



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 4th, 2008

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30-6:30 pm

Agenda

1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:36
3. **Review/Approve July 7th, 2008 Minutes** Group 4:37
4. **Announcements** Group 4:40
5. **Public Comment** Group 4:43
6. **Steering Committee Update** Co-Chairs 4:46

9. **Review and Approval of Mentoring Implementation- Vote**
Committee will review mentoring implementation as revised at previous meeting Group 5:20
10. **Membership Interviews/Discussion – VOTE (Closed Session)** Group 5:35
There was no closed session. (This is a standing Agenda Item)
Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.
 - *There are currently no interviews scheduled at this time.*
11. **Report on Closed Session - There was no closed session. (This is a standing Agenda Item)** Group 5:37
12. **Council Demographics Report** Group 5:40
Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics.
13. **Council Member Attendance Report/Letters to Send** Group 5:50
Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (April, May and June 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.
 - *Review of Letters of Probation that have been sent*
 - *Review of Potential Letters of Warning/Probation to Be Sent*
 - *Probation/Warning Letters sent*
 - *Leave(s) of Absence*

- *Requests for Leave(s) of Absence*
- *Review Renewals*
- *Resignations*
- *Thank You for Service to the Council*
- *Dismissal Letters to be Sent Due to Attendance Requirements*

15. Council Member Rights and Responsibilities Work Group Discussion Group 6:05

- *The Co-Chairs will update the Committee on the status of this work group.*

16. Next Meeting Date & Agenda Items Group 6:25

The next Membership Meeting is tentatively scheduled for Monday, August 4, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

17. Adjournment Group 6:30

Mission Statement:
To recruit, screen, train and retain Council Members.

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.

*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. The following services are available when requested by Noon of the Friday before the Council meeting: For American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, contact our office at (415) 674-4768. For a large print copy of agenda or minutes in alternative formats, contact our office at (415) 674-4768. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby ; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at Frank.Darby@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>

The Planning Council has several standing Committees where Council business and creation of motions for full-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 and use of cell

phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room.

Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>

*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT
HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*