

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday November 10th, 2016
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

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

Committee Members Absent: Ed Chitty [E]

Council Members Present: Chuck Adams

Others Present: Dean Goodwin, Kevin Hutchcroft, Oscar Macias

Support Staff Present: Mark Molnar, Liz Stumm

Draft Minutes

1. Introductions

The meeting was called to order at 3:13pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve November 10th 2016 DRAFT Agenda – VOTE

The November 10th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve October 13th 2016 2016 DRAFT Minutes – VOTE

The October 13th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Supanich announced that Getting to Zero is having a consortium meeting on Worlds AIDS Day (Dec. 1st) at 6:00 pm at 25 Van Ness on the 6th floor. The focus will be on HIV and Aging.
- CS Molnar announced that the Council Affairs Committee meeting was moved to November 15th due to Election Day the previous Tuesday.

5. Public Comment

- None.

6. Demographic Information Update

- CS Stumm reviewed the monthly demographic report.
- There have been no changes to the report for the last three months.
- CS Jordan noted that he has contacted people who have showed interest in joining the Council. Only one person has submitted an application (Zachary Davenport, CBHS seat).
- CS Molnar noted that Co-Chair Loughran and Tracey Packer have been in contact with the departments of the two other appointed seats (jail health services and STDs).
- CM Harkin commented that Council members can reach out to their networks. He suggested sending out a notice to Ryan White service providers.
- Co-Chair Goodwin noted that he can help get the word out by circulating a recruitment announcement.
- The group discussed creating a recruitment flier to place in provider waiting rooms.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Warning sent:
 - T.J. Lee-Miyaki
 - Aja Monet
 - Both members have attended recent Council meetings and no longer out of compliance.
- Letters of Probation to be sent:
 - Timothy Foster
 - **MOTION: CM Sutter moves to send a letter of probation to Timothy Foster.**
 - **CM Supanich seconds the motion.**
 - **VOTE: Motion passes. See column [1] for a vote break down.**
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - Jose Luis Guzman
 - Co-Chair Loughran announced that she is stepping down as Government Co-Chair of the Council. Her work load has been growing and she is not as involved as she would like to be. She feels that Jose Luis Guzman would be an appropriate replacement because he has experience being a Community Co-Chair of the former Prevention Council. She noted that she has already spoke with Co-Chairs and Council staff. She will draft an email announcing this to the Full Council.
 - The committee members acknowledged the work Co-Chair Loughran has done on the Council and her integral role in the merge process.
 - The committee reviewed the DPH Government Co-Chair role policy.
 - The group discussed the difference between a Government Co-Chair and an appointed seat. It was decided that a Government Co-Chair would in most cases would be known by the Council as a DPH/CHEP staff person.
 - Co-Chair Pearce inquired if there would be a conflict with Jose Luis being a Government Co-Chair and Policy & Procedure Co-Chair.
 - CS Molnar responded that his role would not change as Co-Chair of the P&P Work Group.
 - CM Supanich noted that he would like to have applicants come in and meet the membership committee in the future. The council knows Jose Luis, so it would not be necessary for him to come in for an interview.

- CM Lopez expressed that he would like Government Co-Chairs to follow the same process as appointed seats. The Council should be consistent with our process, and it shouldn't change because we know the person.
- Co-Chair Goodwin noted that Government Co-Chairs are not full members, two people share one vote. This is our way of fulfilling a funder mandate. He suggests moving Jose Luis as Co-Chair and amending the Government Co-Chair policy to describe a transition in seats.
- **MOTION: Co-Chair Pearce approve Jose Luis Guzman as Government Co-Chair.**
- **CM Harkin seconds.**
- **VOTE: Motion Passes. See column [2] for a vote breakdown.**

- Zachary Davenport
- The committee reviewed Zachary Davenport's application. He would be filling the CBHS seat.
- The group discussed the interview process for appointed seats.
- CM Supanich expressed that Zachary has impressive experience. He feels the group should have him come in for an interview.
- Co-Chair Pearce feels that this committee should treat appointed seats like any applicant. The Council should be consistent about the process.
- **MOTION: CM Lopez moves to have Zachary Davenport attend the next Membership Committee meeting for an interview.**
- **CM Hernandez seconds the motion.**
- **VOTE: Motion passes. See column [3] for a vote breakdown.**

8. Membership Policies a& Procedures- VOTE

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

DPH Government Co-Chair Role

- The Committee reviewed the DPH Government Co-Chair Role.
- The group discussed including a section that addressed a Co-Chair role transition.
- Co-Chair Goodwin suggested adding the language "In the event of a transition, the new appointment will be communicated to Council staff and the appointee will attend the next scheduled Membership Committee meeting."
- **MOTION: Co-Chair Goodwin moves to approve the amended DPH Government Co-Chair role policy.**
- **CM Pearce seconds the motion.**
- **VOTE: Motion passes. See column [4] for a vote breakdown.**

Mentor Program Mentor Program

- The group reviewed the HHSPC Mentor Program Guidelines.
- **MOTION: CM Pearce moves to approve the policy as written.**
- After more examination of the policy, the committee decided to update the language and context of the policy.
- The group removed language in the policy that is no longer relevant to the Council.
- The committee will continue to review the policy at the next meeting.
- Council staff will send the amended policy to the group before the next meeting for review.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, January 12th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

10. Adjournment

- The Meeting was adjourned at 5:02 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)

November 10, 2016

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

1.	Richard Bargetto (Co-Chair)	P	Y	Y	Y	Y							
2.	Ed Chitty	E	-	-	-	-							
3.	Paul Harkin	P	Y	Y	Y	Y							
4.	Ron Hernandez	P	Y	Y	Y	Y							
5.	Andrew Lopez	P	Y	Y	Y	Y							
6.	Ken Pearce (Co-Chair)	P	-	Y	Y	Y							
7.	Gwen Smith	A	-	-	-	-							
8.	Chip Supanich	P	Y	Y	Y	Y							
9.	Eric Sutter	P	Y	Y	Y	Y							
1.													
2.													
3.													
	Ayes		6	7	7	7							
	Nayes												
	Total		6	7	7	7							