

# HIV Community Planning Council

## MEMBERSHIP COMMITTEE

Thursday, September 11<sup>th</sup>, 2025

Via Zoom

3:00-4:30 pm

**Committee Members Present:** Robert Arnold, Erwin Barrios, Elaine Flores, Ron Hernandez, T. J. Lee-Miyaki, John Paul Soto, Manuel Vasquez

**Committee Members Absent:** Ed Chitty [E], Zachary Davenport [E]

**Others Present:** None

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

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### *Minutes*

#### **1. Introductions**

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

#### **2. Review/Approve September 11<sup>th</sup>, 2025 DRAFT Agenda – VOTE**

The September 11<sup>th</sup>, 2025 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve August 14<sup>th</sup>, 2025 DRAFT Minutes – VOTE**

The August 14<sup>th</sup>, 2025 DRAFT Minutes were reviewed and approved by consensus.

#### **4. Announcements**

- None.

#### **5. Public Comment**

- None.

#### **6. Resource Allocation – VOTE**

- CS Molnar reviews the Resource Allocation Funding Scenarios for decreased, flat, and increased funding. He notes this is already a motion on the floor, so it does not need to be moved or seconded.
  - **Decreased Funding:** In the event of decreased funding, for the first 10% of reductions, allocation for services that are covered under California's essential health benefits package\* will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories.

*Motion passes through a roll call vote, refer to column (3).*

- **Flat Funding:** If funding remains at the current level, service category resource allocation will remain level across all categories.

*Motion passes through a roll call vote, refer to column (4).*

- **Increased funding:** If increased funding occurs, service category resource allocation will be increased proportionally across all service categories not covered under California's essential health benefits package.

*Motion passes through a roll call vote, refer to column (5).*

#### **7. Council Member Attendance Report/Council Applicants – VOTE**

- Review Prospective Member Application:
- Interview/Discuss Prospective Applicant:

- Letters of Probation sent:
- Review Renewals:
- Notice of Attendance to be sent:
  - Robert Arnold
  - Bill Blum
  - Franco Chevalier
  - Jesus Guillen
  - Charles Siron
  - Richard Sullivan
  - ❖ CM Ron Hernandez asks if CM Siron and CM Sullivan have been offered a Leave of Absence (LOA)?
    - a. CS Perez confirms both have been offered and both declined to take an LOA.
  - ❖ CM Flores says it is unusual for both CM Siron and CM Sullivan to be absent and hopes both are ok. She asks about CM Blum's attendance as she has seen him at the last two Full Council meetings.
    - a. CS Molnar notes it was a technical issue with CM Siron since his phone number changed and did not inform staff of the change.
      - i. CS Perez adds that CM Blum has missed his home committee meetings.
  - ❖ CM Lee-Miyaki asks for clarification around the time periods the attendance report looks at.
    - a. CS Perez says they are reflective of the last three (3) months.
  - ❖ CM Lee-Miyaki brings up his concerns around CM Guillen's attendance record and he discusses his attendance record since his election to the Council.
    - a. CM Flores asks if anyone has reached out to CM Guillen to ascertain what is happening with him?
      - i. CS Perez says staff do reach out to council members. She reviews the steps in the attendance policy and highlights that there is an exception for people living with HIV that are council members, who have an unlimited number of excused absences for HIV-related illness.
        - 1. CS Molnar adds that CM Flores and CM Hernandez are welcome to reach out to CM Guillen. He asks CS Tajgeer to pass along their contact information so they can reach out.
          - a. CM Lee-Miyaki notes appreciation for this conversation and was hopeful that the co-chairs of the Committee could look at CM Guillen's full attendance record. He notes he reviewed the attendance record as far back as June 2024 and discusses the pattern of attendance he has noticed.
            - i. CM Flores thanks CM Lee-Miyaki for bringing this to their attention and says they will look into it.
    - ❖ CM Ron Hernandez asks what the co-chairs' extent of responsibility is to reach out to individual council members?
      - a. CS Molnar says there are no responsibilities for the co-chairs to reprimand or make any demands of committee members. He encourages leadership to act as leaders by connecting with members.

