



**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, April 13, 2009**  
**Department of Public Health**

**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**

**5:00 -7:00 pm**

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***Draft Agenda***

- 1. Introductions** Group 5:00
- 2. Review/Approve Agenda - VOTE** Group 5:03
- 3. Review/Approve March 9<sup>th</sup>, 2009 Minutes and February 4, 2009 CMRR Minutes - VOTE** Group 5:05
- 4. Announcements** Group 5:07
- 5. Public Comment** Group 5:10
- 6. Demographic Information Update** Staff 5:12
- 7. Council Support Action Plan Update** Staff 5:20
- 8. Review Applications for Council Membership - VOTE** Group 5:25
  - Jerrold Thomas
  - Matt Geltmaker
  - Carol Hudson
  - Cherlynn Hubbard
- 9. Council Member Attendance Report/Letters to Send -VOTE** Group 5:45

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (January, February and March 2009) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements. The Committee will discuss the creation of the attendance report, the Leave of Absence Policy and membership renewals.*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to Be Sent*

*Probation/Warning Letters sent*  
*-Naim Harrison*

*Leave(s) of Absence*  
*-Maritza Penagos (Returning May 5, 2009)*

*Requests for Leave(s) of Absence*

*-Mary Lawrence Hicks (Returning June 8, 2009)*

*Review Renewals*

*-Steve Manley  
-Gerardo Ramos*

*Resignations*

*-Mary Lawrence Hicks as Co-Chair of the Membership Committee*

*Thank You for Service to the Council*

*Dismissal Letters to be Sent Due to Attendance Requirements*

- 10. Nomination of new Membership Co-Chair – VOTE** Group 6:05
- 11. Committee Assignments - VOTE** Group 6:20  
*-Naim Harrison  
-Salvatore Russo*
- 12. Notification of Involuntary Removal Request, dated February 9, 2009** Group 6:35  
*Letter was presented at the March 9<sup>th</sup>, 2009 Membership Meeting.*
- 12. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE** Group 6:40
- a) Development of Conflict Resolution Policy* CM Molnar and CM Newell  
*b) Development of Non-Discrimination Policy* CM Frazier and CM Flores  
*c) Development of Rights and Responsibilities* Group  
*d) New Business*
- 13. Discussion of Cultural Humility Workshop Suggestions** Group 6:55  
*This is a standing agenda item.*
- 14. Next Meeting Date & Agenda Items** Group 6:58  
*The next Membership Meeting is tentatively scheduled for Monday, May 11th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*
- 15. Adjournment** Group 7:00

**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*

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

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- 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.*

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*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.*