

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday May 11, 2017
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Richard Bargetto (Co-Chair), Cesar Cadabes, Elaine Flores, Paul Harkin, Ron Hernandez, Ken Pearce (Co-Chair) Gwen Smith

Committee Members Absent: Ed Chitty [E], Cesar Cadabes [E], Jessie Murphy [E], Mick Robinson [E]

Council Members Present: Chuck Adams

Others Present: Kevin Hutchcroft (HHS), Irma Parada

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

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve May 11th 2017 DRAFT Agenda – VOTE

The May 11th 2017 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve April 13th 2017 2016 DRAFT Minutes – VOTE

The April 13th 2017 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar noted that the Steering committee will look at Tuesday, October 3rd for the Prioritization and Allocation Summit. It would most likely be from 10:00am-4:00pm. The September or October Full Council meeting will be folded into the Summit.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- The total membership is down to 40 and the Council is at 30% for non-aligned consumers.
- The Council needs representation from one more African American, Latinx, Native American, Youth and an unaligned consumer of services.
- CS Molnar noted that Council staff is working on a spreadsheet to track Council members seats, ages and community of representation to aid recruitment efforts.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
 - Matthew Miller
 - Stacia Scherich
 - CS Cone will send out a notice of attendance to CM Miller and CM Scherich.

- Co-Chair Pearce noted that both Stacia and Matthew are non-aligned consumers.
- Notice of Attendance sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Letters of Probation sent:
 - Timothy Foster
 - CS Cone noted that CM Foster has attended every one of his required meetings for the last month.
- 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:
 - Andrew Lopez
 - Co-Chair Pearce requested that CS Jordan contact the Native American Health Center representative that Andrew referred.
 - CM Harkin noted that this exit interview was candid and provided a lot of useful feedback that the Council should keep an eye on moving forward. He noted that the comments around the Council rubber stamping was something he has heard from other members.
 - Co-Chair Pearce suggested bringing exit interviews to the Steering Committees moving forward. He would like to review all the exit forms from the merged Council to identify themes.
 - The group discussed reviewing the exit interview guide.
- Aja Monet
- CS Molnar announced that CM Murphy had a conversation with Aja to discuss his exit interview. The group reviewed an email with the description of their phone conversation.
- Co-Chair Pearce inquired about what Aja was referring to when talking about consequences of filling out forms.
 - CS Cone noted that Aja was referring to not filling out 700 forms. There are consequences (fines, intercepting taxes) that can occur by not filling out annual 700 forms or assuming/leaving office forms.
 - CM Smith noted that she was previously fined by the FPPC when her paperwork was not turned in.
 - Co-Chair Peace requested that Council members should be reminded of potential fines when completing their 700 forms.
- CM Harkin noted that marginalized populations can be fearful of bureaucracy and filling out paperwork that goes to the State.
- CS Molnar commented that filling out 700 forms is unfortunately non-negotiable. Council members are mayoral appointed city commissioners.

- The group discussed Aja's comments about feeling shut down when not understanding something and ways in which the Council can better support folks.
 - CM Harkin noted that a mentor would have been helpful in this situation.
 - CS Molnar commented that he was sitting next to Aja during this incident. Some Council Members were trying to rush to a vote. Aja was the only voice that didn't understand. He felt that if he didn't understand, others might feel the same way. No one was seconded his tabling of the vote.
- CM E. Flores commented that Andrew's exit interview encouraged members to be more vocal, but Aja was shut down when speaking up. She feels the Council should slow down and allow time to process votes and decisions.
- CM Smith commented that the Full Council agenda is often too full which makes voting rushed. She also noted that most of the Council members who have resigned have been former Prevention members.
- CS Molnar noted that Aja's comment around community member's having informal affiliations with agencies might have to do with former Prevention terminology. The merged Council now identifies appointed seats, community members, government seats and consumers of services. If Aja had stayed he hopefully would have realized there was a shift within the Council.
- Co-Chair Bargetto commented that Aja still seems open to be communicated with in the future, is there a mechanism to reach out to former members to see if they want to reach out.
 - CS Molnar noted that there is no formal mechanism, but the former Council member remains on the list serve. This group can create a mechanism for that.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - None.
- Interview/Discuss Prospective Applicant:
 - Irma Parada
 - CS Cone noted that Irma's references gave her glowing reviews. They stated that she is a tremendous advocate for her clients and is knowledgeable about policy.
 - **MOTION: Co-Chair Pearce moves to approve Irma Parada as a member of the HIV Community Planning Council.**
 - **CM Smith seconds**
 - **VOTE: Motion Passes. See column [1] for a vote breakdown.**
- Mentor Program
 - None.

