Minutes

1. Introductions
   The meeting was called to order at 3:14 pm by Co-Chair Bargetto. Everyone introduced themselves and quorum was established.

2. Review /Approve May 10, 2018 DRAFT Agenda – VOTE
   The March 8th 2018 DRAFT Agenda was reviewed and approved by consensus.

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

4. Announcements
   - CS Clark announced: the upcoming Full Council meeting will be on May 21, from 4:30-7:30pm.
   - CS Molnar announced a shift in roles among Council Staff.
     - CS Cone will still have a majority of her time in Planning Council, but is also taking a new role in Shanti that will reduce her time in Planning Council contract.
       - CS Cone will hold Membership committee. Membership-related questions can go to her, as well as questions relating to the City of San Francisco or the State of California (700 forms, etc.).
     - CS Jordan is now the official Program Manager for the Council. Please direct all Council-related questions towards him.
       - CS Jordan will hold Community Engagement and PLWH Advocacy Group.
       - CS Jordan will continue to hold Council Recruitment. He will retain many aspects of the Membership, but as CS Cone will be holding Membership, most membership-related questions can go to her.
     - CS Molnar will hold Council Affairs and Steering Committees.
   - CS Clark announced: the Group Dynamics Training will occur on Thursday June 21st from 10am-2pm at 25 Van Ness, 8th floor. Council Staff will send out a reminder the week of the training. Until then, the training content survey will remain open.

5. Public Comment
   - None.
6. Demographic Information Update
   - CS Cone reviewed the monthly demographic report:
     o The Council is now slightly below 33% for Non-Aligned Consumers. The goal is to get to 33% or higher.
     o The biggest disparities in membership are still Latino/as, Native Americans and youth.
       ▪ There are currently no consumers under the age of 45.
     o Thomas Knoble has replaced Jose Luis Guzman as government Co-Chair.
     o There are a few people on the docket for membership. There will be further updates regarding this next month.

7. Renewal Process- VOTE
   - CS Molnar reminded the Committee that last month, the decision by this committee was to have the renewal process be solely around meeting attendance requirements.
     o All members who were not out of compliance with membership parameters would be automatically renewed.
     o For today, the Co-Chairs had decided to only review membership renewal applications for folks that were out of compliance with the membership policy in the last two years.
     o MOTION: CM Pearce moves renew all applicants who have been meeting the attendance requirements.
     o Co-Chair Walubengo seconds the motion.
     o VOTE: Motion Passes. See column [2] for a vote breakdown.

8. Council Member Attendance Report/ Council Applicants- VOTE
   - Notice of Attendance to be sent:
     ▪ Laura Thomas
     ▪ Timothy Foster
     ▪ CS Cone noted that she failed to notify these people of attendance. She added that notification is very important, and she will absolutely notify these Council Members as soon as possible.
   - Notice of Attendance sent:
     ▪ None.
   - Letters of Probation to be sent:
     ▪ None.
   - Letters of Probation sent:
     ▪ None.
   - Review Renewals:
     ▪ Chuck Adams
     ▪ Margot Antonetty
     ▪ Bill Blum
     ▪ Jackson Bowman
     ▪ Ben Cabangun
     ▪ Cesar Cadabes
     ▪ Ed Chitty
     ▪ Billie Cooper
     ▪ Michael Discepola
     ▪ Cicily Emerson
     ▪ Elaine Flores
     ▪ Wade Flores
The Committee reviewed four Council Members who had fallen out of compliance with the attendance requirements at some point during the last two years.

- Cicily Emerson
  - Council Staff noted that she received 1 Notice of Attendance since July 2016.
  - CM Pearce commented: Membership’s recent update to the Attendance Policy for Appointed Seats has set the stage for having appointed seats being more involved.
  - **MOTION**: CM Pearce moves to approve CM Emerson’s application for membership renewal.
  - CM Hernandez seconds the motion.
  - **VOTE**: Motion Passes. See column [3] for a vote breakdown.

- Timothy Foster
  - Council Staff noted that he received 2 Notices of Attendance, and has spent 5 months on Probation since July 2016.
  - Co-Chair Walubengo inquired if there was a reason CM Foster didn’t ask for a Leave of Absence.
    - CS Molnar responded that it would be hard for him to answer this. The speculation is that challenges have continually come up that he has not predicted.
  - CM Pearce inquired if there is a precedent for having folks come in and talk to Membership about attendance issues.
    - CS Molnar responded: It could be a conversation with the Committee or Co-Chairs, or whoever could best create a safe space to talk to him.
  - Co-Chair Walubengo offered to reach out to CM Foster and check in.
    - CS Molnar noted that if she is willing to talk to him, this agenda item could be tabled until next month, after that conversation is had. Co-Chair Goodwin offered to reach out as well.
Co-Chair Knoble added: The Council has work to do. If someone can’t do the work, they can come back and reapply when things are more stable for them.

