

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, August 10th 2023

Zoom Meeting

3:00-5:00 pm

Committee Members Present: Cesar Cadabes, Elaine Flores, Ron Hernandez, Zachary Devenport, J.P. Soto.

Committee Members Absent: Ed Chitty, Ms. Billie Cooper, Pedro Felix, Helen Lin, Gwen Smith

Others Present: Maria Lacayo, Beth Neary

Support Staff Present: David Crown, Kira Perez

Minutes

1. Introductions

The meeting was called to order at 3:02PM PM by CM Cadabes. Everyone introduced themselves and quorum was established.

2. Review /Approve August 10th 2023 DRAFT Agenda – VOTE

The August 10th 2023 DRAFT Agenda was reviewed and approved by consensus.

3. Review / Approve July 13th 2023 DRAFT Minutes – VOTE

The July 13th 2023 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None

6. Council Member Attendance Report/ Council Applicants – VOTE

- Letters of Probation sent:
- Review Renewals:
- Review Prospective Member Application:
- Notice of Attendance to be sent:

Helen Lin

- Notice of Attendance sent:
- Letters of Probation to be sent:
- Request for Leave of Absence
- Current Leave(s) of Absence:

Ms. Billie Cooper

- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Interview/ Discuss Prospective Applicant:
- Mentor Program

7. Carry Forward Allocations-Beth Neary

- Beth Neary reviews the Carry forward funds:
 - Emergency funds: 350,00

- Food: 314,390
- Tech support: 120,000
- One-time website re-design and resource guide: 30,000
- One-time support for additional legal services interns: 20,000
- Client incentive vouchers: 227,429
- CM Davenport asks about the process about how agencies will then receive these funds.
 - Neary answers once the proposal moves through all the committees, it will go to the funders approval, then a reach out to each of the service providers in each of the service provider categories to see if they still have the capacity to accept the funds.
- CM Hernandez asks about the 30,000 from last years carry forward for Tech support.
 - Neary answers that only one agency was able to accept based on time constraints last year.
 - CM Hernandez expresses concern around funding technology that may become obsolete in time.
 - Neary comments that there is some expected waste of technology being purchased but research has gone in to see what has been successful. Neary answered some agencies were prepared to spend money accordingly.
- CM Hernandez asks how are agencies responding to potential carry forward funds.
 - Neary answers that one organization was ready with a list of tech items that would cost \$20,000. Other agencies may have felt that there wasn't enough time to spend the funds, were unresponsive or were not reached out to.

Recommended motion to approve the Carry Forward Funds as they are written: is approved through consensus, refer to column 1.

8. Demographic Information Update

- CS Perez reviews the EPI demographic report noting the change with the addition of two new members.

9. Council Recruitment

- CS Perez updates the group on the upcoming needs assessment coming up in the next couple of weeks the group.
- CM Cadabes asks about what the strategy is for recruitment at the focus groups.
 - CS Perez answers that the upcoming focus group will be monolingual. In order to avoid giving the impression that we will have linguistic services provided for full council, council staff will not need to support of council members in order to recruit.

10. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Thursday, September 14th 2023 via Zoom from 3-5pm.

11. Adjournment

- Meeting adjourned by CM Cadabes at 3:36 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)

August 10, 2023

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

1.	Cesar Cadabes	P	Y									
2.	Ed Chitty	E	-									
3.	Ms. Billie Cooper	E	-									
4.	Pedro Felix	E	-									
5.	Elaine Flores	P	Y									
6.	Ron Hernandez	P	Y									
8.	Helen Lin	E	-									
9.	Zachary Davenport	P	Y									
10.	Gwen Smith	E	-									
11.	John Paul Soto	P	Y									
	Ayes		5									
	Nayes											
	Total		5									