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HIV Community Planning Council
STEERING COMMITTEE
Thursday, March 20th, 2025
Zoom
3:00-4:30 pm

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Committee Members Present: Chuck Adams, Bill Blum, Zachary Davenport, Jesus Guillen, Ron Hernandez, Thomas Knoble, Richard Sullivan
Committee Members Absent: Franco Chevalier [E], Elaine Flores [E], Helen Lin [E], Irma Parada [E]
Others Present: None
Support Staff Present: Mark Molnar, Kira Perez, Kat Tajgeer

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Minutes

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1. **Introductions**
   The meeting was called to order at 3:05 pm by CM Knoble. Everyone introduced themselves and quorum was established.
2. **Review/Approve March 20th, 2025 DRAFT Agenda – VOTE**
   The March 20th, 2025 DRAFT Agenda was reviewed and approved by consensus.
3. **Review/Approve February 20th, 2025 DRAFT Minutes – VOTE**
   The February 20th, 2025 DRAFT Minutes were reviewed and approved by consensus.
4. **Announcements**
   o CS Tajgeer announces that the June Steering Committee meeting falls on a Federal holiday, Juneteenth, and will need to be rescheduled. She has sent out an email asking folks their preference for reschedule date and asks that folks please respond to confirm their choice.
   o CM Blum announces he will not be at the March Full Council meeting and that John Aynsley will be there in his absence for any questions that come up.
5. **Public Comment**
   o None.
6. **Committee and Work Group Reports – VOTE**
   o Community Engagement Committee Update –
      • CM Sullivan updates the group that the Community Engagement meeting was cancelled this month due to lack of quorum.
   o Council Affairs Committee Update –
      • CM Adams updates the group that CS Molnar reviewed the Long-Acting Injectables presentation and there was robust conversation.
   o Membership Committee Update –
      • CM Ron Hernandez updates the group that the Committee interviewed a potential applicant who would be representing San Mateo County and the applicant has been recommended to be approved at the Full Council meeting.
7. **Meeting Evaluation**
   o CS Perez shares the results from the last Full Council meeting and the average rating was 9.2.
8. **Full Council Agenda**
   o CS Molnar shares and reviews the Full Council agenda for March 24th, 2025.

9. **By-laws and P&P Review – VOTE**
   o CS Molnar resumes reviewing the HCPC By-laws and the group discusses any changes.
     - CM Ron Hernandez asks about the need for 25% of meeting membership to consist of people living with HIV (PLWH).
       ♦ CS Molnar clarifies that this is PLWH and doesn't necessarily mean this is consumers of services. He adds that there are folks on the HCPC who are affiliated PLWH and they count towards the 25% of the membership needing to be PLWH.
     - CM Guillen asks how many people on the Council are PLWH.
       ♦ CS Perez says it is 26%.
     - CM Blum suggests adding clarity around proxies and quorum, noting that proxies may hold a second vote but do not count as a second council member towards quorum.
     - CM Guillen asks for clarification around what a motion is.
       ♦ CS Molnar says the motion must be relevant to what is on the agenda and must be relevant to the topic being discussed.
     - CM Knoble asks to have gender-neutral language updated.
     - CM Ron Hernandez asks for clarification for the process to get a motion onto the agenda.
       ♦ CS Molnar says it can be brought to Steering, as they are the Committee that sets the Full Council agenda. Folks can show up to the Steering meeting to bring it up, or someone can reach out to Council Staff to get it added to the Steering agenda. He notes Steering co-chairs approve the agendas and can approve or reject these items.
     - CM Blum asks clarifying question around personal liability and asks if that still holds if someone does something nefarious or intentionally unlawful.
       ♦ CS Molnar will check on this and follow up.
     - CM Davenport asks if they are removing unaffiliated because it's not necessary.
       ♦ CS Molnar says it potentially opens up the possibility of having more seats to fill.
     - CM Blum suggests spelling out CHEP and why they have that seat on the Council.

10. **Next Meeting Dates & Agenda Items – VOTE**
    The date of the next Steering Committee meeting is scheduled for Thursday, April 17th, 2025 via Zoom.

11. **Adjournment**
    o The meeting was adjourned at 4:27 pm by CM Knoble.

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: March 20, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]

1. Chuck Adams (CA Co-Chair)	P	Y	Y							
2. Bill Blum	P									
3. Franco Chevalier (CE Co-Chair)	E	-	-							
4. Zachary Davenport (Council Co-Chair)	P	Y	Y							
5. Elaine Flores (Mem Co-Chair)	E	-	-							
6. Ron Hernandez (Mem Co-Chair)	P	Y	Y							
7. Thomas Knoble (Council Co-Chair)	P	Y	Y							
8. Helen Lin (CA Co-Chair)	E	-	-							
9. Irma Parada (Council Co-Chair)	E	-	-							
10. Richard Sullivan (CE Co-Chair)	P	Y	Y							
11. Jesus Guillen	P	A	A							
Ayes		5	5							
Nayes		0	0							
Abstentions		0	0							
Recusals		0	0							
Total	7	5	5							