8. Carry Forward Allocation- VOTE

- The Committee will discuss allocation of unspent Ryan White funds.
- Kevin Hutchcroft announced that HRSA has moved up the due date for the Carry Forward request so that they are due within 30 days of the submission of the Final Fiscal Report (due at the end of May). We will have to finalize this by the May full Council meeting. We still don't know the exact amount, but last year we estimated 490,000 and we received 417,000.
- CS Molnar noted that the Community Engagement committee took HHS' recommendation. The Council Affairs committee amended the motion to percentages instead of dollar amounts because we don't know the final carry forward amount. The other addition was that the Council Affairs committee made taxi scripts a priority of 32% of client voucher amount.

- The committee reviewed a breakdown of the client vouchers from 2016. Farmers market vouchers were added as a pilot project that was requested by providers.
- The group discussed the different ways that agencies can use client vouchers (incentives, compensation for volunteering/surveys/focus groups, prizes for raffles).
- Co-Chair Pearce suggested clarifying what insurance the premium payment assistance covers.
 - Kevin responded that it is a local HIPP program, this program mostly covers Covered CA. There is a State guarantee that if you enroll in Covered CA and OAHIPP in 48hrs there is a guarantee that you will be covered. Last year, we allocated 250k so it can be interchanged between HIPP payments and emergency financial grants. Only 180k was used, 150K for emergency financial assistance and under 30k for OA-HIPP payments. Covered CA is fluid right now and naming the type of insurance may tie hands.
- The group discussed the need for the provider/client/enrollment worker community to be notified of this program more aggressively.
- CM E. Flores noted that most Marin clients know what about the health insurance premium payment program and are utilizing it.
- CM Hernandez inquired if you can you sign up for the health insurance premium payment program yourself?
 - Kevin responded that you need to sign up through your enrollment worker.
- The group inquired about if there was a waitlist for dental services.
 - Kevin responded that there is currently not a waitlist due to the carry forward funding last year. Every fall the dental provider usually has a waitlist due to the student schedule.
- **MOTION: To recommend allocation of unspent RWPA funds from FY 2016-17 in FY 2017-18 as Carry Forward funding to the following:**
 - 1. 37.5% Health Insurance Premium Payments/ Emergency Financial Assistance grants**
 - 2. 31.25% Dental Services**
 - 3. 31.25% Client Incentive Vouchers (with a minimum of 32% of the above amount for taxi scripts)**
- **VOTE: MOTION passes. See column [2] for a vote breakdown.**

9. Recruitment & Retention

- The Committee will discuss Council meeting times that are more accessible for people who work and the recruitment and retention of communities of color.
- Co-Chair Pearce noted that this group discussed that Committee times are hindering the Councils ability to recruit people who work from 9-5. He noted that all of the Councils meetings are in the late afternoon and the group should consider having meetings in the evening to enhance retention and recruitment.
- The group requested a Survey Monkey to be sent out to the Council to assess what their ideal Committee time is.
- Survey Monkey: To assess the impact of meeting times on retention and recruitment the Membership Committee is doing a poll to improve consumer participation
- What is your ideal meeting times for committees? Select all that apply:
 - Morning
 - Early Afternoon
 - Late Afternoon
 - Early Evening

10. Member Recognition and Thanks

- The Committee will discuss member recognition and thanks (annually and when resigning).

- The group discussed asking for annual recognition of Council members from the Mayor’s office.
 - CS Molnar noted that there might be some pushback from the Mayor’s office providing annual recognition letters.
- The group requested examples of Council member recognition from the past.

11. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, June 8th 2017, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot:

- Member Recognition and Thanks
- Recruitment & Retention

12. Adjournment

- The Meeting was adjourned at 4:54 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)

May 11, 2017

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

1.	Richard Bargetto (Co-Chair)	P	Y	Y								
2.	Cesar Cadabes	E	-	-								
3.	Ed Chitty	E	-	-								
4.	Elaine Flores	P	Y	Y								
5.	Paul Harkin	P	Y	Y								
6.	Ron Hernandez	P	Y	Y								
7.	Jessie Murphy	E	-	-								
8.	Ken Pearce (Co-Chair)	P	Y	N								
9.	Mick Robinson	E	-	-								
10.	Gwen Smith	P	Y	Y								

1. Chuck Adams	P	Y	Y							
2.										
Ayes		7	6							
Nayes			1							
Total		7	7							