

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, July 8th 2021

Zoom Meeting

3:00-5:00 pm

Committee Members Present: Ed Chitty, Cesar Cadabes, Elaine Flores, Bruce Ito, John Paul Soto, Ron Hernandez
Committee Members Absent: Billie Cooper [A], Kevin Hutchcroft [LOA], Helen Lin [A], Mike Shriver [LOA], Charles Siron [A], Gwen Smith [E]

Council Members Present: None.

Others Present: Chris Kent

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 CM Chitty. Everyone introduced themselves and quorum was established.

2. Review /Approve July 8th 2021 DRAFT Agenda – VOTE

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

3. Review / Approve June 10th 2021 DRAFT Minutes – VOTE

The June 10th 2021 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Demographic Information Update

The Committee reviewed the monthly demographic report.

- CS Cone shows the most recent update to the ARIES and EPI reports, which is the addition of new member Zachary Davenport. The target areas for recruitment remain unchanged.
- CS Jordan shared he is waiting on an application from one prospective applicant.

7. Council Member Attendance Report/ Council Applicants – VOTE

- Notice of Attendance to be sent:
- Notice of Attendance sent:
- Letters of Probation to be sent:
 - Orin Allen

- Eric Sutter
CS Cone relayed that both the above council members are out of compliance with the attendance policy.
- Letters of Probation sent:
- Review Renewals:
 - Orin Allen
 - This renewal review will be moved to next month's membership agenda because the application has not been received, and the Committee wants to have all possible information before moving forward.
 - Helen Lin
 - CM Lin has been activated due to COVID-19. Committee still awaiting application.
- **MOTION: CM Cadabes motioned to approve Ney Nascimento and Juba Kalamka's renewal applications. CM Soto seconded the motion.**
- **MOTION PASSED: By consensus. See column (1) for 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:
 - Chris Kent
 - The Committee reviewed the prospective member application. Chris Kent spoke to his past work and current role at the State Office of AIDS. He is excited to work with the council as the SOA Representative.
 - CM Cone clarified that we are doing an application review today. We are not required to interview for the Part B Representative.

MOTION: CM Chitty motioned to approve Chris Kent's member application. CM Flores seconded the motion.

MOTION PASSED: By consensus. See column (2) for breakdown.

- Interview/Discuss Prospective Applicant:
- Mentor Program

8. Council Member Training

The Committee will discuss potential training topics the Council.

- There are no updates for this agenda item right now, but this will remain a standing agenda item.

9. Return to In-Person Meetings – VOTE

The Committee will discuss a potential timeline for returning to in-person meetings, given DPH/City guidance.

- The committee discussed ideas about when to return to in person meetings. The committee discussed and agreed it may be a good idea to wait a bit longer until fall while awaiting more guidance about gathering in person and then taking a poll with the council.
- The group also discussed whether the Summit will be virtual or in-person.
- CM Soto asked about what the masking policy will be with the Council.
 - CS Jordan spoke to our usual committee rooms being too small to adequately socially distance, and there is currently not a Full Council space where distance could be maintained. The situation continues to evolve.
- The group decided to keep this as a standing agenda item.

10. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Thursday, August 12th 2021 via Zoom from 3-5 pm.

- Will add the agenda item to discuss training needs for the council.

11. Adjournment

- Meeting adjourned by CM Chitty at 3:54 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)

July 8, 2021

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

1.	Cesar Cadabes	P	Y	Y							
2.	Ed Chitty	P	Y	Y							
3.	Billie Cooper	E	-	-							
4.	Elaine Flores	P	Y	Y							
6.	Ron Hernandez	P	Y	Y							
7.	Kevin Hutchcroft	LOA	-	-							
8.	Bruce Ito	P	Y	Y							
9.	Helen Lin(activated)	E	-	-							

10.	Mike Shriver	LOA	-	-							
11.	Charles Siron	E	-	-							
12.	Gwen Smith(activated)	E	-	-							
13.	John Paul Soto	P	Y	Y							
	Ayes										
	Nays										
	Total										