*The Committee votes to approve the Notice of Attendance to be sent by consensus, refer to column (6).*

- Notice of Attendance sent:
- Letters of Probation to be sent:
- 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:
  - Reina Hernandez
    - ❖ CS Perez provides details of Reina's attendance and lack of communication with staff.
      - a. CM Hernandez asks about the council member renewal process and asks when Reina's renewal would be.
        - i. CS Perez says renewals are done every two years and Reina would be eligible for renewal next year.
          - 1. CM Ron Hernandez asks if it is better to take the action of dismissal instead of passively waiting for renewal time?
            - a. CS Perez notes that Reina is now eligible for automatic removal, but says it is up to the Committee's discretion to either move forward with that or not.
      - ❖ CS Molnar states if the Committee would like to move forward with automatic removal it would need to be moved and seconded.

**Motion:** CM Lee-Miyaki moves to approve the automatic removal and send the Dismissal Letter to Reina Hernandez.

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

*Motion passes through consensus, refer to column (7).*

- Mentor Program:

## 8. Demographic Information Update

- CS Perez shares the EPI demographic update and highlights that the membership count is still at 29 council members. There have been no gains or losses since the last report.
  - CM Lee-Miyaki asks why the EPI report says 2019 on it?
    - CS Perez says that is the most updated demographic information they have received. She says they do update it from time to time, noting that the ARIES demographic information is from 2023. She will work on updating the EPI demographic information.
- CS Perez shares the ARIES demographic update and also highlights that the membership is at 29 council members. The Council is still underrepresented for the Black/African American community, males, and youth.
  - CM Flores notes that she met two prospective applicants while out in the City one day. She highlights the importance of networking with folks when out in public, especially consumers of services.
    - CS Perez says she brings up a good point and the Council is always looking to recruit consumers of services.
  - CM Lee-Miyaki asks if this is the time the Council may want to consider spending money on passive advertising on having HCPC t-shirts made? He discusses personal anecdotes of times he has been wearing t-shirts for various student clubs or organizations and highlights that folks always ask him questions about the shirts he's wearing. He says t-shirts are a small investment for passive advertising.

- CM Flores adds that having business cards would be helpful to have to distribute to people.
  - CS Perez says business cards can be made as long as council members ask for them. She adds that t-shirts have been brought up before, but funding has been an issue in the past. She says she will talk to CS Molnar about what the funding for this could look like.
    - CM Lee-Miyaki adds he has been part of these discussions in the past and notes there is always leeway somewhere in the budget.
- CM Lee-Miyaki requests business cards.
  - CS Perez notes his request.
- CM Vasquez asks if there is a recruitment flyer that has been made or updated?
  - CS Perez says there is a current recruitment flyer.
    - CM Lee-Miyaki comments that the flyers are pretty light. He notes the appearance of many flyers at San Francisco State University (SFSU) and discusses how the HCPC flyer should be more in line with those. He requests a font that would draw the eye to the flyer, specifically a red-colored font. He also suggests adding a QR code, as recruiting at SFSU without a QR code has posed problems for him.
      - CS Tajgeer asks clarifying question if folks at SFSU are requesting QR codes. She notes that when they redesigned the flyers they had omitted the QR code as they weren't sure folks were using it, but that it can be added back in if it is handy and useful.
        - CM Lee-Miyaki clarifies that every flyer he sees at SFSU has a QR code on it. He suggests various edits that can be made to the flyer.
          - CS Tajgeer says she will work on creating different versions of the flyer to bring back to the Committee to review.

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

*The next Membership Committee meeting is tentatively scheduled for Thursday, October 9<sup>th</sup>, 2025 via Zoom from 3:00 pm – 4:30 pm.*

## 9. Adjournment

- Meeting adjourned at 3:57 pm by CM Flores.

### 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)

Date: <b>September 11, 2025</b>		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1.	Robert Arnold	P	A	A	A	A	Y	Y	Y			
2.	Erwin Barrios	P	Y	Y	Y	Y	Y	Y	Y			
3.	Ed Chitty	E	-	-	-	-	-	-	-			

4.	Zachary Davenport	E	-	-	-	-	-	-	-			
5.	Elaine Flores (Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y			
6.	Ron Hernandez (Co-Chair)	P	A	A	Y	Y	Y	Y	Y			
7.	John Paul Soto	P	Y	Y	Y	Y	Y	Y	Y			
8.	Manuel Vasquez	P	Y	Y	Y	Y	Y	Y	Y			
9.	T.J. Lee-Miyaki	P	Y	Y	Y	Y	Y	Y	Y			
	<b>Ayes</b>		5	5	6	6	7	7	7			
	<b>Nayes</b>		-	-	-	-	-	-	-			
	<b>Abstain</b>		-	-	-	-	-	-	-			
	<b>Recusal</b>		-	-	-	-	-	-	-			
	<b>Total</b>	7	5	5	6	6	7	7	7			