

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday July 14, 2016
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Richard Bargetto (Co-Chair), Ed Chitty, Paul Harkin, Ron Hernandez, Andrew Lopez, Ken Pearce (Co-Chair), Gwen Smith, Eric Sutter

Council Members Present: Chuck Adams, Charles Siron

Committee Members Absent: Billie Cooper [E]

Others Present: Oscar Macias

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

Minutes

1. Introductions

The meeting was called to order at 3:04pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve July 14th 2016 DRAFT Agenda – VOTE

The July 14th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve June 9th 2016 2016 DRAFT Minutes – VOTE

The June 9th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- The report is identical to last month. The Council needs 2 more non-aligned HIV positive members to be in compliance with its mandate.
- The group decided to continue the demographic report monthly.
- The group reviewed the council demographic sheet.
 - Co-Chair Bargetto requested that Council staff/roles be added to the list.
 - Council staff will send out the Council Member roster to the Full Council.
- The group discussed compiling a Council member expertise list.
 - Council members will determine whether they hold professional or personal expertise as long as they feel confident representing the interest of that population.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None.

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - Ken Hornby (July-August).
 - **MOTION: To approve Ken Hornby's leave of absence (July-August).**
 - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Current Leave(s) of Absence:
 - Chip Supanich (June-July).
- Committee Assignments:
 - Co-Chair Pearce requested the rosters of the Integrated Plan and Policy and Procedures work groups.
 - Billie Cooper would like to move from the Community Engagement Committee to the Membership Committee.
 - Paul Harkin would like to move from the Community Engagement Committee to the Membership Committee.
 - Charles Siron would like to move from the Membership Committee to the Community Engagement Committee.
 - **MOTION: To approve all new Committee assignments (Billie Cooper, Paul Harkin, and Charles Siron).**
 - **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- Resignations/Thank You for Service to the Council
 - The group requested that thank you letters be sent to all former members of both Prevention and Care councils.
- Review Exit Interview:
 - Mary Lawrence Hicks
 - Mary Lawrence filled the AETC seat, which we currently do not have filled.
 - The Committee discussed a comment in the exit interview stating that she would like a requirement for prospective members to state the role of the Council while being interviewed (to show that they have done research on the Council).
 - The group requested the set of prospective Council member's interview questions be brought to the next meeting.
 - Co-Chair Pearce requested a copy of the thank you for service letter be brought to the next meeting.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
 - The committee discussed the Care Council's former policy on dismissals due to attendance and non-renewals.
 - The group discussed the order in which a non-renewal vote would go after passed at the Membership Committee.
 - The Membership Committee and the P&P work group will decide where attendance and a non-renewal dismissals will go after the Membership Committee.
- Review Prospective Member Application:

- None.
 - The group requested that the membership application be brought to a meeting for review.
- Interview/Discuss Prospective Applicant
 - None.
 - The group discussed the interview process.
 - Council staff will bring the interview policy from the Care Council to the next meeting.

8. Orientation & Training- VOTE

- The Committee updated the policy on orientation and training.
- Oscar Macias reviewed the former Prevention Council's orientation and training materials.
- Council and CHEP staff will merge the training materials from Prevention and Care.
- The group discussed having trainings on Prevention and Care mandates.
- CM Siron expressed that all members should attend both Prevention and Care trainings and it should be done at a Full Council meeting.
- The Council Affairs Committee will determine when the trainings will be scheduled.
- The updated orientation manual/training will be presented to the Full Council.
- CM Lopez requested that CHEP staff bring the former Prevention membership processes documents, and the interview questions for prospective Council members.
- CS Jordan noted that he sent out an email to Council members inquiring about pairing former Prevention and Care members, but there was not a lot of response.
- CS Molnar noted that at the Summit there is time allotted for an icebreaker, Council members will be paired with their buddy/mentor at that time.

9. Deceased Council Members

- CM Pearce suggested honoring members of the former Prevention and Care Councils who have passed by inscribing their names at the AIDS memorial grove's circle of friends.
- Ryan White funds cannot spend money towards memorials, so we would have to raise the money ourselves. The group inscription is \$5000 and we do not have to pay in full before they inscribe in on World AIDS Day (December 1st).
- Ways to raise funds: GoFundMe, HAPN, Talk to Supervisors (Scott Weiner).
- CM Lopez noted that The Sisters of Perpetual Indulgence and The Grassroots Gay Rights Foundation have grants available. He is associated with both organizations and inquire about obtaining funds for the group.
- The group discussed having a blanket statement to represent Council members who have passed. The group will work on coming up with a statement once we have more information.
- Co-Chair Bargetto will bring up the idea to HAPN.

10. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, August 11th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:30-5:00 pm.

11. Adjournment

- The Meeting was adjourned at 4:48 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)

July 14, 2016

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

1.	Richard Bargetto (Co-Chair)	P	Y	Y									
2.	Ed Chitty	P	Y	Y									
3.	Billie Cooper	E	-	-									
4.	Paul Harkin	P	Y	Y									
5.	Ron Hernandez	P	Y	Y									
6.	Andrew Lopez	P	-	-									
7.	Ken Pearce (Co-Chair)	P	Y	Y									
8.	Gwen Smith	P	Y	Y									
9.	Eric Sutter	P	Y	Y									
1.	Chuck Adams	P	Y	Y									
2.	Charles Siron	P	Y	Y									
	Ayes		9	9									
	Nayes												
	Abstain												
	Recusal												
	Total		9	9									