

HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday July 12, 2018
25 Van Ness, 8th Floor Conference Room
3:00-5:00 pm

Committee Members Present: Ed Chitty (Co-Chair), Billie Cooper, Ron Hernandez

Committee Members Absent: Cesar Cadabes (Co-Chair) [E], Elaine Flores [E], Ken Pearce [E], Gwen Smith [E], Cassandra Roberts [E], Linda Walubengo [E]

Council Members Present: Thomas Knoble, Charles Siron

Others Present: Beth Neary (HHS), Hanna Kiani, Helen Lin

Support Staff Present: Melina Clark, Ali Cone, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Cadabes. Everyone introduced themselves and quorum was established.

2. Review /Approve July 12th, 2018 DRAFT Agenda – VOTE

The July 12th 2018 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve June 14th 2018 DRAFT Minutes – VOTE

The June 14th 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:
 - The Council is slightly below 33% for Non-Aligned Consumers.
 - The changes this month reflect the fact that Richard Bargetto, Timothy Foster and Mick Robinson have recently left the Council.
 - The biggest disparities in membership are still Latino/as, Native Americans and youth. The Council is also under for at-large African American consumers.
 - There are currently no consumers under the age of 44.
 - The Council is also under for 60+ folks
 - CM Cooper noted that there was a big push a couple years ago to recruit folks aged between 25 and 40.
 - CS Jordan responded: he is always looking out for folks in this age range. It has been a challenging age range to recruit for.
 - CM Hernandez inquired: could a consumer of prevention services be considered for this part of the demographic report?

- CS Cone responded: they must be a consumer of Ryan White services.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
 - Orin Allen
 - CS Cone noted that Council Staff will send a notice of attendance to this Council Member.
- Notice of Attendance sent:
 - JP Soto
 - This Council Member is back in compliance with the attendance policy.
- Letters of Probation to be sent:
- 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:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
 - Wayne Rufus
 - CS Jordan noted that this applicant was referred to the Council via CM Discepolo. He works at the AIDS Foundation.
 - He spoke to Wayne when he first applied, mainly about attendance requirements and the general happenings of the Council.
 - CS Cone noted that the applicant is an African American service provider, which would help the Council meet the goal for African American members, but would not contribute to the goal to reach 33% non-aligned consumers.
 - CM Cooper inquired if billboards have been used to recruit members to the Council.
 - CS Molnar responded: he doesn't recall billboards being used in his time with the Council.
 - CM Siron remembers ads being posted in the SF Chronicle in the past.
 - CS Jordan added that the Council was in its early stages at this point, and may have had access to a broader spectrum of potential members.

- CS Molnar noted: the applicant has excellent references. If he is approved, this would result in two members of the SF AIDS Foundation being on the Council.
 - CM Siron noted that he supports moving forward with an interview for the applicant.
 - CM Knoble noted that CM Discepola works for Stonewall and this applicant works for the needle exchange program.
 - CM Cooper added that she doesn't see a conflict of interest with this applicant.
- **MOTION: CM Chitty moves to interview Wayne Rufus at the next Membership meeting.**
- **CM Siron seconds the motion.**
- **MOTION PASSES: See column (1) for vote breakdown.**
- Interview/Discuss Prospective Applicant:
 - Helen Lin
 - CS Jordan noted that the applicant was referred to the Council by former Council member Richard Bargetto.
 - CM Cooper noted that she has enjoyed working with the applicant in the past.
 - CM Siron noted that the applicant seems to be very knowledgeable in her field.
 - CM Chitty appreciated the sincerity of the applicant.
 - **MOTION: CM Siron moves to recommend Helen Lin as a member of the HIV Community Planning Council.**
 - **CM Hernandez seconds the motion.**
 - **MOTION PASSES: See column (2) for vote breakdown.**
- Mentor Program
 - This will be discussed during agenda item #9.

