

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday September 8, 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

Council Members Present: Chuck Adams, Dean Goodwin

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

Others Present: Kevin Hutchcroft

Support Staff Present: Ali Cone, Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve September 8th 2016 DRAFT Agenda – VOTE

The September 8th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve August 11th 2016 2016 DRAFT Minutes – VOTE

The August 11th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Goodwin noted that HHS is now moving to the 8th floor and staff will have new phone numbers. We should be set up by next week.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
 - There have been no changes from the previous month. Last month Charles Fann and Nan O'Connor resigned from the Council.
 - The membership is now at 42 Council members.
 - CM Bargetto suggested reaching out to Timothy Foster because he has gotten a new job.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - Timothy Foster
 - Matthew Miller
 - CS Cone reported that this is the first month we have looked at attendance.
 - Community Engagement did not meet in August.
 - Timothy Foster and Matthew Miller did not meet the Council's attendance requirement.

- CS Cone noted that there is a couple different ways to go about a letter of warning. Council staff used to send physical letters and now we do it by phone. We always offer a plan of correction and an LOA as options. Council members have 1 month to rectify their attendance and have to communicate with Council staff. The next step will be a letter of probation.
 - **MOTION: CM Harkin moves to approve sending letters of warning to Matthew Miller and Timothy Foster.**
 - **CM Hernandez seconds the motion.**
 - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Letters of Probation to be sent:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - Kenneth Hornby (September-October).
 - **MOTION: CM Harkin moves to approve Ken Hornby's leave of absence.**
 - **CM Hernandez seconds the motion**
 - **VOTE: Motion passes. See column [2] for a vote breakdown.**
- Current Leave(s) of Absence:
 - Chip Supanich (August- September).
- Committee Assignments:
 - Lee Jewell would like to move from the Community Engagement Committee to the Council Affairs Committee.
 - **The committee approved Lee Jewell's committee assignment to Council Affairs.**
 - The committee discussed if the Membership Committee dropped below 7 members, to recruit members from other committees.
 - CM Hernandez suggested that because the Integrated Plan Work Group has dissolved we can ask members from that group if they would like to join a new committee.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - Council staff has sent out an exit interview to Charles Fann and Nan O'Connor.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - None.
- Interview/Discuss Prospective Applicant
 - CS Cone reported that Council staff has been receiving applications from appointed seats as well as non-aligned consumers.
 - Kevin Hutchcroft expressed that the Council is under for non-aligned consumers. We are at 12 right now and need 13 non-aligned consumers to fulfill the Council's mandate.
 - CM Goodwin noted that the Council should re-examine if 40 members upon attrition is the right number for our Council. We are under for both non-aligned consumers and mandated seats. He expressed that the group should think about prioritizing recruiting non-aligned consumers. He noted that Co-Chair Loughran and himself share a vote, and he inquired if they should be counted as 2 members.
 - CM Adams noted that at Full Council meetings the average attendance is usually around 33 members.

- CS Cone commented that adding a couple more members would not impact how Council staff provides support. There is enough room to have additional members at committees and at the full Council.
- CM Adams noted that it is important to have an abundant consumer voice on the Council, it is significant for the HIV community to have this perception.
- CM Harkin commented that this committee should choose members that will take the commitment to the Council seriously. He suggested a cap of 45 members for compliance and to get a good volume of representation.
- CM Chitty noted that adding numbers could make it easier for committees to achieve quorum.
- **MOTION: CM Harkin moves that HCPC membership should not exceed 45 members.**
- **CM Chitty seconds the motion.**
- **VOTE: Motion Passes. See column [3] for a vote breakdown.**
- This motion will go to Steering and the Full Council for a vote.

8. Membership Policies a& Procedures- VOTE

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

Interview Questions

- The Committee reviewed the HHSPC interview questions for prospective members.
- The group adjusted the questions to include prevention language.
- New questions generated by the group:
 - What is your understanding of the CDC guidance?
 - What is your understanding of prevention strategies?
 - What is your understanding of the National HIV strategies?
 - What is your understanding of Harm Reduction and how do you see that affecting HIV prevention and care?
 - What prevention tools are you aware of in the community?
- The committee discussed using these questions internally for the Membership Committee.

Corrective Action & Involuntary Removal

Termination & Resignation

- The Committee reviewed the HHSPC policy on Corrective Action & Involuntary Removal and the HPPC policy of Termination & Resignation.
- The committee consolidated the language of the policies.
- The group requested that Council staff bring a blanket statement that covers harassment to include in this policy. The group will review the included statement at the next meeting.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, October 6th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

10. Adjournment

- The Meeting was adjourned at 4:40 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)

September 8, 2016

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

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