

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday January 12, 2017
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

Committee Members Absent: Chip Supanich [E]

Council Members Present: Charles Siron

Others Present: Kevin Hutchcroft

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

Draft 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 January 12th 2017 DRAFT Agenda – VOTE

The January 12th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve November 10th 2016 2016 DRAFT Minutes – VOTE

The November 10th 2016 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- Co-Chair Pearce announced that for those on ADAP and Medicare Part D, there is a new Magellan intermediary that is now filling 90 day prescriptions. This is a huge difference for people who have other medications that are not part of ADAP. If you have questions about this please feel free to contact him.
- CM Chitty announced that recently, there have been issues with clients in domestic partnerships on ADAP meeting income requirements, due to their combined incomes. The new income requirement is under 58k for a single person and under 79k for partners. ADAP enrollment workers are collecting cases to see how many people are being affected by this.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- Three members have left the Council (Ken Hornby, Eileen Loughran, Cathy Newell) and Jose Luis Guzman has joined. The demographics in total don't look very different. There is a total of 40 members, 10 of which are non-aligned consumers.
- CM Chitty noted that he has a client who has shown interest in joining the Council. His client is homeless and is working on getting stable housing. He inquired if that would be a problem in joining the Council.

- CS Jordan responded that it would not be a problem. If the individual feels that their life is stable enough to attend meetings then we would love to have their voice on the Council.
- CS Jordan announced that if members know of anyone who is interested in joining, please have them contact him. The application is on the website if interested parties would like to submit one.
- CS Molnar noted that the Council is still out of our federal mandate for unaligned consumer and communities of color.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
 - None.
- Notice of Attendance sent:
 - None.
- Letters of Probation to be sent:
 - Aja Monet
 - CS Cone clarified that while on probation, members cannot vote and don't count towards quorum.
 - CS Molnar noted that he has spoken with CM Monet, and he explained that his lack of attendance was due to scheduling conflicts with his work.
 - **MOTION: CM Pearce moves to send the letter of probation to Aja Monet.**
 - **CM Chitty seconds the motion.**
 - **VOTE: Motion passes. See column [1] for a vote breakdown.**
- Letters of Probation sent:
 - Timothy Foster
 - CS Cone noted that CM Foster continues to be on probation. If members don't communicate with Council staff for two months they are assumed to have resigned. Council staff has communicated with CM Foster at the end of November.
 - The group discussed that December does not count because of the lack of meetings, CM Foster will need to communicate with staff before March.
 - CM Chitty inquired if an attendance timeline can be placed next to these agenda items for reference.
- 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
 - Kenneth Hornby
 - Catherine Newell
 - Eileen Loughran
- Review Exit Interview:
 - Eileen Loughran
 - The group discussed the comment about falling back on ways or customs of the former Councils.
 - CM Lopez noted that we have merged policies and procedures of both Council's, but moving forward we should have the mindset of creating new policies.

- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - Darpun Sachdev
 - CS Jordan noted that Darpun would be filling the role of former member, Charles Fann for the mandated STI seat. Darpun is a medical director at LINCS, she is an MD and heavily involved with Getting to Zero.
 - **MOTION: CM Sutter moves to interview Darpun Sachdev.**
 - **Co-Chair Siron seconds the motion.**
 - The group discussed how marking “other” for race in the application effects the demographic report.
 - Council staff clarified that multi-ethnic members are counted towards each race they mark down, to allow for Council members to self-identify however they want.
 - **VOTE: Motion passes. See column [2] for a vote breakdown.**
- Interview/Discuss Prospective Applicant:
 - Brian Kaplun
 - CS Jordan noted that Brian showed interest in the Council last spring. A lot of his work is outside of the EMA, he does work in San Mateo County but we don’t know to what extent. He would represent youth, however he may be interested in applying to grad school in the future.
 - CM Harkin expressed that this is our community and he may be taking up a seat of a community voice if he does not work in the EMA extensively.
 - The group discussed that he volunteers at the SF AIDS memorial, but they did not feel that was sufficient to count as working in the EMA.
 - **MOTION: Co-Chair Siron moves to not interview Brian Kaplun at this time.**
 - **CM Chitty seconds the motion.**
 - **VOTE: Motion Passes. See column [3] for a vote breakdown.**
- Interview/Discuss Prospective Applicant:
 - Zachary Davenport
 - CS Jordan noted that Zachary would be filling former member, Nan O’Connor’s CBHS seat.
 - CM Lopez inquired if Zachary is qualified to be an appointed seat due to his title in the organization. Other mandated seats are at a higher level, and he is concerned about the ability to enact change.
 - The group interviewed Zachary Davenport.
 - **MOTION: CM Harkin moves to approve Zachary Davenport as a member of the HIV Community Planning Council.**
 - **CM Hernandez seconds the motion.**
 - **VOTE: Motion passes. See column [4] for a vote breakdown.**
 - CS Jordan noted that the Full Council will vote on Zachary’s membership.
 - The group discussed that it would be optional for Zachary to choose a home committee because he is an appointed seat.

8. Committee Reassignment – VOTE

- The Committee discussed whether to reassign committees.
- CS Molnar questioned if this group would like to re-assign committee assignments. Formerly on the Care Council, committees would be reassigned at the beginning of each year. It has only been six months since the Committees were assigned due to the merge.

- The group discussed that Steering will decide at the next meeting where the Integrated Plan will be monitored and if the Integrated Plan Work group will dissolve.
- CM Sutter noted that he feels that committees are still taking their form, re-assigning committees seems disruptive.
- CM Pearce commented that he sees inequities within the standing committees. The Community Engagement Committee has two members on probation and the P&P and Integrated Plan work groups are not as active.
- CS Molnar noted the P&P work group should be wrapping up within the next 3 months or so. He noted that mandated seats are no longer required to attend committee meetings. A large number of Council members who used to have strong voices in committee meetings no longer attend.

9. Outreach Strategies- VOTE

- The Committee discussed outreach strategies to increase Council membership.
- CS Molnar noted that two mandated seats are potentially being filled in the next couple of months (Jail House Services and STI's.) He noted to keep the demographic reports in mind when thinking of recruitment. The Council is under for Latino/as, African Americans, Native Americans, Youth and HIV positive non-aligned consumers.
- CS Jordan noted that the process if someone is interested in joining is to have them contact him or if they are experienced and motivated you can have them fill out an application which is on the website.
- The group discussed creating palm cards with CS Jordan's information to hand out to interested parties.
- CS Jordan will send out an email to the Full Council with this information.

10. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, February 9th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

11. Adjournment

- The Meeting was adjourned at 4:58 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)

January 12, 2016

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

1.	Richard Bargetto (Co-Chair)	P	Y	Y	Y	Y					
2.	Ed Chitty	P	Y	Y	Y	Y					
3.	Paul Harkin	P	Y	Y	Y	Y					
4.	Ron Hernandez	P	Y	Y	Y	Y					
5.	Andrew Lopez	P	Y	Y	Y	-					

6.	Ken Pearce (Co-Chair)	P	Y	Y	Y	Y					
7.	Gwen Smith	P	Y	Y	Y	Y					
8.	Chip Supanich	E	-	-	-	-					
9.	Eric Sutter	P	Y	Y	Y	Y					
1.	Charles Siron	P	Y	Y	Y	Y					
2.											
3.											
	Ayes		8	8	8	7					
	Nays										
	Total		8	8	8	7					