain the balance of expertise in committee and council meetings.
  - CS Jordan pointed out that some council members have been open to coming to meetings when asked. He suggested that council members could ask in advance based on the content of meetings.
  - CM Chitty suggested dialing in people who can't attend in person.
    - CS Molnar noted that this has been difficult in the past.
    - CM Guzman added that in the past there was a primary and alternate member, but that the new structure doesn't allow for that.
- Co-Chair Bargetto asked how many of these people might the council potentially lose if this rule were imposed.

- CS Cone replied that based on the survey it would be about half of members. 6 people responded to the survey and 3 said they may not be able to continue.
- CS Jordan added that the council only stood to lose about 1-2 roles, meaning that even if more than one member had to leave the council, there would be others with similar expertise that could fill their roles.

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

*The next Membership Committee Meeting is tentatively scheduled for Thursday, February 8<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.

**10. Adjournment**

- The Meeting was adjourned at 4:03 pm 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)

**January 11, 2018**

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

1.	Richard Bargetto (Co-Chair)	P	Y	Y									
2.	Cesar Cadabes	P	Y	Y									
3.	Ed Chitty	P	Y	Y									
4.	Elaine Flores	P	Y	Y									
5.	Paul Harkin	E	-	-									
6.	Ron Hernandez	P	Y	Y									
7.	Ken Pearce (Co-Chair) [Proxy Richard Bargetto]	E	Y	Y									
8.	Mick Robinson	P	Y	Y									
9.	Gwen Smith	P	Y	Y									
1.	Jose Luis Guzman	P	Y	Y									

Ayes	9	9							
Nays									
Total	9	9							