

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, February 13<sup>th</sup> 2020  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00 – 5:00 pm

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***Draft Agenda***

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| <b>1. Introductions</b>  | <b>3:00</b> |
| <b>2. Review/Approve February 13<sup>th</sup> 2020 DRAFT Agenda – VOTE</b> | <b>3:03</b> |
| <b>3. Review/Approve January 9<sup>th</sup> 2020 DRAFT Minutes – VOTE</b>  | <b>3:05</b> |
| <b>4. Announcements</b>  | <b>3:07</b> |
| <b>5. Public Comment</b>   | <b>3:10</b> |
| <b>6. Co-Chair Election – VOTE</b>   | <b>3:15</b> |

*The Committee will elect Co-Chairs for 2020.*

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| <b>7. Demographic Information Update</b> | <b>3:25</b> |
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*The Committee will review the monthly demographic report.*

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| <b>8. Council Member Attendance Report/ Council Applicants – VOTE</b> | <b>3:35</b> |
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- Notice of Attendance to be sent:
- Notice of Attendance sent:
  - Jessie Murphy
- Letters of Probation to be sent:
- Letters of Probation sent:
  - Wayne Rafus
- Review Renewals:
  - Dominique Johnson
- Request for Leave of Absence:
  - Mike Shriver (February-March)
- Current Leave(s) of Absence:
- Committee Assignments:

- Resignations/Thank You for Service to the Council:
  - Mike Discepola
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
- Interview/Discuss Prospective Applicant:
- Mentor Program

**9. Appointed Seat Review – VOTE 4:20**

*The Committee will review Council appointed seats.*

**10. Supporting Materials – VOTE 4:35**

*The Committee will review supporting materials/documents for the Council, including Rules of Respectful Engagement, Acronyms, and Glossary.*

**11. Next Meeting Date & Agenda Items – VOTE 4:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, March 12<sup>th</sup> 2020 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

Parking Lot:

**11. Adjournment 5:00**

**Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.**

***MISSION STATEMENT***

***TO RECRUIT, SCREEN, TRAIN, AND RETAIN COUNCIL MEMBERS,  
IN ACCORDANCE WITH THE VALUES AND BY-LAWS OF THE HCPC.***

***HIV Community Planning Council***

*Administrative Office:*

*730 Polk Street 3<sup>rd</sup> Floor, San Francisco, CA 94109*

***San Francisco Department of Public Health***

*Community Health, Equity & Promotion*

*HIV Health Services*

*25 Van Ness Avenue, San Francisco, CA 94102*

The following services are available when requested by noon of the Friday before the Council meeting:

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The Planning Council has several standing committees where Council business and creation of motions for Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; members of the public are encouraged to testify at Council meetings and/or to write letters to the council members, c/o HIV Community Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available at [www.sfhivplanningcouncil.org](http://www.sfhivplanningcouncil.org)

The agenda packet is available for review at the administrative office of the San Francisco HIV Community Planning Council office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.