

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday June 14, 2018  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

**Committee Members Present:** Cesar Cadabes (Co-Chair), Elaine Flores, Ron Hernandez, Cassandra Roberts, Gwen Smith, Linda Walubengo

**Committee Members Absent:** Ed Chitty (Co-Chair) [E], Billie Cooper [E], Ken Pearce [E], Mick Robinson [E]

**Council Members Present:** Thomas Knoble, Charles Siron

**Others Present:** Beth Neary (HHS)

**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 June 14<sup>th</sup>, 2018 DRAFT Agenda – VOTE**

The June 14<sup>th</sup> 2018 DRAFT Agenda was reviewed and approved by consensus.

- CS Molnar recommended striking number 8 from the agenda. He noted that CS Jordan has only heard back from the mentees, but not the mentors. He will be following up with these folks by phone.
  - The Committee approved this change to the agenda.

**3. Review /Approve May 10<sup>th</sup>, 2018 DRAFT Minutes – VOTE**

The May 10<sup>th</sup> 2018 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CS Clark announced: The Group Dynamics Training, facilitated by Jamie Moran, is next Thursday, 6/21/18 from 10-2pm. It will be at 25 Van Ness, 8<sup>th</sup> floor conference room. The content survey will remain open until the training. CS Clark will be sending out another announcement next Monday.

**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 resignations of Richard Bargetto and Mick Robinson.
  - The biggest disparities in membership are still Latino/as, Native Americans and youth.
    - There are currently no consumers under the age of 45.
    - The Council is also under for 60+ folks
  - Co-Chair Cadabes inquired if there are any plans to recruit members in hopes of matching the Council demographics to those of the epidemic.

- CS Molnar noted that there is currently not plan for recruitment. It is the purview of this Committee to create such plans.
- CM Hernandez inquired if the Council has had any success at recruitment through flyers, advertisements, etc.
  - CS Molnar noted that the most success they've have is with individual recruitment.
- CM Flores noted that she just got connected with the Latino Community Baseline. She offered to touch base with them to see if they could recommend anyone to apply for the Council.

## 7. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
  - JP Soto
    - CS Cone noted that CM Soto let Council Staff know before each of his absences. Although he had valid reasons, Council Members are only given one Excused Absence per quarter.
  
- Notice of Attendance sent:
  - Timothy Foster
  - Laura Thomas
    - CM Thomas is back in compliance with the attendance policy.
  
- Letters of Probation to be sent:
  - Timothy Foster
  
- Letters of Probation sent:
  
- Review Renewals:
  - Timothy Foster
  - The Committee noted that CM Foster is committed to the work of the Council and has been a valuable member, but that it sounds like this is a challenging time for him.
  - The Committee regrettably elected to not renew CM Foster, and hopes that he will reapply when he is ready.
  
- Request for Leave of Absence:
  
- Current Leave(s) of Absence:
  - Charles Siron (May-June)
  - CM Siron noted that his health is improving. He requested that the Committee remove his Leave of Absence.
  
- Committee Assignments:
  - Thomas Knoble- Council Affairs Committee
  - **MOTION: To Approve Thomas Knoble as a Member of Council Affairs Committee.**
  - **MOTION APPROVED: See column (1) for vote breakdown.**
  
- Resignations/Thank You for Service to the Council:
  - Richard Bargetto
  - Mick Robinson

- CS Cone noted that Council Staff will send out Thank You Letters and Exit interview Forms to these Council Members.
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
  - Helen Lin
    - CS Molnar noted that Helen Lin is a Service Provider who was initially referred to the Council by CM Bargetto.
    - Co-Chair Cadabes noted that her application is very thorough.
    - **MOTION: CM Siron moves to interview Helen Lin.**
    - **CM Smith seconds the Motion.**
    - **MOTION PASSES: See column (2) for vote breakdown.**
- Interview/Discuss Prospective Applicant:
- Mentor Program

#### 8. Mentor Program Review

- The Committee decided to table this conversation until the following month.

