

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

Committee Members Present: Billie Cooper, Elaine Flores, Ron Hernandez, Ken Pearce, Cassandra Roberts, Gwen Smith

Committee Members Absent: Cesar Cadabes (Co-Chair) [E], Ed Chitty (Co-Chair) [E], Linda Walubengo [A]

Council Members Present: Thomas Knoble

Others Present: Beth Neary (HHS), Michelle Spence

Support Staff Present: Melina Clark, David Jordan, Mark Molnar

Minutes

1. Introductions

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

2. Review /Approve November 8th 2018 DRAFT Agenda – VOTE

The November 8th 2018 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve October 11th 2018 DRAFT Minutes – VOTE

The October 11th 2018 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced that there will be an HCPC Holiday Party in early December. Stay tuned for further details.
- CM Cooper expressed her support for doing something to honor Norman Tanner, a former Council Member who tragically passed away recently.

5. Public Comment

- None.

6. Demographic Information Update

- CS Clark reviewed the monthly demographic report:
 - This report reflects the addition of Juba Kalamka. The Council is no longer under for African Americans.
 - The biggest disparities in membership are still Latino/as, Native Americans and youth. The Council is also slightly under for at-large African American consumers.
 - The youngest Council Member is 48.
 - The Council is also under for 60+ folks.
 - CS Molnar added that the council is under for non-aligned consumers, and is now up to par for Native Americans.
- CM Cooper asked if folks ever dial in to meetings.

- CS Molnar noted that this would go against the by-laws and sunshine ordinance. There is one exception, CM Hall, who lives in Sacramento. She abstains from all votes.
- The group also discussed ways to try and recruit American Indian/Alaska Native folks.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:
 - Michelle Spence
 - After interviewing the applicant, the group noted that she seems very qualified and passionate about her work.
 - **MOTION: CM Cooper moves to recommend Michelle Spence as a member of the HIV Community Planning Council. CM Pearce seconds the motion.**
 - **MOTION PASSES: See column (2) for vote breakdown.**
- Notice of Attendance to be sent
- Notice of Attendance sent:
 - Dominique Johnson
 - Kevin Lee
 - Gwen Smith
- Letters of Probation to be sent:
 - Kevin Lee
 - CS Clark noted that while he has been very communicative about his absences, he is still automatically up for a letter of probation.
- Letters of Probation sent:
 - Orin Allen (sent August 2018)
 - CS Clark noted that CM Allen has come to two meetings since August and has two excused absences.
- Review Renewals:
 - Zachary Davenport
 - CM Hernandez noted that CM Davenport is passionate and engaged with the Council.
 - CS Molnar noted that CS Davenport will be the first member subject to the new attendance policy of appointed seats attending Committee meetings.
 - **MOTION: CM Pearce moves to move the application for renewal to Full Council.**
 - **CM Hernandez seconds the motion.**
 - **MOTION PASSES: See column (3) for vote breakdown.**
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- Request for Leave of Absence:
 - Orin Allen
 - CS Jordan noted that CM Allen has requested for this Leave to be retroactive for October and November.
 - **MOTION: CM Pearce moved to approve the Leave of Absence.**
 - **CM Cooper seconds the motions.**
 - CM Cooper noted that it seems like CM Allen is still very interested and committed to being on the Council.
 - **MOTION APPROVED: See column (1) for vote breakdown.**

- Current Leave(s) of Absence:
- Committee Assignments:
 - CS Molnar announced that Committees are up for re-assignment. CS Clark will be sending an email to the Council for folks to rank their top choices for committees. There will also be a vote for committee co-chairs in the near future. Depending on when the next meeting of this committee is scheduled, the new assignments will start either in January or February.
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
 - Mentor Program

8. Full Council Membership Approval Process- VOTE

- The Committee discussed the process of approving new members at Full Council.
 - CS Molnar noted that Wayne Rafus, a prospective member to the Council, was not present at the Full Council vote last month. He has had a recent shift in employment that caused his application to be put on hold. He was unfortunately unable to attend last month's meeting, and was not able to provide a bio. Because the Co-Chairs of Membership were not in attendance and couldn't speak on behalf of the applicant, some members moved to postpone the vote.
 1. The Council Co-Chairs requested that Membership discuss future protocol for a situation like this.
 - CM Pearce suggested coming up with something in writing to address this. He expressed support for a consistent membership process.
 1. CS Molnar noted that this hasn't happened before. The mandate from the Full Council for this Committee was more about determining whether or not the Council should vote on someone who is not present and/or has not provided a bio.
 - CS Jordan noted that since the application had been pushed back, it was harder for someone to speak on behalf of the applicant at the meeting. It really is an unusual situation.
 - CM Roberts asked if we can put together something on the application about a requirement for a bio and/or being present for the meeting.
 - CM Pearce asked if we can just always just cut and paste from people's applications.
 - CS Molnar pointed out that asking people to write a bio can be empowering.
 - CM Smith voiced that if the application doesn't come with a bio and are not present, they should be removed from the agenda.
 - CS Molnar noted that Council Staff could ask applicants to either provide a bio or for us to cut and paste from the person's application.
 - Beth Neary noted that perhaps if someone doesn't provide a bio, perhaps they are someone who prefers to present in person.

- CS Jordan noted that the application is already time consuming, adding more requirements could make it onerous to complete.
- **MOTION: CM Pearce moves that prospective members should be required to appear at the Full Council meeting where they will be voted on. The prospective applicant will be required to speak and/or provide a bio to the Council before the vote.**
- **CM Knoble seconds the motion.**
- **MOTION PASSES: See column (4) for vote breakdown.**

9. Next Meeting Date & Agenda Items- VOTE

- *The next Membership Committee meeting is scheduled for Thursday, January 10th 2019 at 25 Van Ness, 8th floor conference room.*

Parking Lot:

- Agencies the Council can collaborate with.
- Managing consumer expectations

10. Adjournment

- The Meeting was adjourned at 3:35 pm by Co-Chair Knoble.

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)

November 8, 2018

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

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

Thomas Knoble	P	Y	Y	Y	-					
Ayes										
Nayes										
Total										