

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, November 14<sup>th</sup> 2019  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00-5:00 pm

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**Committee Members Present:** Cesar Cadabes (Co-Chair), Ron Hernandez, Ken Pearce, Gwen Smith

**Committee Members Absent:** Ed Chitty (Co-Chair) [E], Billie Cooper [A], Elaine Flores [A], John Paul Soto [E], Michelle Spence [A]

**Council Members Present:**

**Others Present:** Beth Neary (HHS), Kevin Hutchcroft (DPH)

**Support Staff Present:** David Jordan, Jill Lambie-Ponce

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### *Minutes*

**1. Introductions**

The meeting was called to order at 3:09 pm by Co-Chair Cadabes. Everyone introduced themselves. Quorum was not established.

**2. Review /Approve November 14<sup>th</sup> 2019 DRAFT Agenda – VOTE**

The October 10<sup>th</sup> DRAFT Agenda was reviewed and approved by consensus.

**3. Review / October 10<sup>th</sup> 2019 DRAFT Minutes – VOTE**

The October 10<sup>th</sup> 2019 DRAFT Minutes were reviewed, corrected and approved by consensus.

**4. Announcements**

- Reminder that the Steering Retreat has been scheduled for December 5 from 2:30-5pm at 25 Van Ness, 8<sup>th</sup> flr conference room. There is no formal social planned afterwards, but attendees are welcome to get together informally.

**5. Public Comment**

- None.

**6. Demographic Information Update**

- CS Jordan reviewed the monthly demographic report.
  - CS Jordan noted that in 2020, he will relook at demographic areas that have non-alignment in numbers of providers vs. consumers and see what steps may be taken to improve alignment.
  - CM Hernandez – when look at ‘multi-ethnic’ category – do any of those people meet any of the other requirements? CS Jordan responded that some multi-ethnic responders only check ‘multi-ethnic’, while some check that box as well as other ethnicity boxes, so it would be challenging to dig out.

**7. Council Member Attendance Report/ Council Applicants- VOTE**

- Notice of Attendance to be sent:
  - Margot Antonetty, Gwen Smith

- Notice of Attendance sent:
  - Juba Kalamka, Wayne Rufus, Eric Sutter
- Letters of Probation to be sent:
  - Wayne Rafus
    - CM Rafus has not responded to notices, so it is unclear what challenges to attendance may be
- Letters of Probation sent:
- Review Renewals:
  - Dominique Johnson
    - The group noted that Dominique is dealing with ongoing health issues and has not yet turned in her renewal form
    - CS Jordan recommended that we table discussion of her renewal until the next meeting
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
- Interview/ Discuss Prospective Applicant
- Mentor Program
  - Lily Krutel
  - Antwan Matthews
  - The group decided to wait to hear more details on what they are looking for in a mentor, as well as wait for CS Jordan's input when he returns.

## 8. Next Meeting Date & Agenda Items- VOTE

- *The next Membership Committee meeting is scheduled for Thursday, January 9th 2019 at 25 Van Ness, 8<sup>th</sup> floor conference room.*
- CS Jordan brought up the topic of new committee assignments for new year – the goal is that council members start the new year in their new home committee. Council Staff is emailing council members asking them for their committee preferences. However, Membership has already voted not to meet in December, so quorum is a concern.

- Membership co-chairs will discuss further at Steering next week.

**9. Adjournment**

- The Meeting was adjourned at 4:03 pm by Co-Chair Cadabes.

**Membership 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)

**November 14, 2019**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	Cesar Cadabes	P										
2.	Ed Chitty	E										
3.	Billie Cooper	A										
4.	Elaine Flores	A										
6.	Ron Hernandez	P										
7.	Ken Pearce	P										
8.	Gwen Smith	P										
9.	John Paul Soto	E										
10.	Michelle Spence	A										
	Ayes											
	Nayes											
	Total											