HIV Community Planning Council
STEERING COMMITTEE
Thursday, July 17th, 2025
Zoom
3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Zachary Davenport, Ron Hernandez, Irma Parada

Committee Members Absent: Franco Chevalier [A], Elaine Flores [A], Thomas Knoble [A], Helen Lin [A], Richard Sullivan [E]

Others Present: None

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

Minutes

1. **Introductions**
   The meeting was called to order at 3:07 pm by CS Molnar. Everyone introduced themselves and quorum was not established.
2. **Review/Approve July 17th, 2025 and June 18th, 2025 DRAFT Agendas – VOTE**
   Due to lack of quorum, the July 17th, 2025 and June 18th, 2025 DRAFT Agendas will be reviewed and approved at the next meeting.
3. **Review/Approve June 18th, 2025 and May 15th, 2025 DRAFT Minutes – VOTE**
   Due to lack of quorum, the June 18th, 2025 and May 15th, 2025 DRAFT Minutes will be reviewed and approved at the next meeting.
4. **Announcements**
   o None.
5. **Public Comment**
   o None.
6. **Committee and Work Group Reports – VOTE**
   o Community Engagement Committee Update –
     • CS Perez updates the group that the Committee had their usual HCAP update and Stephen Spano circled back on a few cases they had been working on. The Committee also received a Needs Assessment update and discussed a new COLA target population.
   o Council Affairs Committee Update –
     • CS Perez updates the group that the Committee reviewed the Prevention Megatrends presentation, noting that it was more of a discussion around what the council members wanted to see in the presentation.
   o Membership Committee Update –
     • CM Ron Hernandez updates the group that the Committee reviewed a resignation from a council member and there were two Leaves of Absences that ended. He notes the Council is still underrepresented for the Black/African American community.
7. **Meeting Evaluation**
   o CS Perez shares the results from the last Full Council meeting and the average rating was 9.7.
8. **Full Council Agenda**

- CS Molnar shares and reviews the Full Council agenda for July 28th, 2025.

9. **By-laws and P&P Review – VOTE**
   - CS Molnar resumes reviewing the HCPC By-laws and P&P, starting with "Meeting Attendance." He notes that this had previously been reviewed, but CM Blum suggested an edit to this to add verbiage regarding the Membership Committee's ability to adjust policy regarding council members challenges with attendance on a case-by-case basis. CS Molnar proposes an addition, and the group discusses any changes.
     - CM Parada suggests adding language around the Membership Committee making "reasonable accommodations" for folks.
       - CM Blum suggests this phrasing isn't ideal as reasonable accommodations refer to particular accommodations.
   - CS Molnar shares "Orientation & Training for New Council Members" and the group discusses any changes.
     - CM Blum suggests adding the role of the grantees to the Orientation list.
       - CS Molnar confirms it is on the list.
     - CM Blum asks if there is any information on the merge council that is presented during Orientation?
       - CS Molnar confirms it is on the list.
   - CS Molnar shares "Mentoring Program" and the group discusses any changes.
   - CS Molnar shares "Expense Reimbursement" and the group discusses any changes.
     - CM Blum says the current policy may not be doable and asks that it be put on hold until he can review it.
       - CS Molnar confirms he will send it to CM Blum to review.
   - CS Molnar shares "Conflict Resolution" and the group discusses any changes.
     - CM Blum asks if it makes sense to add to this policy to suggest that violence or the threat of violence will not be tolerated and may be grounds for removal from the Council. If so, he suggests adding specific verbiage around violence not being tolerated.
       - CS Molnar highlights that the policy outlines disruptive behavior is anything that violates the Council's core values. He agrees with CM Blum's suggestion and adds the requested verbiage.
   - CS Molnar share "Corrective Action & Involuntary Removal" and the group discusses any changes.
     - CM Blum suggests noting that for "change of status and/or loss of affiliation which qualified the member for appointment" be changed to reflect that that would apply to those with federally mandated seats.

10. **Next Meeting Dates & Agenda Items – VOTE**
    The date of the next Steering Committee meeting is scheduled for August 21st, 2025 via Zoom.

11. **Adjournment**
    - The meeting was adjourned at 4:03pm pm by CS Molnar.

Steering Committee
HIV Community Planning Council
Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence
Votes: Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

Date: July 17, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P								
2. Bill Blum	P								
3. Franco Chevalier (CE Co-Chair)	A								
4. Zachary Davenport (Council Co-Chair)	P								
5. Elaine Flores (Mem Co-Chair)	A								
6. Ron Hernandez (Mem Co-Chair)	P								
7. Thomas Knoble (Council Co-Chair)	A								
8. Helen Lin (CA Co-Chair)	A								
9. Irma Parada (Council Co-Chair)	P								
10. Richard Sullivan (CE Co-Chair)	E								
Ayes									
Nayes									
Abstentions									
Recusals									
Total	5								