



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 8, 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. **Review/Approve Agenda - VOTE** Group 5:03
3. **Review/Approve May 11th, 2009 Minutes, February 4th, CMRR Minutes, and Amended Minutes of Special Membership Meeting of March 25, 2009 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Discussion of Complaint Process and Procedure – VOTE** 5:12
The Committee will discuss the current complaint process.
7. **Review of “Draft Work Group Agreements” – VOTE** 5:30
The Committee will review the Draft Work Group Agreements as they pertain to the pending Conflict Resolution Policy as laid out by the Council Member Rights and Responsibilities Work Group.
8. **Discussion of Findings of Special Membership Meetings – VOTE** Group 5:45
The Committee will discuss resolutions of the Special Membership Meeting of April 13th, 2009 and next steps
9. **Council Member Attendance Report/Letters to Send -VOTE** Group 6:05
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.

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to Be Sent
-Warning: Paul Margolis (only 3 meetings attended)
-Probation: Salvatore Russo (warning letter sent and no attendance at FC meeting)

Probation/Warning Letters sent
-Naim Harrison
-Salvatore Russo

Leave(s) of Absence

- Don Frazier (Returning July 1, 2009)
- Mark Molnar (Returning July 18, 2009)

Requests for Leave(s) of Absence

- Matt Miller (Effective immediately, returning August 1st)

Review Renewals

Resignations

Thank You for Service to the Council

Dismissal Letters to be Sent Due to Attendance Requirements

10. Committee Assignments - VOTE Group 6:20

- Aaron Chandler
- Jesus Guillen
- Mary Lawrence Hicks

11. Interviews for Council Membership - VOTE Group 6:30

- Cicily Emerson
- Rachel Matillano

12. Review Application for Council Membership - VOTE Group 6:50

- Mark Agtane

13. Next Meeting Date & Agenda Items Group 6:55

The next Membership Meeting is tentatively scheduled for Monday, July 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

- Development of Non-Discrimination Policy
- Development of Council Member Rights and Responsibilities
- Development of Support Staff Requests
- Discussion of Policy re: Membership prior to Mayoral letter
- Discussion of Membership Renewal Policy
- Rescheduling of October 12th meeting due to Holiday

14. Adjournment Group 7:00

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

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

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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>

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- 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.