

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday, January 10th 2019
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

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

Committee Members Absent: Ed Chitty (Co-Chair) [E], Elaine Flores [LoA], Cassandra Roberts [A]

Council Members Present: Zachary Davenport, Charles Siron

Others Present: Beth Neary (HHS)

Support Staff Present: Melina Clark, Ali Cone, David Jordan, Mark Molnar

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 January 10th 2019 DRAFT Agenda – VOTE

The January 10th 2019 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve November 8th 2018 DRAFT Minutes – VOTE

The November 8th 2018 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Jordan announced that the next PLWH Advocacy Group meeting has been set for Wednesday, January 30th from 3-5pm. Him and he met with CM Shriver are in the process of putting together the agenda. One of them will be reaching out to prospective members to try and get folks to attend.
 - CM Cooper asked what the meeting will be about.
 - CS Jordan responded that they will talk about the mission of the group, what they should discuss, the timing of the meetings, the frequency of when they meet, etc...
 - CM Pearce expressed hopes for folks attending this meeting.
- CM Pearce noted that co-chair elections are next month, and encouraged folks to think about if you would like to be co-chair.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report:
 - This report reflects the addition of Wayne Rafus. The Council is technically no longer under for African American council members or non-aligned consumers. The age demographics remain largely the same.
 - The biggest disparities in membership are still Latino/as, Native Americans and youth. The Council is also under for 60+ folks.

- CM Walubengo thanked everyone involved in recruiting new members to the Council, especially for the recruitment of African American folks.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:
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- Notice of Attendance to be sent
- Notice of Attendance sent:
- Letters of Probation to be sent:
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- Letters of Probation sent:
 - Orin Allen (sent August 2018; LOA October-November)
 - CM Cone noted that CM Allen is technically still on probation. He has been very communicative about excused absences this month.
 - CM Cooper noted that it seems like CM Allen is still very interested and committed to being on the Council.
 - Kevin Lee (sent November 2018)
- Review Renewals:
 - Darpun Sachdev
 - The Committee revisited the new attendance policy, and confirmed that renewing council members won't be required to attend committees until 2020.
 - CM Davenport noted that folks should be aware that in the minutes last month, it says he will be subject to the new policy requiring him to join a Committee as of his renewal last month. He noted that this is not actually the case-- folks appointed to the Council before the implementation of the attendance policy will not be required to join committees until 2020. Appointed seats who joined after the policy will be immediately required to adhere to join committees
 - **MOTION: CM Pearce moves to send CM Davenport's application for renewal to Full Council.**
 - **CM Walubengo seconds the motion.**
 - **MOTION PASSES: See column (1) for vote breakdown.**
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- Request for Leave of Absence:
 - Elaine Flores (January)
 - Wade Flores (January)
 - **MOTION: CM Pearce moves to approve the Leaves of Absences.**
 - **CM Hernandez seconds the motions.**
 - **MOTION APPROVED: See column (2) for vote breakdown.**
- Current Leave(s) of Absence:
- Committee Assignments:

- CS Molnar went over the current committee assignments, and folks' requests for this year's committees. He noted that while most folks got their first choices, a few did not. He wanted to make sure each committee is balanced between service providers and consumers. He asked folks on their thoughts of this draft committee assignments.
 - CM Pearce suggested moving Wade back to CE, because in the past his schedule was a barrier to making it here.
 - The Committee approved the committee selections with their edits. Council Staff will send out notices to folks with their new committee assignments.
- Resignations/Thank You for Service to the Council:
 - CM Davenport noted that he will be leaving his seat on the Council, due to a contract ending with his work. One of his colleagues, Lily Kurtell, will be attending the next Full Council with the possible intention of replacing him. CM Davenport hopes to be involved with the Council going forward.
 - CS Molnar noted that we've have multiple council members join the Council in one capacity, such as a service provider, and then later change their status. There is a precedent for keeping council members on if they are still interested. It will be ultimately up to the membership committee on whether or not CM Davenport stays.
- 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, February 14th 2019 at 25 Van Ness, 8th floor conference room.*

Parking Lot:

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

9. Adjournment

- The Meeting was adjourned at 3:35 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)

January 10, 2019

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

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