

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday August 11, 2016  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Richard Bargetto (Co-Chair), Paul Harkin, Ron Hernandez, Andrew Lopez, Ken Pearce (Co-Chair)

**Council Members Present:** Chuck Adams, Charles Siron

**Committee Members Absent:** Ed Chitty [E], Billie Cooper [E], Gwen Smith [A], Eric Sutter [E]

**Others Present:** Kevin Hutchcroft (HHS), Oscar Macias (CHEP)

**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:08pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

**2. Review /Approve August 11<sup>th</sup> 2016 DRAFT Agenda – VOTE**

The August 11<sup>th</sup> 2016 DRAFT Agenda was reviewed and approved by consensus.

**3. Review /Approve July 14<sup>th</sup> 2016 2016 DRAFT Minutes – VOTE**

The July 14<sup>th</sup> 2016 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CM Harkin noted that he has fliers for Hep-C navigators that can serve as medical advocates and help clients with transportation. There is a Hep C group every other Tuesday at Glide.
- CS Molnar announced that the Full Council meeting is on August 29<sup>th</sup> from 3:30-6:30. The Summit is on September 2<sup>nd</sup> from 10-4 at 25 Van Ness on the 6<sup>th</sup> floor.
- CS Molnar asked Council members to please complete the service category prioritization sheet.
- CS Cone announced that Summit materials are available online. Hard copy materials can be provided by request.

**5. Public Comment**

- None.

**6. Demographic Information Update**

- CS Cone reviewed the monthly demographic report.
  - The epi report did not change from last month.
  - Nan O'Connor and Charles Fann are resigning from the Council. There are now 42 Council members.
  - The Council is under for non-aligned consumers. We are at 29% and need 33%.
- There is a replacement for Nan O'Connor's CBHS appointed seat. It would be up to this group to decide if the Council would want to make an exception to fill this seat before membership dropped below 40.

- Co-Chair Pearce suggested having a robust discussion about 40 members maximum upon attrition due to the amount of mandated seats we need to fill.
- CS Molnar noted that there are three appointed seats not filled: CBHS, Disease Prevention & Control and Jail Health Services.
- The Committee will discuss filling appointed seats at the next meeting.

## 7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
  - None.
- Letters of Probation to be sent:
  - None.
- Review Renewals:
  - None.
- Request(s) for Leave of Absence.
  - Chip Supanich (August- September).
  - **MOTION: CM Pearce moves to approve Chip Supanich's leave of absence (August-September).**
  - **CM Hernandez seconds the motion.**
  - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
  - The group discussed the leave of absence policy. Council members are allowed 2 leave of absences in a 12 month period.
- Current Leave(s) of Absence:
  - Kenneth Hornby (July-August).
- Committee Assignments:
  - Billie Cooper would like to move from the Membership Committee to the Community Engagement Committee.
  - David Gonzalez would like to move from the Policy and Procedure Work Group to the Council Affairs Committee.
  - **MOTION: CM Siron moves to approve all new Committee assignments (Billie Cooper, David Gonzalez).**
  - **CM Harkin seconds the motion.**
  - **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- Resignations/Thank You for Service to the Council
  - Charles Fann
  - Nan O'Connor
  - CM Pearce noted that Nan O'Connor expressed interest in becoming a Council member when the Council membership goes below 40.
- Review Exit Interview:
  - None.
- Dismissal Letters to be sent due to attendance requirements:
  - None.
- Review Prospective Member Application:
  - None.
- Interview/Discuss Prospective Applicant
  - None.

