**HIV Community Planning Council**

**POLICY & PROCEDURE WORK GROUP**

**Thursday, July 7, 2016**

Human Rights Commission
25 Van Ness Avenue
8th Floor, Suite 800
3:00-5:00 pm

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**Work Group Members Present:** Chuck Adams, Ron Hernandez, Jessie Murphy, Ken Pearce, Charles Siron

**Committee Members Absent:** Cesar Cadabes [E], Wade Flores [E], Elaine Flores [E], David Gonzalez [E], T.J. Lee [E], Matthew Miller [A], Linda Walubengo [E]

**Others Present:** Kevin Hutchcroft

**Support Staff Present:** Ali Cone (Co-Chair), Jose Luis Guzman (Co-Chair), Mark Molnar, Liz Stumm

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**Minutes**

1. **Introductions**
   The meeting was called to order at 3:18pm by Co-Chair Cone. Everyone introduced themselves and quorum was established.

2. **Review/Approve July 7th 2016 DRAFT Agenda – VOTE**
   The July 7th, 2016 DRAFT Agenda was reviewed and approved by consensus.

3. **Review/Approve June 2nd 2016 DRAFT Minutes – VOTE**
   The June 2nd, 2016 DRAFT Agenda was reviewed and approved by consensus.

4. **Announcements**
   - CS Molnar announced that the Annual Summit will be on Friday September 2nd from 10:00 am-4:00 pm, location TBD. The Full Council meeting in August will be on Monday the 29th from 3:30-6:30.

5. **Public Comment**
   - None.

6. **Policy & Procedure Review - VOTE**
   - The group reviewed the policies from the Prevention and Care Councils.
     - **Council Co-Chairs**
       - The group reviewed the consolidated language of the Council Co-Chair policies of the HPPC and HHSPC.
       - The group adjusted the policy to include CDC language.
       - **MOTION:** CM Pearce moves to approve the Council Co-Chair Job Description as amended.
       - CM Murphy seconds the motion.
       - **VOTE:** Motion Passes. See column [1] for a vote breakdown.
     - **Committee Co-Chairs**
       - The group reviewed the consolidated language of the Committee Co-Chair policies of the HPPC and HHSPC.
• The group discussed committee Co-Chair terms. It was decided that Committee Co-Chairs will serve for 1 year.
• The group adjusted the policy to include CDC language.
• **MOTION: CM Pearce moves to approve the Committee Co-Chair Job Description as amended.**
• CM Siron seconds the motion.
• **VOTE: Motion Passes. See column [2] for a vote breakdown.**

**At-Large Seats**
• The group reviewed the At-Large seats policies of the HHSPC and the HPPC.
• The group discussed At-Large seat terms. It was decided that At-large seats will serve for 2 years for up to no more than three consecutive terms.
• The At-Large seat qualifications were adopted from the Co-Chair policy.
• **MOTION: CM Pearce moves to adopt the amended At-Large Seat policy.**
• CM Murphy seconds the motion.
• **VOTE: Motion passes. See column [3] for a vote breakdown.**

**Tie Votes**
• The group reviewed the tie votes policy of the HHSPC: “In the event of a tie for any election, a runoff vote will be held. If the outcome is still a tie after the runoff vote, the final decision will be made by the Steering Committee.”
• **MOTION: CM Siron moves to adopt the HHSPC tie votes policy.**
• CM Hernandez seconds the motion.
• **VOTE: Motion Passes. See column [4] for a vote breakdown.**

**Recruitment:**
• The group reviewed the recruitment policy of the HHSPC.
• The group adjusted the policy to include CDC language.
• **MOTION: CM Hernandez moves to approve the amended Recruitment policy.**
• CM Pearce seconds the motion.
• **VOTE: Motion Passes. See column [5] for a vote breakdown.**

7. **Next Meeting Date & Agenda Items**
*The next Policy & Procedure Work Group meeting is tentatively scheduled for Thursday, August 4th, 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.*

8. **Adjournment**
• The meeting was adjourned at 4:56 pm by Co-Chair Cone.

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Page 3 of 3
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