

HIV Community Planning Council

POLICY & PROCEDURE WORK GROUP

Thursday, July 7, 2016

Human Rights Commission

25 Van Ness Avenue

8<sup>th</sup> 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 7<sup>th</sup> 2016 DRAFT Agenda – VOTE**

The July 7<sup>th</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve June 2<sup>nd</sup> 2016 DRAFT Minutes – VOTE**

The June 2<sup>nd</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

#### **4. Announcements**

- CS Molnar announced that the Annual Summit will be on Friday September 2<sup>nd</sup> from 10:00 am-4:00 pm, location TBD. The Full Council meeting in August will be on Monday the 29<sup>th</sup> 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 4<sup>th</sup> 2016 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

**8. Adjournment**

- The meeting was adjourned at 4:56 pm by Co-Chair Cone.

Date: <b>July 7, 2016</b>	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
<b>Chuck Adams</b>	P	Y	Y	Y	Y	Y			
<b>Cesar Cadabes</b>	E	-	-	-	-	-			
Elaine Flores	E	-	-	-	-	-			
<b>Wade Flores</b>	E	-	-	-	-	-			

David Gonzalez	A	-	-	-	-	-			
<b>Ron Hernandez</b>	P	Y	Y	Y	Y	Y			
<b>T.J. Lee</b>	E	-	-	-	-	-			
Jessie Murphy	P	Y	Y	Y	Y	Y			
<b>Matthew Miller</b>	A	-	-	-	-	-			
<b>Ken Pearce</b>	E	Y	Y	Y	Y	Y			
<b>Charles Siron</b>	P	Y	Y	Y	Y	Y			
Linda Walubengo	E	-	-	-	-	-			
Kevin Hutchcroft	P								
	Ayes	5	5	5	5	5			
	Nayes								
	Abstain								
	Recusal								
	Total	5	5	5	5	5			