## 8. Carry Forward Funding- VOTE

- The Committee discussed resource allocation of RWPA Unfunds and reviewed the motions from Council Affairs and PLWH Advocacy group.
- HHS recommends the following to be considered for Carry Forward:
  - \$250,000 Pilot Project of Health Insurance Premium Payments program (for Covered CA plans)/Emergency Financial Assistance grants
  - \$4,000-\$6,000 Addition to Planning Council Support Contract for travel costs for two to attend Ryan White 2016 Conference
  - \$125,00 Additional for Dental Services
  - \$109,000-\$111,000 Client Incentive Vouchers
- HHS edited the carry-forward funding between the PLWH Advocacy Group and the Council Affairs Committee due to an update in the total number of unfunds.
- The group discussed how providers have their own standards when dispersing vouchers they request.
- The Committee reviewed travel for the grantee conference. A non-affiliated consumer and a member of Council staff have attended the conference in the past.
  - CM Lopez inquired about using unspent funds for Council members to travel to other relevant conferences.
  - CS Molnar responded that this has not been the case in the past and there may be pushback from HRSA to fund travel to other conferences.
- The carry forward funding will be voted on at Steering and then the Full Council meeting on the 29<sup>th</sup>.
- **MOTION: To approve the prioritization of the following for carry forward resource allocation.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

#### 9. Resource Allocation- VOTE

- The Committee developed Increased, Flat and Decreased resource allocation scenarios.
- Increased Funding: In the event of increased funding, increases will occur proportionally across all service categories.
- **MOTION: To approve the increased funding scenario.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**
- Flat Funding: If funding remains at the current level, service category resource allocation will remain level across all categories.
- **MOTION: To approve the flat funding scenario.**
- **VOTE: Motion Passes. See column [5] for a vote breakdown.**
- The group discussed that in the past, the city has backfilled cuts, but it is not guaranteed.
  - In the case that there is a large cut, service providers would be notified and there would be time for advocacy efforts. The decreased funding scenario would also come back before the Council for reconsideration.
- Decreased Funding: In the event of decreased funding\*\*, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package\*\*\* will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionally across all service categories
- **Motion: To approve the decreased funding scenario.**
- **VOTE: Motion passes. See column [6] for a vote breakdown.**

#### 10. Membership Policies a& Procedures- VOTE

- The Committee reviewed and updated policies and procedures relevant to Membership.

#### Orientation & Training for New Council Members

- The Committee reviewed the combined HPPC and HHSPC policy on orientation and training for new council members.
- The group adjusted the language of the policy.
- **MOTION: CM Pearce moves to approve the amended Orientation & Training for New Council Members policy.**
- **CM Siron seconds the motion.**
- **VOTE: Motion Passes. See column [7] for a vote breakdown.**

Application, Selection, and Appointment of Members

- The Committee reviewed the HPPC and HHSPC policies on application, selection, and appointment of members.
- The group combined the policies and adjusted the language.
- **MOTION: CM Pearce moves to approve the amended application, selection, and appointment of members policy**
- **CM Harkin seconds the motion.**
- **VOTE: Motion Passes. See column [8] for a vote breakdown.**

**11. Next Meeting Date & Agenda Items- VOTE**

*The next Membership Committee Meeting is tentatively scheduled for Thursday, September 8<sup>th</sup> 2016, 25 Van Ness, 8<sup>th</sup> Floor Conference Room, SF CA from 3:00-5:00 pm.*

**12. Adjournment**

- The Meeting was adjourned at 4:54 pm by Co-Chair Bargetto.

**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)

**August 11, 2016**

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

1.	<b>Richard Bargetto (Co-Chair)</b>	P	Y	Y	Y	Y	Y	Y	Y	Y	
2.	<b>Ed Chitty</b>	E	-	-	-	-	-	-	-	-	
3.	<b>Billie Cooper</b>	A	-	-	-	-	-	-	-	-	
4.	Paul Harkin	P	Y	Y	Y	Y	Y	Y	Y	Y	
5.	<b>Ron Hernandez</b>	P	Y	Y	Y	Y	Y	Y	Y	Y	
6.	Andrew Lopez	P	Y	Y	Y	Y	Y	Y	Y	Y	
7.	<b>Ken Pearce (Co-Chair)</b>	P	Y	Y	Y	Y	Y	Y	Y	Y	
8.	Gwen Smith	A	-	-	-	-	-	-	-	-	

9.	Eric Sutter	E	-	-	-	-	-	-	-	-	
1.	<b>Chuck Adams</b>	P	Y	Y	Y	Y	Y	Y	Y	Y	
2.	<b>Charles Siron</b>	P	Y	Y	Y	Y	Y	Y	Y	Y	
	Ayes		7	7	7	7	7	7	7	7	
	Nays										
	Abstain										
	Recusal										
	Total		7	7	7	7	7	7	7	7	