

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, October 8th 2020

Zoom Meeting

3:00-5:00 pm

Committee Members Present: Cesar Cadabes, Billie Cooper, Ron Hernandez, Ken Pearce

Committee Members Absent: Ed Chitty [E], Elaine Flores [E], Thomas Knoble [A], Derrick Mapp [A], Mike Shriver [LOA], Gwen Smith [A], John Paul Soto [E], Michelle Spence [E]

Council Members Present: Kevin Hutchcroft

Others Present: Beth Neary (HHS)

Support Staff Present: Melina Clark, Ali Cone, Valarie Etukudo, David Jordan, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:11 pm by CM Cadabes. Quorum was established.

2. Review /Approve October 8th 2020 DRAFT Agenda – VOTE

The October 8th 2020 DRAFT Agenda was reviewed and approved by consensus.

3. Review / Approve September 10th 2020 DRAFT Minutes – VOTE

The September 10th 2020 DRAFT Minutes were reviewed, corrected and approved by consensus.

4. Announcements

- CS Molnar stated that the Steering Committee meeting is moved to October 22nd at the same time.
- CM Pearce reported the fundraiser goal for the Boulder in Margot's honor was reached and the inscription will take place third week of November. Donations are still being received.
- CS Cone introduced a new Council Staff member Valarie Etukudo as the new Program Assistant.

5. Public Comment

- None.

6. Demographic Information Update

The Committee reviewed the monthly demographic report.

- CS Cone reports there are no changes to demographic report this month. Although it's important to note that we're below the HCPC Non-Aligned Consumer federal mandate number. We're at 24% and should be at 33%.
- This demographic information update represents the Epidemiology data of San Francisco only.
- CS Jordan reports council staff is working on a COLA focusing on Portuguese speakers and that this presents an opportunity to recruit Latinx members.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Notice of Attendance to be sent:
 - Paul Harkin, Gwen Smith
- Notice of Attendance sent:
 - Orin Allen, Cicily Emerson, Juba Kalamka, Antwan Matthews, Eric Sutter
 - Council staff reported that all these members are back in compliance except for CM Allen.
- Letters of Probation to be sent:
 - Orin Allen
- Letters of Probation sent:
- Review Renewals:
 - Cicily Emerson
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Mike Shriver
- 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
- Interview/ Discuss Prospective Applicant
- Mentor Program

8. Agency Representation – VOTE

3:45

The Committee considered adding language to the Policy & Procedure manual regarding agency representation on the Council.

- The group made a recommendation to add “Consideration will be given to service agency affiliation.” to the Interview and Appointment Process for Council Membership paragraph 1 of the Policy & Procedure manual.
- CS Molnar’s recommendation is that because this is a non-substantive change it doesn’t require an official motion or vote because it’s clarifying language for the policy.
- Amendment is approved.

9. Tech Support for Council Members

4:20

The Committee will discuss how council members are adapting to virtual meetings and brainstorm how to improve tech support/access

- CS Cone reports that after last month’s membership meeting an email was sent to members regarding technical support.
- CS Molnar reports no other technical support issues were brought to him.
- CM Pearce would like to know if there’s a way to improve full participation and engagement for meetings. This is regarding those who can only call in, can’t use video, or can’t attend meetings at all for technical related reasons. CM Pearce would like to know if we can provide Wi-Fi service that members can use for video conference meetings to help improve participation and engagement.

10. Next Meeting Date & Agenda Items – VOTE

4:55

The next Membership Committee meeting is tentatively scheduled for Thursday, November 12th 2020 3-5pm, via Zoom.

11. Adjournment

The meeting was adjourned by CM Cadabes at 4:48 pm.

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)

October 8, 2020

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

1.	Cesar Cadabes	P										
2.	Ed Chitty	E										
3.	Billie Cooper	P										
4.	Elaine Flores	E										
6.	Ron Hernandez	P										
7.	Thomas Knoble	A										
8.	Ken Pearce	P										
9.	Mike Shriver	LofA										
10.	Gwen Smith	A										
11.	John Paul Soto	E										

12.	Michelle Spence	E										
	Kevin Hutchcroft	P										
	Derrick Mapp	A										
	Ayes											
	Nays											
	Total											