

# HIV Community Planning Council

## MEMBERSHIP COMMITTEE

Thursday, January 8<sup>th</sup>, 2026

Via Zoom

3:00-4:00 pm

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

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

**Others Present:** Beth Neary

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

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### *Minutes*

#### 1. Introductions

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

#### 2. Review/Approve January 8<sup>th</sup>, 2026 DRAFT Agenda – VOTE

The January 8<sup>th</sup>, 2026 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve November 13<sup>th</sup>, 2025 DRAFT Minutes – VOTE

The November 13<sup>th</sup>, 2025 DRAFT Minutes were reviewed and approved by consensus.

#### 4. Announcements

- None.

#### 5. Public Comment

- None.

#### 6. Co-Chair Elections – VOTE

- CS Molnar opens the floor for Co-Chair nominations and notes that the current Co-Chairs are CM Hernandez and CM Flores. The group discussed nominees and nominated CM Hernandez and CM Flores, both of whom accepted the nominations.

**Motion:** CM Hernandez nominates CM Flores as co-chair of the Committee for the year.

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

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

**Motion:** CM Soto nominates CM Hernandez as co-chair of the Committee for the year.

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

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

#### 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:
- Notice of Attendance sent:
  - Zachary Davenport

- Letters of Probation to be sent:
- Request for Leave of Absence:
  - Franco Chevalier – January through February, returning in March
  - Zachary Davenport – January through February, returning in March
  - Nga Le - January returning in February
  - Richard Sullivan – retroactive August through October 2025

*The Committee votes to approve the Request for Leave of Absence requests by consensus, refer to column (5).*

- Current Leave(s) of Absence:
- Committee Assignments:
  - ❖ Erwin Barrios – Membership to Community Engagement Committee

*The Committee approves CM Barrios’ switch to the Community Engagement Committee by consensus, refer to column (6).*

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

## **8. Demographic Information Update**

- CS Perez shares the EPI demographic update, noting there have been no changes since November. Council membership still sits at 27 members.
- CS Perez shares the ARIES demographic update and highlights the target areas for recruitment, noting the Council is in need of Black/African American folks, males, and youth.
  - CM Hernandez asks if CS Perez is keeping track of people’s birthdays and updating the age brackets as they age?
    - CS Perez confirms that she does update this information yearly.
  - CM Lee-Miyaki asks for future meeting to consider a policy addressing new council member’s attendance within their first year on the Council to ensure that they are adhering to attendance policies. He would like to create a policy that there be more attention brought to new council members within their first year to address any attendance issues earlier. Second, as the Membership committee, the HCPC is having it’s 10-year anniversary in May and he would like to do something about it.
    - CM Hernandez clarifies if he is asking for a probationary policy for new members?
      - CM Lee-Miyaki says if someone cannot attend three-quarters of the meetings they were expected to attend in their first year, then their attendance needs to be addressed.
        - CS Molnar notes there is a barrier to doing anything within someone’s first year because new members are not held to attendance requirements until they have been approved by the Mayor, meaning someone could provisionally be on the Council for months as appointment lengths depend on the speed of turnaround from the mayor’s office. Secondly, they would be unable to place someone on a probationary status because if someone is accepted by the mayor’s office they have received mayoral appointment. He suggests revisiting their mentorship policy, noting that new council members used to be paired with older council members.

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

The next Membership Committee meeting is tentatively scheduled for Thursday, February 12<sup>th</sup>, 2026 via Zoom from 3:00 pm – 4:00 pm.

**10. Adjournment**

- Meeting adjourned at 3:28 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: January 8, 2026</b>		<b>roll</b>	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1.	Robert Arnold	P	Y	Y	Y	Y	Y	Y				
2.	Ed Chitty	E	-	-	-	-	-	-				
3.	Zachary Davenport	LOA	-	-	-	-	-	-				
4.	Elaine Flores (Co-Chair)	P	Y	Y	Y	Y	Y	Y				
5.	Ron Hernandez (Co-Chair)	P	Y	Y	Y	Y	Y	Y				
6.	John Paul Soto	P	Y	Y	Y	Y	Y	Y				
7.	Manuel Vasquez	P	A	A	A	A	A	A				
8.	T. J. Lee-Miyaki	P	A	A	Y	Y	Y	Y				
	<b>Ayes</b>		4	4	5	6	6	6				
	<b>Nayes</b>		-	-	-	-	-	-				
	<b>Abstain</b>		-	-	-	-	-	-				
	<b>Recusal</b>		-	-	-	-	-	-				
	<b>Total</b>	6	4	4	5	6	6	6				