



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, July 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: June 8<sup>th</sup>, 2009 Minutes; February 4<sup>th</sup>, CMRR Minutes; Amended Minutes of Special Membership Meeting of February 18<sup>th</sup>, 2009 – VOTE** Group 5:05
4. **Announcements** Group 5:15
5. **Public Comment** Group 5:20
6. **Review of draft “Work Group Agreements” – VOTE** Council Support and C. Newell 5:22

*The Committee will review the draft “Work Group Agreements” as generated by the Council Member Rights and Responsibilities Work Group.*

7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:50

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (March, April and May 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.*

*Probation/Warning Letters sent*

*-Paul Margolis*

*-Salvatore Russo*

*Leave(s) of Absence*

*-Mark Molnar (formerly returning July 18, 2009, currently returning August 7, 2009)*

*Resignation and Thank You for Service to the Council*

*-Susan Philip*

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

*-Paul Margolis (only 3 meetings in last quarter)*

*Dismissal Letters to be sent due to Attendance Requirements*

*-Salvatore Russo (Last meeting attended: Full Council 4/27)*

8. **Committee Assignments - VOTE** Group 6:05  
*-Matt Miller*  
*-Terry Young*
9. **Interviews for Council Membership - VOTE** Group 6:10  
*-Mark Agtane*
10. **Review of applications for Council Membership - VOTE** Group 6:20  
*-Susan Shea*
11. **Discussion regarding At-Large Steering Committee Membership – VOTE** Group 6:25  
*The Committee will discuss and make a recommendation regarding the process of electing a new At-Large Steering Committee Members.*
12. **Discussion of Support Staff Requests Policy - VOTE** Group 6:35  
*The Committee will review the Support Staff Requests Policy generated by the CMRR workgroup.*
13. **Discussion of New Member Policy re Membership prior to Mayoral letter** Group 6:50  
*The Committee will review the rights and responsibilities of new members prior to Mayoral letter of approval*
14. **Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Meeting is tentatively scheduled for Monday, August 10th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Development of Council Member Rights and Responsibilities*
- Discussion of Membership Renewal Policy*
- Rescheduling of October 12<sup>th</sup> meeting due to Holiday*

15. **Adjournment** Group 7:00

<b>Mission Statement:</b> <b><i>To recruit, screen, train and retain Council Members.</i></b>
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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.

*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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*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.*