

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

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

Committee Members Absent: Ed Chitty (Co-Chair) [E], Zachary Davenport [A], Elaine Flores [A], Ken Pearce [LoA]

Council Members Present: Charles Siron, Michelle Spence

Others Present: Beth Neary (HHS), Kevin Hutchcroft (HHS)

Support Staff Present: Jennifer Cust, David Jordan

Minutes

1. Introductions

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

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

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

3. Review /Approve June 13th 2019 DRAFT Minutes – VOTE

The June 13th 2019 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Siron announced that the PLWH workgroup is July 16th from 4:00-5:30pm.
- CM Walubengo provided updates from the International AIDS Conference town-halls.
- Kevin Hutchcroft announced that the Director of the CDC will be in San Francisco July 19th.

5. Public Comment

- None.

6. Co-Chair Election- VOTE

- The council decided to table the Co-Chair elections until Ed Chitty was present.

7. Demographic Information Update

- CS Jordan reviewed the monthly demographic report:
 - There is a need for more unaligned consumers and latinx consumers.
 - CM Siron inquired about the HRSA definition of youth.
 - Kevin Hutchcroft noted that HRSA only required that consumers reflect the epidemic and 33% of the Council be unaligned consumers. According to the template 0-13, 13-19, 20-44 are some of the younger categories. These categories are flexible depending on the locality.

8. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:
- Notice of Attendance to be sent:
- Notice of Attendance sent:
- Letters of Probation to be sent:
- Letters of Probation sent:
- Review Renewals:
- Request for Leave of Absence:
 - Ken Pearce (July-August)
 - Jack Bowman (July-August, September-October)
 - Orin Allen (July-August)
- **MOTION: To approve the leave of absence requests for Ken Pearce, Jack Bowman, and Orin Allen.**
 - **Charles Siron moved to approve the Leave of Absence requests.**
 - **Linda Walubengo seconded.**
- **MOTION PASSES: Leave of Absence approved. See Column (1) for vote breakdown.**
- Current Leave(s) of Absence:
- Committee Assignments:
 - David Gonzalez- Council Affairs-> Committee Engagement
- **MOTION: To approve the committee reassignment of CM Gonzalez.**
 - **Co-Chair Cadabes moved to approve CM Gonzalez's committee re-assignment.**
 - **Linda Walubengo seconded.**
- **MOTION PASSES: Committee Assignment approved. See Column (2) for vote breakdown.**
- Resignations/Thank You for Service to the Council:
 - Wade Flores
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
 - Lily Kreutel
 - The committee reviewed Lily Kreutel's application.
- **MOTION: To approve Lily Kreutel's application.**
 - **John Paul moved to approve Lily Kreutel's application**
 - **CM Siron seconded.**
- **MOTION PASSED: See Column (3) for vote breakdown.**
- Interview/ Discuss Prospective Applicant:

- Antwan Matthews (Interviewing in August)
- Mentor Program

9. Carry Forward Allocation- VOTE

- CS Jordan introduced the carry forward recommendations coming for DPH HHS and amended by Council Affairs which includes:

FY-2018-19 Unexpended	\$239,976	
Emergency Financial Assistance	\$160,000	
Funding for Medication Lockers (provide homeless clients with safe places to store medications, recommendation of HCPC Homeless Work Group)	Up to \$50,000	(HHS is continuing to look into exact cost and will share budget information becomes available) if less than \$50,000, the remainder will go to Emergency Financial Assistance
Nutritional Liquid Supplements (homeless/substance users – feed-back from Needs Assessment)	\$29,976	

Original (As recommended by DPH HHS)

FY-2018-19 Unexpended	\$239,976	
Emergency Financial Assistance	\$160,000	
Funding for Medication Lockers (provide homeless clients with safe places to store medications, recommendation of HCPC Homeless Work Group)	\$50,000	(HHS is continuing to look into exact cost and will share budget information becomes available)
Ensure Liquid Supplements (homeless/substance users – feed-back from Needs Assessment)	\$29,976	

- CS Jordan explained the changes recommended by the Council Affairs.
- Beth Neary explained some of the reasoning behind the carry forward recommendations.
- **MOTION: To approve the carry forward recommendations created by DPH HSS and amended and recommended by Council Affairs.**
 - CM Siron moved to approve the Carry Forward Recommendations.
 - John Paul Soto seconded.
- **MOTION PASSED. See Column (4) for vote breakdown.**

10. Next Meeting Date & Agenda Items- VOTE

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

11. Adjournment

- The Meeting was adjourned at 4:03 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)

July 11, 2019

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

1.	Cesar Cadabes	P	Y	Y	Y	Y							
2.	Ed Chitty	E	-	-	-	-							
3.	Billie Cooper	P	Y	Y	Y	Y							
4.	Zachary Davenport	A	-	-	-	-							
5.	Elaine Flores	A	-	-	-	-							
6.	Ron Hernandez	P	Y	Y	Y	Y							
7.	Ken Pearce	E	-	-	-	-							
8.	Gwen Smith	P	Y	Y	Y	Y							
9.	John Paul Soto	P	Y	Y	Y	Y							
10.	Linda Walubengo	E	Y	Y	Y	Y							
	Charles Siron	P	Y	Y	Y	Y							
	Michelle Spence	P	-	-	-	-							
	Ayes												
	Nayes												
	Total												