

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, February 11<sup>th</sup> 2021  
3:00 – 5:00 pm

***Draft Agenda***

- 1. Introductions** **3:00**
- 2. Review/Approve February 11<sup>th</sup> 2020 DRAFT Agenda – VOTE** **3:03**
- 3. Review/Approve January 14<sup>th</sup> 2020 DRAFT Minutes – VOTE** **3:05**
- 4. Announcements** **3:07**
- 5. Public Comment** **3:10**
- 6. Co-Chair Election – VOTE** **3:15**  
*The Committee will elect co-chairs for 2021.*
- 7. Demographic Information Update** **3:25**  
*The Committee will review the monthly demographic report.*
- 8. Council Member Attendance Report/ Council Applicants – VOTE** **3:35**
  - Notice of Attendance to be sent:
  - Notice of Attendance sent:
  - Letters of Probation to be sent:
  - Letters of Probation sent:
    - Orin Allen (sent in October)
  - Review Renewals:
  - Request for Leave of Absence:
    - Helen Lin: March → April
  - 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:
- Interview/Discuss Prospective Applicant:
- Mentor Program

**9. Council Member Recruitment/Outreach 4:10**

*The Committee will discuss alternative forms of member recruitment and methods of outreach.*

**10. Tech Support for Council Members 4:35**

*The Committee will discuss how council members are adapting to virtual meetings and brainstorm how to improve tech support/access.*

**11. Next Meeting Date & Agenda Items – VOTE 4:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, March 11<sup>th</sup> 2021 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

Parking Lot:

**11. Adjournment 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 3<sup>rd</sup> 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](mailto: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](http://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](http://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.