HIV Community Planning Council
MEMBERSHIP COMMITTEE
Thursday, February 13\textsuperscript{th} 2020
25 Van Ness, Room 650
3:00-5:00 pm

Committee Members Present: Ed Chitty (Co-Chair), Ron Hernandez, Thomas Knoble, Ken Pearce, Gwen Smith, John Paul Soto
Committee Members Absent: Cesar Cadabes, Billie Cooper[E], Elaine Flores (Co-Chair), Mike Shriver [LOA], Michelle Spence[E]
Council Members Present:
Others Present: Dean Goodwin (HHS) Beth Neary (HHS), Kevin Hutchcroft (HHS)
Support Staff Present: David Jordan, Mark Molnar

\textit{Minutes}

1. \textbf{Introductions}
The meeting was called to order at 3:10 pm by Co-Chair Chitty. Everyone introduced themselves. Quorum was established.

2. \textbf{Review /Approve February 13\textsuperscript{th} DRAFT Agenda – VOTE}
The February 13\textsuperscript{th} DRAFT Agenda was reviewed and approved by consensus.

3. \textbf{Review / Approve January 9\textsuperscript{th} DRAFT Minutes – VOTE}
The January 9\textsuperscript{th} DRAFT Minutes were reviewed, corrected and approved by consensus.

4. \textbf{Announcements}
   - CM Goodwin announced that Full Council meeting will likely be moved to the Foundation this month due to the DPH response to Corona virus.
   - CM Goodwin announced that Kevin Hutchcroft will be taking over the government appointed Co-Chair seat on the Council.

5. \textbf{Public Comment}
   - None.

6. \textbf{Demographic Information Update}
   - The Committee reviewed the monthly demographic report.
     - CS Jordan reported that the only change was caused by the resignation of Mike Discepola which had slightly positive effect on the Council’s non-aligned consumer percentage.

7. \textbf{Council Member Attendance Report/ Council Applicants- VOTE}
   - Notice of Attendance to be sent:
     - Orin Allen
   
   - Notice of Attendance sent:
o Jessie Murphy

• Letters of Probation to be sent:

• Letters of Probation sent:
  o Wayne Rafus

• Review Renewals:
  o Dominique Johnson
    • CM Johnson’s membership was not renewed.

• Request for Leave of Absence:
  o Mike Shriver
    • Approved

• Current Leave(s) of Absence:
  o Charles Siron

• Committee Assignments:
  o Antwan Matthews assigned to Council Affairs Committee.

• Resignations/Thank You for Service to the Council:
  o Mike Discepola.

• Review Exit Interview:

• Dismissal Letters to be sent due to attendance requirements:

• Review Prospective Member Application

• Interview/ Discuss Prospective Applicant

• Mentor Program

8. Appointed Seat Policy
   • The Committee reviewed the Appointed Seat Policy. It was determined that staff would reach out to those appointed seat-holders who will be required to choose a home committee, to ascertain the likelihood of their remaining on the council.

9. Glossary Review
   • Committee reviewed the provided glossary materials. It was decided that committee members would review the options and return with a list of terms to be included in a Glossary of Terms to be available at Council meetings.

10. Next Meeting Date & Agenda Items- VOTE
    • The next Membership Committee meeting is scheduled for Thursday, March 12th 2019 at 25 Van Ness, 8th floor conference room.

11. Adjournment
    • The Meeting was adjourned at 4:30 pm by Co-Chair Chitty.
### 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)

February 13, 2020

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