Committee Members Present: Cesar Cadabes (Co-Chair), Elaine Flores, Cassandra Roberts, Gwen Smith, Linda Walubengo
Committee Members Absent: Ed Chitty (Co-Chair) [E], Billie Cooper [E], Zachary Davenport [E], Ron Hernandez [A], Ken Pearce [E], JP Soto [E]
Council Members Present: Charles Siron, Michelle Spence
Others Present: Beth Neary (HHS)
Support Staff Present: Melina Clark, Ali Cone, David Jordan, Mark Molnar

Minutes

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

2. Review /Approve March 14th 2019 DRAFT Agenda – VOTE
   The March 14th DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 10th 2019 DRAFT Minutes – VOTE
   The January 10th 2019 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements
   - CM Flores noted that Jennifer Malone, director of SPAHR center, has resigned. They have a temporary replacement until a permanent one is found. She added that her and Wade are doing much better, and have returned from their Leaves of Absence.
   - CM Siron announced that PLWH meeting is scheduled for Tuesday, March 19th from 3-5pm.
     o CS Molnar added that the group will technically be from 3-4:30pm, with an informal session after for just PLWH members.

5. Public Comment
   - None.

6. Co-Chair Election- VOTE
   - The Committee elected co-chairs for 2019.
     - MOTION: To approve CM Cadabes and CM Chitty as Co-Chairs of the Membership Committee.
       o CM Walubengo nominates CM Cadabes as Co-Chair of the Membership Committee.
       o CM Cadabes accepts the nomination.
       o CM Siron seconds the nomination.
       o CM Cadabes nominates CM Chitty as Co-Chair of the Membership Committee.
       o CM Walubengo seconds the nominations.
     - MOTION Passes: See column (1) for vote breakdown.
7. Demographic Information Update

- CS Cone reviewed the monthly demographic report:
  - This report reflects the addition of Michelle Spence. There have been no changes since last month.
  - The Council is technically no longer under for African American council members or non-aligned consumers. The age demographics remain largely the same.
    - CS Molnar added that we’re slightly under for HIV positive non-aligned consumers as well as Latinx folks.
  - The biggest disparities in membership are still Latinx, Native Americans and youth. The Council is also under for 60+ folks.
  - CM Walubengo asked if there’s been any history of incentivizing young folks to join the Council. We need young people’s voices at the table.
    - CS Molnar noted that the prevention council did that in the past, but for the Care Council it’s not an allowable expense.
    - CM Cadabes brought up the idea of outside organizations incentivizing youth.

8. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant:

- Notice of Attendance to be sent
  - Ben Cabangun
  - Paul Harkin
  - Dominique Johnson
  - CS Cone noted that this is an automatic process. She will be notifying those who are on the list.

- Notice of Attendance sent:

- Letters of Probation to be sent:

- Letters of Probation sent:
  - Kevin Lee (sent November 2018)
  - CS Cone noted that next month, if CM Lee is not back in compliance, he will be subject to automatic dismissal due to not complying with the attendance policy.
    - CM Allen is back in compliance with the attendance policy.

- Review Renewals:
  - Mike Shriver
    - MOTION: CM Walubengo moves to send CM Shriver’s application for renewal to Full Council.
      - CM Siron seconds the motion.
      - MOTION PASSES: See column (2) for vote breakdown.

- Request for Leave of Absence:

- Current Leave(s) of Absence:
• Committee Assignments:

• Resignations/Thank You for Service to the Council:

• Review Exit Interview:

• Dismissal Letters to be sent due to attendance requirements:

• Review Prospective Member Application
  ▪ Ney Nascimento
  ▪ CS Jordan noted that the applicant works for Shanti, though he does not work for a Ryan White or CDC funded program. He is applying as a consumer of services. He would have to declare a conflict of interest because of the overall organization.
    ◦ He added that the applicant is part of a serodiscordant couple, Latino and a recent immigrant. He seems very interested and engaged. He has been to a few meetings as a member of the public.
  ▪ MOTION: CM Siron moves to interview the applicant.
  ▪ CM Walubengo seconds the motion.
  ▪ MOTION PASSES: See column (3) for vote breakdown.

• Mentor Program

9. Application Updates- VOTE
• The Committee reviewed and voted on some changes/additions to the Council Member Application requested by the Mayor’s Office.
  ◦ MOTION: CM Siron moved to approve the updated Council Member Application.
  ◦ CM Walubengo seconds the motion.
  ◦ MOTION PASSES: See column (4) for vote breakdown.

10. CPG Representative Job Description- VOTE
• The Committee developed and voted on a job description for the California Planning Group representative.
• CS Molnar noted that CM Pearce had requested clarification on the term length for the CPG representative.
• CS Cone noted that this job description comes mostly from the CPG website. The qualifications and responsibilities feel translatable between roles. CM Hall also provided edits and additions.
• MOTION: CM Siron moves to approve the CPG job description.
• CM Walubengo seconds the motion.
• MOTION PASSES: See column (5) for vote breakdown.

11. Member Attendance at Full Council Meetings
• The Committee discussed full council meeting attendance.
• CS Molnar noted that this is a request that came from the co-chairs, specifically CM Knoble. He added that for staff, we considered “excused” absences to be that someone has let staff know before the meeting. However, you only have a certain number you can be excused for per quarter. We still report that to the full council as excused, but folks still need to fall under the attendance
requirements. Sometimes people fall out of compliance, even when they were very communicative with staff.

- CM Walubengo noted that this is helpful, especially considering last month’s full council meeting had sparse attendance.
- CS Molnar added that when folks fall out of compliance, it shows up on the Membership agenda.
- CM Smith asked what the intention is behind this.
  o CM Walubengo noted that it’s mostly just for information. It came out of last month’s poorly attended meeting.
- CM Spence asked if this will continue to be tracked. She expressed interest in seeing a similar attendance record in future months.
  o The group asked council staff to produce this report again in May, after two more meetings.

12. Next Meeting Date & Agenda Items- VOTE
   - The next Membership Committee meeting is scheduled for Thursday, April 11th 2019 at 25 Van Ness, 8th floor conference room.

Parking Lot:

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

13. Adjournment
   - The Meeting was adjourned at 3:55 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)

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