



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, December 14, 2009

Department of Public Health

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

5:00 -7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Moment of Silence** Group 5:01
This meeting is dedicated to the memory of former Council Members Terry Young and George Stevens and former Consumer Rights Advocate Joe Lynn.
3. **Review/Approve Agenda - VOTE** Group 5:03
4. **Review/Approve November 9th 2009 Minutes – VOTE** Group 5:05
5. **Announcements** Group 5:15
6. **Public Comment** Group 5:20
7. **Demographic Information Update** Group 5:25
8. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:30

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (September, October and November 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 Potential Letters of Warning/Probation to be sent

Warning:

-Mary Lawrence Hicks (Only 3 meetings attended)

-Matt Miller (Only 3 meetings attended)

-Veronica Pillatzke (No Committee attendance)

-Stacia Scherich (No Committee attendance)

Leave(s) of Absence

-Billie Cooper

Review Renewals

Thank You for service to the Council

Review of Letters of Probation that have been sent

*Requests for Leave of Absence
Dismissal Letters to be sent due to attendance requirements
Resignations*

9. **Co-Chair Nominations and Election – Vote** Group 5:40
The Committee will nominate and then elect a co-chair for the Committee for 2009-2010
10. **Review Membership Applications – VOTE** Group 5:50
*-Gwen Smith
- Lara Tannenbaum*
11. **Interview(s) for Membership** Group 5:55
*-Tyrone Spellman
-Michael Scarce*
12. **Leave of Absence Policy – VOTE** Group 6:10
The Committee will discuss and develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.
13. **Discussion of Agenda Items for Steering Retreat** Council Co-Chair Manley 6:25
14. **Discussion of Community Outreach and Council Recruitment** Group 6:45
15. **Next Meeting Date & Agenda Items** Group 7:00
The next Membership Meeting is tentatively scheduled for Monday, January 11, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.
- PARKING LOT:**
*-Discussion of Cultural Humility Workshops
-Review of Exit Interviews
-Ways to Thank Long-Standing Council Members
-Amending behavior (behavior management models)*
16. **Adjournment** Group 7:00
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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.

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*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*

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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.*