8. Carry Forward Funds—VOTE

- The Committee voted on a motion coming from Community Engagement regarding unspent Ryan White funds.
- CS Molnar noted that Community Engagement took HHS' recommendation. The document today is coming from Community Engagement, and will continue to move through Committees until final approval at Full Council later this month. Last year, the leftover funds were divided between vouchers, emergency financial assistance and dental services.
- CM Cooper inquired about the security staff.
 - CS Molnar responded: on past needs assessments, there was a pattern of clients having negative experiences with security personnel, who may have been unfamiliar with harm reduction, cultural humility, de-escalation, etc...
 - Beth Neary added: these folks can be a challenging group to reach. The idea of holding trainings is meant to address this issue.
- CM Cooper reflected on her experience as a client. She inquired if security personnel at different agencies are currently required to attend such trainings.
 - Beth Neary responded: DPH has specific trainings, but outside of this it can vary depending on the agency.
- CS Jordan added that security guards often call the police rather than try to de-escalate a situation. This training would also ideally address de-escalation.
- CM Hernandez inquired: how many people would the money for the Ensure supplement cover?

- CS Molnar responded: Council Staff will have this information at the next Full Council meeting.
 1. Beth Neary added: she is unsure of the exact amount, but it was determined that this funding allocated would be sufficient for the next year.
- CM Hernandez noted that taxi vouchers are not listed this year.
 - CS Molnar responded that there was a surplus of taxi vouchers this year.
- **MOTION: To recommend allocation of unspent RWPA funds from FY 2017-18 in FY 2018-19 as Carry Forward funding to the following:**
 1. **\$200,000 Emergency Financial Assistance/HIPP**
 2. **\$20,000 Ensure Liquid supplemental for providers**
 3. **\$88,881 Client Incentive Vouchers (Grocery/food)**
 4. **\$60,000 Trainings for security personnel**
 - Beth Neary noted: the column stating “key Parts of X08 Proposal are Funded,” is no longer relevant.
 1. The Committee amended the motion to remove this column from the next iteration.
- **VOTE: MOTION PASSES. See column (3) for vote breakdown.**

9. Mentor Program Review

- The Committee received a progress report on current mentor-mentee relationships.
 - CS Jordan noted: he has heard back from 4 out of 8 people mentors/mentees he contacted. In some situations, he heard just from the mentor or the mentee, not necessarily both parties.
 - There were overall positive results.
 - One suggestion he received was that there should be clearer expectations and commitments laid out by Membership and Council staff surrounding the nature of the mentor/mentee relationship. For example, how long the match should last, how often they should meet, etc...
 - The model in the past has been for folks to work out their own schedules.
 - Another suggestion: mentors requested to be provided further materials such as a list of acronyms.
 - CM Siron noted that it could be helpful to pick mentors for mentees. He is concerned about non-aligned consumers on the Council not understanding what they are voting on.
 - CM Chitty inquired if there is a process in place for educating Council Members on issues they may not understand. He added that it is the purview of Membership to scrutinize prospective Council Members.
 - CM Siron noted that this may be too big of a topic for this Committee to discuss.
 - CS Molnar noted that sometimes life circumstances change for council members. They may have had great intentions when joining the Council, but their circumstances may have changed.
 - Membership should consider: will this member be fulfilled in their role on the Council? Will it be a valuable experience for them? Membership needs to make sure folks understand the purview of the Council.
 - CS Molnar suggested keeping this as a standing agenda item.
 - CM Knoble inquired if there is an established timeline for the mentor-mentee relationship.
 - CS Jordan responded: there is not an established timeline or commitment. The idea has been to tailor the relationship to the specific people involved.
 - He added that it is the purview of this committee to establish more specific guidelines if they wish.

- CS Siron noted that he would like to see the current policy.

10. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, August 9th 2018, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot:

- Agencies the Council can collaborate with.

11. Adjournment

- The Meeting was adjourned at 4:48 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)

July 12, 2018

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

1.	Cesar Cadabes Proxy Ron Hernandez	E	Y	Y	Y								
2.	Ed Chitty	P	Y	Y	Y								
3.	Billie Cooper	P	Y	Y	Y								
4.	Elaine Flores	E	-	-	-								
5.	Ron Hernandez	P	Y	Y	Y								
6.	Ken Pearce	E	-	-	-								
7.	Cassandra Roberts	E	-	-	-								
8.	Gwen Smith	E	-	-	-								
9.	Linda Walubengo	E	-	-	-								
	Thomas Knoble	P	Y	Y	A								
	Charles Siron	P	Y	Y	Y								
	Ayes		6	6	5								

Nayes									
Total	6	6	5						