

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

Committee Members Present: Ed Chitty (Co-Chair), Elaine Flores, Ron Hernandez, Ken Pearce, Cassandra Roberts, Gwen Smith, Linda Walubengo

Committee Members Absent: Richard Bargetto [E], [Cesar Cadabes [E], Billie Cooper [A], Mick Robinson [E]

Council Members Present: Dean Goodwin, Thomas Knoble

Others Present: Kevin Hutchcroft, Beth Neary

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

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:
 - The Council is now slightly below 33% for Non-Aligned Consumers. The goal is to get to 33% or higher.
 - The biggest disparities in membership are still Latino/as, Native Americans and youth.
 - There are currently no consumers under the age of 45.
 - Thomas Knoble has replaced Jose Luis Guzman as government Co-Chair.
 - 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.
 - All members who were not out of compliance with membership parameters would be automatically renewed.
 - 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.
 - **MOTION: CM Pearce moves renew all applicants who have been meeting the attendance requirements.**
 - **Co-Chair Walubengo seconds the motion.**
 - **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

- Timothy Foster
 - Matt Geltmaker
 - David Gonzalez
 - Dean Goodwin
 - Liz Hall
 - Paul Harkin
 - Ron Hernandez
 - Bruce Ito
 - Lee Jewell
 - Kevin Lee
 - T.J. Lee-Miyaki
 - Jessie Murphy
 - John Paul Soto
 - Ken Pearce
 - Charles Siron
 - Gwen Smith
 - Eric Sutter
 - Laura Thomas
 - Linda Walubengo
- 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.
 - 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.

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 10, 2018

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

1.	Richard Bargetto	E	-	-	-	-	-	-	-		
2.	Cesar Cadabes	E	-	-	-	-	-	-	-		
3.	Ed Chitty	P	Y	Y	Y	Y	Y	Y	Y		
4.	Billie Cooper	A	-	-	-	-	-	-	-		
5.	Elaine Flores	P	Y	Y	Y	Y	Y	Y	Y		
6.	Ron Hernandez	P	Y	Y	Y	Y	Y	Y	Y		
7.	Ken Pearce	P	Y	Y	Y	Y	Y	Y	Y		
8.	Cassandra Roberts	P	Y	Y	Y	Y	Y	Y	Y		
9.	Mick Robinson	E	-	-	-	-	-	-	-		
10.	Gwen Smith	P	Y	Y	Y	Y	Y	Y	Y		
11.	Linda Walubengo	P	Y	Y	Y	Y	Y	Y	Y		
	Thomas Knoble, Dean Goodwin	P	-	-	-	-	-	-	-		
	Ayes		7	7	7	7	7	7	7		
	Nayes		0	0	0	0	0	0	0		
	Total		7	7	7	7	7	7	7		