

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, June 13th, 2024

Via Zoom

3:00-5:00 pm

Committee Members Present: Cesar Cadabes, Zachary Davenport, Pedro Felix, Elaine Flores, Reina Hernandez, Ron Hernandez, Thomas Knoble, Helen Lin, John Paul Soto, Guilherme Sttellet

Committee Members Absent:

Others Present: Maria Lacayo

Support Staff Present: Kira Perez, Kat Tajgeer

Minutes

1. Introductions

The meeting was called to order at 3:01 pm by CM Hernandez. Everyone introduced themselves and quorum was established.

2. Review /Approve June 13th 2024 DRAFT Agenda – VOTE

The June 13th 2024 DRAFT Agenda was reviewed and approved by consensus.

3. Review / Approve April 11th 2024 DRAFT Minutes – VOTE

The April 11th 2024 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:
- Notice of Attendance sent:
- Letters of Probation to be sent:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Gwen Smith – returning late August/September
- 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. Demographic Information Update

- CS Perez shares the ARIES demographic report. She notes there were a couple of changes due to new information from fiscal year 2023. She notes the Council is underrepresented in the following demographics: Black/African American, males, youth and folks 65+.
- CS Perez shares the EPI report, which has not yet been updated with the fiscal year 2023 data, but it still reflects the same demographic underrepresentation as the ARIES report.

8. Council Recruitment

- CM Ron Hernandez discusses Council recruitment and discusses the target areas that the Council needs to recruit for.
- CS Perez notes that last year there had been an idea to have Council members attend focus groups for the Needs Assessment and COLA; however, due to the focus groups being monolingual Spanish groups, they held off on that idea.
 - CM Reina Hernandez asks if there is room in the budget for translation services.
 - CS Perez says she will speak to CS Molnar about this.
- CM Flores says it would be helpful to have a copy of the flyer to be able to post at community forums in Marin, as well as local colleges.
 - Maria Lacayo adds that if there is a flyer for Council recruitment she would be happy to share it with providers and note that it is for consumers, in case the providers have a consumer in mind.
 - CM Lin notes she would also like a copy of the flyer as she has patients at Ward 86 who are in the target populations that might be interested in applying.
 - CS Perez says she will send out the flyer to those who requested it.
- CM Ron Hernandez poses the idea of having a subcommittee to go out into the field to distribute flyers and work on recruitment. He asks if they would need to form a subcommittee or if this is something Council staff would handle.
 - CS Perez says that the Membership committee would be the perfect committee to go out and do this work.
- CM Reina Hernandez asks if there's a possibility to reach out to previous Council members to engage with them about Council recruitment strategies that worked for them, as engaging folks with a lot of cultural and institutional knowledge can be helpful.
 - CS Perez says she can put together a list of potential previous Council members the committee could reach out to.
- CM Reina Hernandez asks if they can put together a document with information for the different community forums and places where the committee could outreach, with the hopes that it would make it easier to assign folks to different locations.
 - CS Perez says she will put together a document that she can share with the group. She asks that everyone come to the next meeting with an idea of at least one support group or group where they'd like to take flyers.
- CM Felix asks if recruitment could also happen for folks who aren't necessarily in the target populations. He notes he knows of support groups for long-term survivors who might be interested in joining.
 - CS Perez says that recruitment would be helpful, and we don't just have to stick to recruiting folks in the target populations.
- CM Ron Hernandez asks for Council Recruitment to be a permanent agenda item.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Thursday, July 11th, 2024 via Zoom from 3-4:30 pm.

10. Adjournment

- Meeting adjourned at 3:43 pm by CM Ron Hernandez.

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)

June 13, 2024

		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	Cesar Cadabes	P	Y	Y							
2.	Zachary Davenport	P	Y	Y							
3.	Pedro Felix	P	Y	Y							
4.	Elaine Flores	P	Y	Y							
5.	Ron Hernandez	P	Y	Y							
6.	Helen Lin	P	Y	Y							
7.	John Paul Soto	P	Y	Y							
8.	Guilherme Sttellet	P	Y	Y							
9.	Thomas Knoble	P	Y	Y							
10.	Reina Hernandez	P	Y	Y							
	Ayes		10	10							
	Nayes		0	0							
	Abstain		0	0							
	Recusal		0	0							
	Total		10	10							