#### 9. Committee Name- VOTE

- The Committee discussed a potential name change.
- Co-Chair Knoble noted that he has heard many issues brought up during Membership Committee meetings that seem to fall under that category of Human Resources (HR). He noted that this Committee seems to be handling more than just membership issues, and it may be helpful to add that to the title. The Committee seems to fall somewhere in between Membership and HR.
- CS Siron inquired if there is a process related to recruitment and membership.
  - CS Molnar responded that all processes related to recruitment, retention and attendance performance fall within the Membership Committee.
- CS Cadabes recalls the issues around HR having to do more with respectful engagement. He noted that the Committee discussed possible ways of engaging Council members who have challenges surrounding respectful engagement.
  - CM Siron noted that this issue was brought up during the merge. The process up until now has been for the Co-Chairs to intervene if such an issue persists.
  - CS Molnar added that usually the Membership Committee will come up with a plan of action, and the Co-Chairs will follow through.
  - He added that both Leadership and Membership are tracking challenges. The idea is for there to be checks and balances, so that the power surrounding these issues is not concentrated in one place.
  - CM Siron noted that he recalls this being spelled out in the Policies and Procedures Manual. He noted that the function of Membership is to recruit and retain members. Motions go from Membership, to Steering and then to Full Council. There are 3 levels. He commented that the Council is a volunteer organization and doesn't really have an HR department.

- Co-Chair Knoble noted that he was surprised to see Membership doing more than what he had traditionally viewed as the purview of a Membership Committee. There seemed to be a gap in the work of the Committee and the name.
  - Co-Chair Cadabes noted that it's the job of this Committee to vet Council Members.
  - CM Smith noted that on the Prevention Council this Committee was always called Membership.
  - CM Hernandez commented that "Membership" implies the current duties of the Committee.
- Co-Chair Cadabes stated that this conversation is helpful in identifying what Membership Committee's purview is as well as thinking about who should be responding to issues such as respectful engagement.
  - CM Siron suggested having a training surrounding Membership. Most folks don't comprehend what Membership does.
  - CM Hernandez inquired: If there is someone who is having challenges with respectful engagement, would they go to Membership?
    - CM Smith responded that this issue would first go to the Co-Chairs.
    - CS Molnar added that the elected leadership would be where these issues would go first. Membership exists more to not only handle recruitment, but also engage Council members on issues surrounding membership and attendance.
  - CM Walubengo suggested keeping the Committee's current title and considering removing the concept of HR from the conversation. She noted that during renewals, it makes sense to possibly engage Council members, but outside of that time this wouldn't be necessary.
- The Committee elected to keep the current name of Membership Committee.

**10. Next Meeting Date & Agenda Items- VOTE**

*The next Membership Committee Meeting is tentatively scheduled for Thursday, July 12<sup>th</sup> 2018, 25 Van Ness, 8<sup>th</sup> 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 4:03 pm by Co-Chair Cadabes.

**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)

**June 14, 2018**

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

|    |               |   |   |  |  |  |  |  |  |  |  |  |
|----|---------------|---|---|--|--|--|--|--|--|--|--|--|
| 2. | Cesar Cadabes | P | Y |  |  |  |  |  |  |  |  |  |
| 3. | Ed Chitty     | E | - |  |  |  |  |  |  |  |  |  |
| 4. | Billie Cooper | E | - |  |  |  |  |  |  |  |  |  |

|     |                   |   |   |  |  |  |  |  |  |  |  |  |  |
|-----|-------------------|---|---|--|--|--|--|--|--|--|--|--|--|
| 5.  | Elaine Flores     | P | Y |  |  |  |  |  |  |  |  |  |  |
| 6.  | Ron Hernandez     | P | Y |  |  |  |  |  |  |  |  |  |  |
| 7.  | Ken Pearce        | E | - |  |  |  |  |  |  |  |  |  |  |
| 8.  | Cassandra Roberts | P | Y |  |  |  |  |  |  |  |  |  |  |
| 8.  | Mick Robinson     | E | - |  |  |  |  |  |  |  |  |  |  |
| 9.  | Gwen Smith        | P | Y |  |  |  |  |  |  |  |  |  |  |
| 10. | Linda Walubengo   | P | - |  |  |  |  |  |  |  |  |  |  |
|     |                   |   |   |  |  |  |  |  |  |  |  |  |  |
|     | Thomas Knoble     | P | - |  |  |  |  |  |  |  |  |  |  |
|     | Charles Siron     | P | Y |  |  |  |  |  |  |  |  |  |  |
|     | Ayes              |   | 6 |  |  |  |  |  |  |  |  |  |  |
|     | Nayes             |   |   |  |  |  |  |  |  |  |  |  |  |
|     | Total             |   | 6 |  |  |  |  |  |  |  |  |  |  |