CM Smith inquired if CM Foster will receive a notice of attendance either way.
   o CS Cone responded: Yes. This could inform next month’s decision as well.

The Committee elected to table this conversation until the following month.

TJ Lee-Miyaki
   ▪ Council Staff noted that he received 2 Notices of Attendance, and has spent 1 month on Probation since July 2016.
   ▪ CM Chitty commented that this CM Lee-Miyaki seems to have been making an effort to come to more meetings.

**MOTION: CM Hernandez moves to approve CM Lee-Miyaki’s application for membership renewal.**

CM Roberts seconds the motion.

**VOTE: Motion Passes. See column [4] for a vote breakdown.**

Laura Thomas
   ▪ Council Staff noted that she received 1 Notice of Attendance since July 2016.
   ▪ CM Walubengo commented that in all the years that CM Thomas has been on the Council, she only received this one notice of attendance.

**MOTION: CM Pearce moves to approve CM Thomas’s application for membership renewal.**

Co-Chair Walubengo seconds the motion.

**VOTE: Motion Passes. See column [5] for a vote breakdown.**

**Request(s) for Leave of Absence.**

Charles Siron (May)
   ▪ **MOTION: CM Hernandez moves to approve Leaves of Absence for Charles Siron.**
   ▪ CM Pearce seconds the motion.

**VOTE: Motion Passes. See column [6] for a vote breakdown.**

**Current Leave(s) of Absence:**
   ▪ None.

**Committee Assignments:**

Cassandra Roberts
   ▪ **MOTION: To approve Cassandra Roberts as a member of the Membership Committee.**
   ▪ **VOTE: Motion Passes. See column [7] for a vote breakdown.**

**Resignations/Thank You for Service to the Council**

Jose Luis Guzman
   ▪ CS Cone noted that Council Staff is in the process of sending a thank you letter to Jose Luis Guzman.

**Review Exit Interview:**
   ▪ None.

**Dismissal Letters to be sent due to attendance requirements:**
   ▪ None.

**Review Prospective Member Application: Jon Edmond Abraham**

CS Molnar noted that there has not been a shift in the application since Membership last reviewed it.
   ▪ He noted that CS Jordan was able to get through to two out of three references. Both Jennifer Cust and Eric Sutter provided references.

Kevin Hutchcroft asked if there was an effort to ask to complete application.
• CS Molnar replied: Yes, CS Jordan spoke to the applicant on the phone and asked him to complete the application.
• Co-Chair Chitty commented that that Committee chose to delay review of this candidate in the hopes that he would complete his application.
• Co-Chair Walubengo commented that she would like to learn more about the applicant. It would be great to be able to ask him more questions.
  • She added that the Membership Application process needs to remain consistent, and the expectations needs to be made very clear to applicants.
• CM Roberts commented that she valued the process she had to go through to become a Council Member. It’s only fair that each and every individual should go through the same process.
• CM Smith commented that she would like to see a complete application in order to bring someone on to the Council.
• The Committee did not put forth a motion to move the candidate forward.
  • CM Flores noted that she would like to engage the applicant in other ways. She would love to have his presence at meetings.
• MOTION: CM Pearce moves that references need to be checked in advance of application review, and all elements of the application must be complete before review.
• Co-Chair Walubengo seconds the motion.
• VOTE: Motion Passes. See column [1] for a vote breakdown.
• Interview/Discuss Prospective Applicant:
  ▪ None.
• Mentor Program
  ▪ CM Chitty inquired if there has been any feedback from current mentor matches.
    ○ CM Pearce added that this could be a good point to add to this standing agenda item.
  ▪ CS Molnar asked: what are the parameters of mentoring? Should there be a standardized procedure? It could be good to check in with the mentors/mentees on how that relationship is going.
  ▪ Co-Chair Knoble noted that the term “Human Resources (HR)” has been associated with this group a few times. Has he group thought about a change in title?
    ○ The Committee elected to add this to the agenda for next month.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Thursday, June 14th 2018, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:00-5:00 pm.

Parking Lot:

• Agencies the Council can collaborate with.

10. Adjournment

• The Meeting was adjourned at 4:40 pm by Co-Chair Chitty.
May 10, 2018

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