



# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, October 5, 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 September 14<sup>th</sup>, 2009 Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:15
5. **Public Comment** Group 5:20
6. **Demographic Information Update** Group 5:25
7. **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 (July, August and September 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.*

*Leave(s) of Absence*

*Review Renewals*

*Resignations*

*Thank You for service to the Council*

*Review of Letters of Probation that have been sent*

*Review of Potential Letters of Warning/Probation to be sent*

*Requests for Leave of Absence*

*Dismissal Letters to be sent due to attendance requirements*

8. **Committee Assignments – VOTE** Group 5:40  
*The Committee will assess current committee membership and vote on new placements.*
9. **Open Nominations for new Membership Co-Chair – VOTE** Group 6:20
10. **Reworking of Conflict Resolution Policy – VOTE** Group 6:30  
*The Committee will review the current conflict resolution policy.*

- 11. **Discussion of Membership Renewal Policy - VOTE** Group 6:45  
*The Committee will discuss how to review renewals.*
- 12. **Notice of Rescinding CM Siron's Request for Removal Letter** Group 6:48  
*The Committee will be noticed about Rescinding Request for Removal Letter from CM Siron.*
- 13. **Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, November 9, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

**PARKING LOT:**

- Development of Council Member Rights and Responsibilities – VOTE
- New Business of CMRR Work Group: Behavioral Management Models; Appealing Council Decision – VOTE
- Discussion of Cultural Humility Workshops

- 13. **Adjournment** Group 7:00

**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  
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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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*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.*

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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.*