

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday, March 14th 2019
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Cesar Cadabes (Co-Chair), Elaine Flores, Cassandra Roberts, Gwen Smith, Linda Walubengo

Committee Members Absent: Ed Chitty (Co-Chair) [E], Billie Cooper [E], Zachary Davenport [E], Ron Hernandez [A], Ken Pearce [E], JP Soto [E]

Council Members Present: Charles Siron, Michelle Spence

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 March 14th 2019 DRAFT Agenda – VOTE

The March 14th DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 10th 2019 DRAFT Minutes – VOTE

The January 10th 2019 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Flores noted that Jennifer Malone, director of SPAHR center, has resigned. They have a temporary replacement until a permanent one is found. She added that her and Wade are doing much better, and have returned from their Leaves of Absence.
- CM Siron announced that PLWH meeting is scheduled for Tuesday, March 19th from 3-5pm.
 - CS Molnar added that the group will technically be from 3-4:30pm, with an informal session after for just PLWH members.
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5. Public Comment

- None.

6. Co-Chair Election- VOTE

- The Committee elected co-chairs for 2019.
- **MOTION: To approve CM Cadabes and CM Chitty as Co-Chairs of the Membership Committee.**
 - **CM Walubengo nominates CM Cadabes as Co-Chair of the Membership Committee.**
 - **CM Cadabes accepts the nomination.**
 - **CM Siron seconds the nomination.**
 - **CM Cadabes nominates CM Chitty as Co-Chair of the Membership Committee.**
 - **CM Walubengo seconds the nominations.**
- **MOTION PASSES: See column (1) for vote breakdown.**

7. Demographic Information Update

- CS Cone reviewed the monthly demographic report:
 - This report reflects the addition of Michelle Spence. There have been no changes since last month.
 - 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.
 - The biggest disparities in membership are still Latinx, Native Americans and youth. The Council is also under for 60+ folks.
 - CM Walubengo asked if there's been any history of incentivizing young folks to join the Council. We need young people's voices at the table.
 - CS Molnar noted that the prevention council did that in the past, but for the Care Council it's not an allowable expense.
 - CM Cadabes brought up the idea of outside organizations incentivizing youth.

8. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:
- Notice of Attendance to be sent
 - Ben Cabangun
 - Paul Harkin
 - Dominique Johnson
 - CS Cone noted that this is an automatic process. She will be notifying those who are on the list.
- Notice of Attendance sent:
- Letters of Probation to be sent:
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- Letters of Probation sent:
 - Kevin Lee (sent November 2018)
 - CS Cone noted that next month, if CM Lee is not back in compliance, he will be subject to automatic dismissal due to not complying with the attendance policy.
 - CM Allen is back in compliance with the attendance policy.
- Review Renewals:
 - Mike Shriver
 - **MOTION: CM Walubengo moves to send CM Shriver's application for renewal to Full Council.**
 - **CM Siron seconds the motion.**
 - **MOTION PASSES: See column (2) for vote breakdown.**
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- Request for Leave of Absence:
- Current Leave(s) of Absence:

- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
 - Ney Nascimiento
 - CS Jordan noted that the applicant works for Shanti, though he does not work for a Ryan White or CDC funded program. He is applying as a consumer of services. He would have to declare a conflict of interest because of the overall organization.
 - He added that the applicant is part of a serodiscordant couple, Latino and a recent immigrant. He seems very interested and engaged. He has been to a few meetings as a member of the public.
 - **MOTION: CM Siron moves to interview the applicant.**
 - **CM Walubengo seconds the motion.**
 - **MOTION PASSES: See column (3) for vote breakdown.**
- Mentor Program

9. Application Updates- VOTE

- The Committee reviewed and voted on some changes/additions to the Council Member Application requested by the Mayor's Office.
 - **MOTION: CM Siron moved to approve the updated Council Member Application.**
 - **CM Walubengo seconds the motion.**
 - **MOTION PASSES: See column (4) for vote breakdown.**

10. CPG Representative Job Description- VOTE

- The Committee developed and voted on a job description for the California Planning Group representative.
- CS Molnar noted that CM Pearce had requested clarification on the term length for the CPG representative.
- CS Cone noted that this job description comes mostly from the CPG website. The qualifications and responsibilities feel translatable between roles. CM Hall also provided edits and additions.
- **MOTION: CM Siron moves to approve the CPG job description.**
- **CM Walubengo seconds the motion.**
- **MOTION PASSES: See column (5) for vote breakdown.**

11. Member Attendance at Full Council Meetings

- The Committee discussed full council meeting attendance.
- CS Molnar noted that this is a request that came from the co-chairs, specifically CM Knoble. He added that for staff, we considered "excused" absences to be that someone has let staff know before the meeting. However, you only have a certain number you can be excused for per quarter. We still report that to the full council as excused, but folks still need to fall under the attendance

- requirements. Sometimes people fall out of compliance, even when they were very communicative with staff.
- CM Walubengo noted that this is helpful, especially considering last month’s full council meeting had sparse attendance.
- CS Molnar added that when folks fall out of compliance, it shows up on the Membership agenda.
- CM Smith asked what the intention is behind this.
 - CM Walubengo noted that it’s mostly just for information. It came out of last month’s poorly attended meeting.
- CM Spence asked if this will continue to be tracked. She expressed interest in seeing a similar attendance record in future months.
 - The group asked council staff to produce this report again in May, after two more meetings.

12. Next Meeting Date & Agenda Items- VOTE

- *The next Membership Committee meeting is scheduled for Thursday, April 11th 2019 at 25 Van Ness, 8th floor conference room.*

Parking Lot:

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

13. 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)

March 14, 2019 roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

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

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