

HIV Community Planning Council

STEERING COMMITTEE

Thursday, November 20th, 2025

Zoom

3:00-4:30 pm

Committee Members Present: Chuck Adams, Bill Blum, Zachary Davenport, Ron Hernandez, T. J. Lee-Miyaki

Committee Members Absent: Franco Chevalier [A], Elaine Flores [E], Thomas Knoble [A], Helen Lin [A], Irma Parada [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 3:03 pm by CM Davenport. Everyone introduced themselves and quorum was established.

2. Review/Approve November 20th, 2025 DRAFT Agenda – VOTE

The November 20th, 2025 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve August – October DRAFT Agenda & Minutes – VOTE

The August – October DRAFT Agendas & Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CS Perez updated the group that the Committee reviewed the HCAP update from Stephen Spano. The Committee also received a COLA and Needs Assessment update.
- Council Affairs Committee Update –
 - CM Adams updated the group that the Committee reviewed and discussed the 2026 work plan.
- Membership Committee Update –
 - CM Hernandez updated the group that the Committee reviewed the demographic update and attendance report. They also had a discussion over committee assignments and reviewed council members' preferences for next year.

7. Meeting Evaluation

- CS Perez shares the results from the last Full Council meeting and the average rating was 9.8.

8. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for November 24th, 2025.

9. By-laws and P&P Review – VOTE

- CS Molnar highlighted the lack of attendance and asks the group if they would like to continue By-laws and P&P review or hold off until there are more Committee members present. The group agrees to postpone review.

10. Next Meeting Dates & Agenda Items – VOTE

The Committee voted to cancel the December meeting and to meet next on January 15th, 2026 via Zoom by consensus, refer to column (3).

11. Adjournment

- The meeting was adjourned at 3:20pm pm by CM Davenport.

Steering 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: October 16, 2025	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Chuck Adams (CA Co-Chair)	P	Y	Y	Y					
2. Bill Blum	P								
3. Franco Chevalier (CE Co-Chair)	A	-	-	-					
4. Zachary Davenport (Council Co-Chair)	P	Y	Y	Y					
5. Elaine Flores (Mem Co-Chair)	E	-	-	-					
6. Ron Hernandez (Mem Co-Chair)	P	Y	Y	Y					
7. Thomas Knoble (Council Co-Chair)	A	-	-	-					
8. Helen Lin (CA Co-Chair)	A	-	-	-					
9. Irma Parada (Council Co-Chair)	A	-	-	-					
10. Richard Sullivan (CE Co-Chair)	E	-	-	-					
11. T. J. Lee-Miyaki	P	Y	Y	Y					
Ayes		4	4	4					
Nayes		-	-	-					

Abstentions		-	-	-					
Recusals		-	-	-					
Total	5	4	4	4					