

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday October 13th, 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

Committee Members Absent: Ken Pearce [E], Gwen Smith [A], Eric Sutter [E]

Council Members Present: Chuck Adams, Charles Siron, Chip Supanich

Others Present: Kevin Hutchcroft, Oscar Macias

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

Minutes

1. Introductions

The meeting was called to order at 3:07 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve October 13th 2016 DRAFT Agenda – VOTE

The October 13th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve September 8th 2016 2016 DRAFT Minutes – VOTE

The September 8th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Supanich announced that he is off his leave of absence and looking forward to continue working with the Council.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- There have been no changes to the report for the last two months.
- If the Full Council passes the motion to increase the membership to 50, this committee can consider recruiting non-aligned consumers, people of color and youth to fulfill the Council's mandate.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - T.J. Lee-Miyaki
 - Aja Monet
 - CS Cone clarified that Council staff usually notifies Council members of their letter of warning by phone or email, it is not a physical letter.
 - The group requested to change the letter of warning to "notice of attendance."
 - Council staff notified the group that appointed seats are no longer required to attend committee meetings which may change the membership of some committees.

- **MOTION: CM Supanich moves to approve T.J. Lee-Miyaki and Aja Monet's notice of attendance.**
 - **Co-Chair Siron seconds the motion.**
 - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Letters of Warning to be sent:
 - Timothy Foster
 - Matthew Miller
 - Due to extenuating circumstances, Council staff recommends holding off one month to issue letters of probation for Timothy Foster and Matthew Miller. Council staff has been in contact with both Council members about their attendance.
 - The group recommends to postpone letters of probation for one month.
- Letters of Probation to be sent:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - Kenneth Hornby (September-October).
- Committee Assignments:
 - Chip Supanich would like to move from the Council Affairs Committee to the Membership Committee.
 - **MOTION: CM Lopez move to approve Chip Supanich's move from the Council Affairs Committee to the Membership Committee.**
 - **CM Hernandez seconds the motion.**
 - **VOTE: Motion Passes. See column [2] for a vote breakdown.**
- 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:
 - None.
- Interview/Discuss Prospective Applicant
 - CS Jordan reported on prospective applicants if the Council votes to increase membership to 50.
 - Alan Acevedo: 27, HIV+, active in community planning in Santa Clara and San Diego.
 - Brian Kaplan: Stanford student, active in HIV related non-profits, studying public policy. Categorized as a youth, which is a group that is underrepresented on the Council.
 - Zachary Davenport: South Van Ness Behavioral Health staff (clinician). An appointed seat we are trying to fill (CBHS).
 - Craig Hutchinson: Director of HIV/AIDS Services at Westside Community Services.
 - Nathan Manuson: API wellness center staff. Consumer but not unaffiliated.
 - Stephanie Gray: API Wellness staff (peer advocate). African American transgender woman.
 - Mission Neighborhood Health Center: A consumer referral.
 - The Committee discussed recruiting and selecting new members strategically. They group will prioritize filling mandated seats and disparities within membership demographics.

- The group discussed that STDs, jail health services and mental health are the appointed seats that still need to be filled. Appointed seats still have to apply to the Council but they are assigned through their department.
- CS Molnar noted that if the Council approves increasing the membership to 50, CS Jordan will reach out to interested parties to see who would like to interview.

8. Membership Policies a& Procedures- VOTE

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

Corrective Action & Involuntary Removal

- The group reviewed the Corrective Action & Involuntary Removal policy with the updated harassment language.
- CM Bargetto recommended replacing “sex” and “sexuality” with “sexual orientation” and “gender identity”.
- **MOTION: CM Chitty moves to approve the amended Corrective Action & Involuntary Removal” policy.**
- **CM Harkin seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**

Membership Renewal

- The group reviewed the Membership Renewal policy of the HHSPC.
- The committee suggested adding CDC language to the policy.
- The group discussed replacing the demographic portion of the renewal application with the section in the Membership Application.
- **MOTION: CM Hernandez moves to approve the amended Membership Renewal policy with the updated Membership Application questions.**
- **CM Harkin seconds the motion.**
- **VOTE: Motion Passes. See column [4] for a vote breakdown.**

Recruitment

- The group reviewed the Recruitment policy of the HHSPC.
- The committee suggested adjusting the language to include HRSA/CDC and to update the policy to include the new committee name “Community Engagement.”
- **MOTION: CM Hernandez moves to approve the amended Recruitment policy.**
- **CM Lopez seconds the motion.**
- **VOTE: Motion passes. See column [5] for a vote breakdown.**

Mentoring Program

- The group reviewed the Mentoring Program policy of the HHSPC.
- The Committee discussed that the former Prevention and Care mentorship programs were informal processes.
- The group conversed about having the Membership Committee be more involved in the matching of mentors and mentees. The group would screen appropriate mentors and match them with mentees based on skills and personalities.
- CS Jordan noted that with any relationship, it has to be managed by the individuals. Mentors and mentees have to be proactive about setting boundaries and expectations.
- CM Lopez suggested including “The membership Committee will review and approve mentor and mentees to ensure success” to the first paragraph. He also proposed to include “Meet regularly to discuss and review Council operations, documents and processes” to the mentor roles.
- **MOTION: Co-Chair Siron moves to approve the amended Mentoring Program policy.**
- **CM Chitty seconds the motion.**

- **VOTE: Motion Passes. See column [6] for a vote breakdown.**
- CS Molnar noted that there is an appendix item for this policy that discusses the mentor/mentee relationship. This appendix will be brought to the next meeting for review.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, November 10th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

10. Adjournment

- The Meeting was adjourned at 4:16pm 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)

October 13, 2016

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

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