

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, October 12th 2023

Zoom Meeting

3:00-5:00 pm

Committee Members Present: Ed Chitty, Zachary Davenport, Elaine Flores, Ron Hernandez, Gwen Smith, J.P. Soto, Guilherme Sttellet

Committee Members Absent: Cesar Cadabes[E], Ms. Billie Cooper[E], Pedro Felix[A], Helen Lin[A].

Others Present: Maria Lacayo.

Support Staff Present: David Crown, Mark Molnar, Kira Perez.

Minutes

1. Introductions

The meeting was called to order at 3:04 PM by CM Chitty. Everyone introduced themselves and quorum was established.

2. Review /Approve October 12th, 2023 DRAFT Agenda – VOTE

The October 12th 2023 DRAFT Agenda was reviewed and approved by consensus.

3. Review / Approve September 14th 2023 DRAFT Minutes – VOTE

The September 14th 2023 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Perez reminds the group to fill out surveys from last Full Council meeting.
- Maria Lacayo announces the open enrollment boot camp training event by FOG Wed October 18th.

5. Public Comment

- None

6. Council Member Attendance Report/ Council Applicants – VOTE

- Letters of Probation sent:

Helen Lin

- Review Renewals:
- Review Prospective Member Application:
- Notice of Attendance to be sent:
- Notice of Attendance sent:
- Letters of Probation to be sent:
- Request for Leave of Absence:

T.J. Lee-Miyaki

- 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

CM Hernandez moves to accept CM Lee-Miyaki request for a leave of absence.

CM Flores seconds the motion.

The motion moves through consensus.

7. Demographic Information Update

- CS Perez reviews the EPI demographic report and there have been no changes. Demographic targets are youth, black/African American, and Latino/a/x.

8. Council Recruitment

- CS Perez updates the group on the council recruitment strategies that have aligned with current Needs Assessments and COLA targets. Since the specific groups that are being targeted are monolingual at the moment there is a stand still with recruitment to not lead potential council members that linguistic services would be provided for HCPC.
- CM Chitty asks if we could add an agenda item to staff agenda meetings.
 - CS Molnar answers no.
- CS Soto offers to go to different organizations/service providers to outreach and speak to some of their clients on our behalf.
- Lacayo recommends talking to staff at Shanti that are overlooking services provided to Latino/a/x.
- CM Chitty offers the idea of building partnerships with different service providers, explain the council and ask them to refer their clients out to the council.
- Lacayo offers a contact from Mission Health Neighborhood.
- CM Soto offers a contact at Larkin for a youth demographic target.
- Council staff agrees to take on the task to do more outreach with the different organizations that were mentioned amongst others.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Thursday, November 9th 2023 via Zoom from 3-5pm.

10. Adjournment

- Meeting adjourned by CM Chitty at 3:40 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 12, 2023

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

1.	Cesar Cadabes	E									
2.	Ed Chitty	P									
3.	Ms. Billie Cooper	E									
4.	Pedro Felix	A									

5.	Zachary Davenport	P										
6.	Elaine Flores	P										
7.	Ron Hernandez	P										
9.	Helen Lin	A										
10.	Gwen Smith	P										
11.	John Paul Soto	P										
12.	Guilherme Sttellet	P										
	Ayes											
	Nays											
	Total											