

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, August 8<sup>th</sup> 2019  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Cesar Cadabes (Co-Chair), Ed Chitty (Co-Chair), Billie Cooper, Elaine Flores, Ron Hernandez, John Paul Soto, Linda Walubengo

**Committee Members Absent:** Ken Pearce [LoA], Gwen Smith [A]

**Council Members Present:** Thomas Knoble

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

**Support Staff Present:** Jennifer Cust, David Jordan

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:03 pm by Co-Chair Cadabes. Everyone introduced themselves and quorum was established.

**2. Review /Approve August 8<sup>th</sup> 2019 DRAFT Agenda – VOTE**

The Aug 8<sup>th</sup> DRAFT Agenda was reviewed and approved by consensus.

**3. Review /Approve July 11<sup>th</sup> 2019 DRAFT Minutes – VOTE**

The July 11<sup>th</sup> 2019 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- Co-Chair Walubengo announced she will be leaving SFAF on Sept 2<sup>nd</sup> and will be stepping down as co-chair.
- CS Molnar announced the upcoming Summit is happening August 27<sup>th</sup>

**5. Public Comment**

- None.

**6. Co-Chair Election- VOTE**

- Ed Chitty accepted the nomination as co-chair.
- **MOTION: To approve the nomination of Ed Chitty as Co-chair for Membership Committee.**
- **Motion passes: see column (1) for vote breakdown.**

**7. Demographic Information Update**

- CS Jordan reviewed the monthly demographic report which hasn't changed from last month.
- CS Molnar noted the Council is low on unaligned consumers, which is the only demographic that is mandated by HRSA.
- Beth Neary noted that there may need to be 3 or 4 new people recruited in order to make the mandated numbers.
- CS Molnar spoke about unfortunate timing of the lack of mandated unaligned consumers since the grant application is coming up.

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

- Interview/Discuss Prospective Applicant:
- Notice of Attendance to be sent:
- Notice of Attendance sent:
- Letters of Probation to be sent:
- Letters of Probation sent:
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
  - Ken Pearce (July-August)
  - Jack Bowman (July-August, September-October)
  - Orin Allen (July-August)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
  - Zachary Davenport
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
  - Alexandria Andrews (Part B rep)
  - The Committee reviewed the application.
  - **MOTION: To approve Alexandria Andrew's application.**
    - **CM Knoble moved to approve Alexandria Andrews application as the Part B rep seat.**
    - **Co-Chair Chitty seconded.**
  - **MOTION PASSED: See column (2) for vote breakdown.**
  - Javon Bright
  - The Committee reviewed the application.
  - **MOTION: To approve Javon Bright's Application**
    - **CM Hernandez Moved to approve Javon Bright's Application and invite him for an interview.**
    - **Co-Chair Chitty seconded.**
  - **MOTION PASSED: See column (3) for vote breakdown.**

- Interview/ Discuss Prospective Applicant:
  - Antwan Matthews
  - The committee interviewed Antwan Matthews
  - **MOTION: to recommend Antwan Matthew’s membership to the Full Council**
    - **CM Hernandez moved to recommend Antwan Matthew’s membership to Full Council**
    - **CM Knoble seconded.**
  - **MOTION PASSED: See column (4) for vote breakdown.**
- Lily Kreutel
- The committee interviewed Lily Kreutel
- **MOTION: to recommend Lily Kreutel’s membership to the Full Council.**
  - **CM Soto moved to recommend Lily Kreutel to the Full Council**
  - **CM Cooper seconded.**
- **MOTION PASSED: See column (5) for vote breakdown.**
- The committee discussed adding “queer” as a sexual orientation question on the membership application.
- Beth Neary volunteered to bring definitions that were recently added at DPH HHS documentation.
- Mentor Program

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

- *The next Membership Committee meeting is scheduled for Thursday, September 12<sup>th</sup> 2019 at 25 Van Ness, 8<sup>th</sup> floor conference room.*

**10. 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)

**July 11, 2019**

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

1.	Cesar Cadabes	P	Y	Y	Y	Y	Y				
2.	Ed Chitty	P	Y	Y	Y	Y	Y				
3.	Billie Cooper	P	-	-	-	Y	Y				
4.	Elaine Flores	P	Y	Y	Y	Y	Y				
6.	Ron Hernandez	P	Y	Y	Y	Y	Y				

7.	Ken Pearce	LoA	-	-	-	-	-				
8.	Gwen Smith	A	-	-	-	-	-				
9.	John Paul Soto	P	Y	Y	Y	Y	Y				
10.	Linda Walubengo	P	Y	Y	Y	Y	Y				
	Thomas Knoble	P	Y	Y	Y	Y	Y				
	Ayes										
	Nays										
	Total										