

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday, April 11th 2019
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Cesar Cadabes (Co-Chair), Billie Cooper, Elaine Flores, Ron Hernandez, Ken Pearce, Gwen Smith

Committee Members Absent: Ed Chitty (Co-Chair) [E], Zachary Davenport [E], Cassandra Roberts [E], Linda Walubengo [E]

Council Members Present:

Others Present: Beth Neary (HHS)

Support Staff Present: Melina Clark, David Jordan

Minutes

1. Introductions

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

2. Review /Approve April 11th 2019 DRAFT Agenda – VOTE

The April 11th DRAFT Agenda was reviewed and approved by consensus.

- CS Jordan noted that due to a miscommunication, the interview applicant is not able to make it to today's meeting.
 - The group agreed that they'd like to interview him next month.

3. Review /Approve March 14th 2019 DRAFT Minutes – VOTE

The March 14th 2019 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Cooper announced that she has been selected as one of the 2019 SF Pride Community Grand Marshalls.

5. Public Comment

- None.

6. Demographic Information Update

- CS Clark reviewed the monthly demographic report:
 - This report reflects the resignation of Kevin Lee.
 - The Council is technically no longer under for African American council members or non-aligned consumers. The age demographics remain largely the same.
 - CS Molnar added that we're slightly under for HIV positive non-aligned consumers as well as Latinx folks.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:
 - Ney Nascimiento
 - The applicant will be interviewed next month.
- Notice of Attendance to be sent
- Notice of Attendance sent:
- Letters of Probation to be sent:
 -
- Letters of Probation sent:
 - Dominique Johnson
 - CS Clark noted that this is an automatic process.
 - CS Jordan noted that council staff will continue to reach out to her.
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Kevin Lee
 - CS Clark noted that council staff will be sending Kevin Lee hard copies of a thank you letter and exit interview. Council staff will let everyone know when they hear back.
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
 - Mentor Program

8. Next Meeting Date & Agenda Items- VOTE

- *The next Membership Committee meeting is scheduled for Thursday, May 9th 2019 at 25 Van Ness, 8th floor conference room.*

Parking Lot:

- Managing consumer expectations/agency collaboration
 - CS Jordan noted that past council members have been challenged when they had different expectations for what it means to be on the council than the reality.
 - CM Pearce recommended communicating clear expectations during the mentorship process. He asked council staff to put together best practices for the mentor relationship.
 - CM Hernandez expressed concern for bringing this up in the mentor relationship- it should be addressed during the application process.

- CS Jordan suggested pulling this out of the parking lot and adding to the agenda next month, as “Mentor Best Practices.” He added that after it’s reviewed by Membership next month, it can be reviewed by PLWH group in June.
- Beth Neary suggested giving new applicants a yearly schedule and copies of the agendas.
- CS Jordan noted that when he reviews applicants he suggests that they look at the website and familiarize themselves with the calendar and supporting documents. He also tries to be flexible with applicants and adapt to meet them where they’re at.
- CM Flores expressed support for clearly communicating expectations to people who are applying to the council.
- CM Cadabes reiterated that it sounds like council staff is already doing whatever is in their capacity to give as much information as possible during the screening process. During the interview process, it is the Committee’s responsibility to share our experiences and continue this conversation, and continue the screening process.
- CM Pearce suggested adding to the guide of interview questions.
- CS Jordan noted that folks are welcome to ask any questions they want- they don’t have to be on the interview guide. Many people who apply to the council have very interesting stories. Often times interviews are focused more around their stories, rather than technicalities.
- CM Cadabes noted that this is a great discussion to be having before our interview next month.
- CS Jordan added that in the past, this committee was very focused on vetting members and addressing the technical issues of being on the council.

9. Adjournment

- The Meeting was adjourned at 3:55 pm by Co-Chair Cadabes.

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)

April 11, 2019

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

1.	Cesar Cadabes	P										
2.	Ed Chitty	E										
3.	Billie Cooper	P										
4.	Zachary Davenport	E										
5.	Elaine Flores	P										
6.	Ron Hernandez	P										
7.	Ken Pearce	P										

8.	Cassandra Roberts	E										
9.	Gwen Smith	P										
10.	John Paul Soto	E										
11.	Linda Walubengo	E										
	Charles Siron											
	Michelle Spence											
	Ayes											
	Nays											
	Total											