HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday August 9, 2018
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Cesar Cadabes (Co-Chair), Ed Chitty (Co-Chair), Elaine Flores, Ken Pearce, Cassandra Roberts
Committee Members Absent: Billie Cooper, Ron Hernandez [E], Gwen Smith [E], Linda Walubengo [E]
Council Members Present: Thomas Knoble, Charles Siron
Others Present: Beth Neary (HHS)
Support Staff Present: Ali Cone, David Jordan, Mark Molnar

Minutes

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

2. Review /Approve August 9th 2018 DRAFT Agenda – VOTE
   The August 9th 2018 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve July 12th 2018 DRAFT Minutes – VOTE
   The July 12th 2018 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements
   • None.

5. Public Comment
   • None.

6. Demographic Information Update
   • CS Cone reviewed the monthly demographic report:
     o This report reflects one addition to the Council- new member Helen Lin.

7. Council Member Attendance Report/ Council Applicants- VOTE
   • Interview/Discuss Prospective Applicant:
     ▪ Wayne Rafus
       o The Committee interviewed and discussed prospective council member Wayne Rafus.
       o MOTION: CM Pearce moves to recommend Wayne Rafus as a member of the HIV Community Planning Council.
       o CM Chitty seconds the motion.
       • MOTION PASSES: See column (1) for vote breakdown.

   • Notice of Attendance to be sent:
• Notice of Attendance sent:

• Letters of Probation to be sent:
  ▪ Orin Allen
    o CM Allen is out of compliance with attendance policy and was not able to get back in
compliance since receiving a notice of attendance last month, which automatically
places him on probation.

• Letters of Probation sent:

• Review Renewals:

• Request for Leave of Absence:

• Current Leave(s) of Absence:

• Committee Assignments:

• Resignations/Thank You for Service to the Council:

• Review Exit Interview:
  ▪ Richard Bargetto
    o The Committee reviewed Richard Bargetto’s exit interview
    o CM Pearce requested one topic from his interview be added to the parking lot:
      “managing consumer expectations”

• Dismissal Letters to be sent due to attendance requirements:

• Review Prospective Member Application:
  ▪ Juba Kalamka
    o The Committee reviewed Juba Kalamka’s application
    o MOTION: CM Siron moves to interview at the next Membership meeting.
    o CM Cadabes seconds the motion.
    o MOTION PASSES: See column (2) for vote breakdown.

• Mentor Program

8. Mentor Program Review
• The Committee reviewed the P&P regarding the mentor program.
  o CS Cone outlined the current P&P: the one-page policy in the body of the P&P manual, and
    the 3.5 page guidelines in the appendix.
  o The committee discussed best practices for effective mentorship.
  o Ultimately, the committee decided not to change the existing policies, but agreed that Council
    Staff would step up their oversight and communication of expectations to mentors and
    mentees.

9. Next Meeting Date & Agenda Items- VOTE
The next Membership Committee Meeting is tentatively scheduled for Thursday, September 13th 2018, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot:
- Agencies the Council can collaborate with.
- Managing consumer expectations

10. Adjournment
- The Meeting was adjourned at 4:50 pm by Co-Chair Chitty.

**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)

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- Thomas Knoble   | P | Y | Y |
- Charles Siron   | P | Y | Y |

- Ayes: 7 7
- Nayes: 
- Total: 7 7