

# HIV Community Planning Council

## MEMBERSHIP COMMITTEE

Thursday, February 13<sup>th</sup>, 2025

Via Zoom

3:00-4:30 pm

**Committee Members Present:** Robert Arnold, Erwin Barrios, Zachary Davenport, Elaine Flores, Ron Hernandez, Thomas Knoble, Marco Montenegro, John Paul Soto

**Committee Members Absent:** Ed Chitty [E], Gwen Smith [E], Manuel Vasquez [E]

**Others Present:** Jon Oskarsson

**Support Staff Present:** Mark Molnar, Kira Perez, Kat Tajgeer

---

### *Minutes*

#### 1. Introductions

The meeting was called to order at 3:03 pm by CM Ron Hernandez. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve February 13<sup>th</sup>, 2025 DRAFT Agenda – VOTE

The February 13<sup>th</sup>, 2025 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 9<sup>th</sup>, 2025 DRAFT Minutes – VOTE

The January 9<sup>th</sup>, 2025 DRAFT Minutes were reviewed and approved by consensus.

#### 4. Announcements

- None.

#### 5. Public Comment

- None.

#### 6. Council Member Attendance Report/ Council Applicants – VOTE

- Interview/Discuss Prospective Applicant:
  - Jon Oskarsson – The group interviewed the candidate and discussed whether to approve the potential new member.
    - ❖ CM Ron Hernandez notes he thinks the candidate was wonderful.
    - ❖ CS Molnar notes the candidate fills the Ryan White Part D appointed seat that has been unfilled.

**Motion:** CM Knoble motions to approve Jon’s application to become a new member of the Council.

**Second:** CM Ron Hernandez seconds this motion.

**Motion passes through consensus, refer to column (3).**

- Letters of Probation sent:
- Review Renewals:
- Review Prospective Member Application:
  - Anna Branzuela – The Committee reviews and discusses the prospective member’s application.

**Motion:** CM Ron Hernandez motions to approve Anna’s application and move forward with an interview.

**Second:** CM Davenport seconds this motion.

**Motion passes through consensus, refer to column (4).**

- 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:
- Committee Assignments:
  - T.J. Lee-Miyaki – Council Affairs to Community Engagement

***The Committee approves CM Lee-Miyaki’s request to change to the Community Engagement Committee by consensus, refer to column (5).***

- Resignations/Thank You for Service to the Council:
  - Matt Geltmaker
- Review Exit Interview:
  - Matt Geltmaker - The group reviews CM Geltmaker’s exit interview.
- Dismissal Letters to be sent due to attendance requirements:
- Mentor Program:

**7. P&P Term Limits Review**

- CS Molnar notes that the Steering Committee is embarking on a year-long process of reviewing all of the By-Laws and Policies and Procedures (P&P). He highlights that establishing term limits was something that was brought up by the monitor during the HRSA/HAB site visit. He adds that the Membership Committee will review “Article III – Membership” from the HCPC By-Laws, as this falls under the Committee’s purview. He reviews the proposed “Term” portion and notes that he and CM Blum tried to create a term limit that satisfies HRSA’s need for an established term limit while also still centering voices of experience. The proposed term of office on the Council would be three years, with the option to renew once. Council members who have been termed off the Council may reapply after a 6-month hiatus.
  - CM Ron Hernandez asks when these term limits would go into effect and how they would impact current council members.
    - CS Molnar says it is up to the HCPC when these policies would go into effect. He adds that the updated By-Laws and P&P do need to be approved by the Full Council, but he doesn’t plan on bringing those to the Full Council for approval until Steering has completed their review, which will likely take one year to complete.
  - CM Arnold asks if the term limits go into effect once an applicant is approved by the Full Council or once they have received their appointment letter from the Mayor.
    - CS Molnar says it should be once they have received their appointment letter.
  - CM Knoble asks how appointed seats are impacted by term limits.
    - CS Molnar says the Membership committee can create particular rules around appointed seats.

**8. Demographic Information Update**

- CS Perez shares the EPI demographic update and highlights that the numbers did change a bit due to updated demographic information from council members.
- CS Perez shares the ARIES demographic update. She notes that the total membership currently sits at 28 council members, there are 13 HIV+ council members, and a total of seven non-aligned consumers. She highlights the target populations as Black/African American, Youth, and consumers of services. She adds that males and those 65 years or older are also underrepresented.

**9. Next Meeting Date & Agenda Items – VOTE**

*The next Membership Committee meeting is tentatively scheduled for Thursday, March 13<sup>th</sup>, 2025 via Zoom from 3:00 pm – 4:30 pm.*

**10. Adjournment**

- Meeting adjourned at 4:34 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)

<b>Date: February 13, 2025</b>		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1.	Robert Arnold	P	Y	Y	Y	Y	Y					
2.	Erwin Barrios	P										
3.	Ed Chitty	E	-	-	-	-	-					
4.	Zachary Davenport	P	Y	Y	Y	Y	Y					
5.	Elaine Flores (Co-Chair)	P	Y	Y	A	A	A					
6.	Ron Hernandez (Co-Chair)	P	Y	Y	Y	Y	Y					
7.	Gwen Smith	E	-	-	Y	Y	Y					
8.	John Paul Soto	P	Y	Y	A	A	A					
9.	Manuel Vasquez	E	-	-	-	-	-					
10.	Thomas Knoble	P	Y	Y	Y	Y	Y					
11.	Marco Montenegro	P										
	<b>Ayes</b>		6	6	5	5	5					
	<b>Nayes</b>		0	0	0	0	0					
	<b>Abstain</b>		0	0	0	0	0					
	<b>Recusal</b>		0	0	0	0	0					
	<b>Total</b>		6	6	5	5	5					