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

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**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 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

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