

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, January 8th, 2026

via Zoom

3:00 pm – 4:00 pm

Agenda

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| 1. Introductions | 3:00 |
| 2. Review/Approve January 8th, 2025 DRAFT Agenda – VOTE | 3:03 |
| 3. Review/Approve November 13th, 2025 DRAFT Minutes – VOTE | 3:05 |
| 4. Announcements | 3:07 |
| 5. Public Comment | 3:10 |
| 6. Co-chair Elections – VOTE | 3:12 |

The committee will elect or re-elect co-chairs for the year.

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| 7. Council Member Attendance Report/ Council Applicants – VOTE | 3:15 |
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- Review Prospective Member Application:
- Interview/Discuss Prospective Applicant:
- Letters of Probation sent:
- Review Renewals:
- Notice of Attendance to be sent:
- Notice of Attendance sent:
 - Zachary Davenport
- Letters of Probation to be sent:
- Request for Leave of Absence:
 - Richard Sullivan – retroactive August through October 2025
 - Nga Le – January returning in February
 - Zachary Davenport – January through February, returning in March
- Current Leave(s) of Absence:
- Committee Assignments:
 - CM Barrios moved from Membership to Community Engagement Committee
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:

- Dismissal Letters to be sent due to attendance requirements:
- Mentor Program

8. Demographic Information Update 3:35

The Committee will review the monthly demographic reports.

9. Next Meeting Date & Agenda Items – VOTE 3:45

The Committee will meet next on February 12th, 2026, from 3:00 pm-4:00 pm via Zoom.

11. Adjournment 4:00

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:

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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.