HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, September 14th 2017  
25 Van Ness, 8th Floor Conference Room  
3:00 – 5:00 pm

**Draft Agenda**

1. **Introductions**  
   Group 3:00

2. **Review/Approve September 14th 2017 DRAFT Agenda – VOTE**  
   Group 3:03

3. **Review/Approve August 10th 2017 DRAFT Minutes – VOTE**  
   Group 3:05

4. **Announcements**  
   Group 3:07

5. **Public Comment**  
   Group 3:10

6. **Demographic Information Update**  
   Council Staff 3:15
   
   *The Committee will review the monthly demographic report.*

7. **Council Member Attendance Report/ Council Applicants – VOTE**  
   Group 3:20
   
   - 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:
   - Current Leave(s) of Absence:
     - Ken Pearce (August-September)
   - 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:
• Interview/Discuss Prospective Applicant:
  ▪ Dominique Johnson

• Mentor Program
  ▪ Orin Allen- Paul Harkin

8. Resource Allocation
   Group 4:00
   The Committee will vote on resource allocation funding scenarios.

   Group 4:30
   The Committee will review the attendance policy and the Part B representative policy.

10. Next Meeting Date & Agenda Items – VOTE
    Group 4:55
    The next Membership Committee meeting is tentatively scheduled for Thursday, October 12th 2017 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

11. Adjournment
    Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT

TO RECRUIT, SCREEN, TRAIN, AND RETAIN COUNCIL MEMBERS,
IN ACCORDANCE WITH THE VALUES AND BY-LAWS OF THE HCPC.

HIV Community Planning Council
Administrative Office:
730 Polk Street 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health
Community Health, Equity & Promotion
HIV Health Services
25 Van Ness Avenue, San Francisco, CA 94102

The following services are available when requested by noon of the Friday before the Council meeting:

For American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, call (415) 674-4768. For a large print copy of agenda or minutes in alternative formats, call (415) 674-4768. In order to accommodate persons
with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

Know Your Rights under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Sunshine Ordinance Task Force at 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854, or by email at sotf@sfgov.org. Members of the public may obtain a free copy of the Sunshine Ordinance by contacting the email noted or by printing Chapter 67 of the San Francisco Administrative Code at www.sfgov.org/bdsupvrs/sunshine.htm.

The Planning Council has several standing committees where Council business and creation of motions for Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; members of the public are encouraged to testify at Council meetings and/or to write letters to the council members, c/o HIV Community Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available at www.sfhivplanningcouncil.org.

The agenda packet is available for review at the administrative office of the San Francisco HIV Community Planning Council office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.