



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 14, 2009

Department of Public Health

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

5:00 -7:00 pm

Draft Agenda

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| 1. Introductions | Group 5:00 |
| 2. Review/Approve Agenda - VOTE | Group 5:03 |
| 3. Review/Approve August 10 th , 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 (June, July and August 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

-Gerardo Ramos (ending September 15th)

-Don Frazier (ended on September 1st)

Review Renewals

-John Andrews

-Wade Flores

Resignations

-Raymond Banks

-George Simmons

-Don Frazier

Thank You for service to the Council

-Raymond Banks

-George Simmons

-Don Frazier

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. **Open Nominations for new Membership Co-Chair – VOTE** Group 5:45
9. **Committee Assignments - VOTE** Group 5:55
 -Cicily Emerson
 1)
 2)
 3)
 -Rachel Matillano
 1)
 2)
 3)
10. **Discussion of Membership Renewal Policy - VOTE** Group 6:05
 The Committee will discuss how to more objectively review renewals.
11. **Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE** Group 6:15
 The Committee will review the rights and responsibilities of new members prior to Mayoral letter of approval.
12. **Discussion of Support Staff Requests – VOTE** Group 6:35
13. **Next Meeting Date & Agenda Items** Group 6:55
 The next Membership Meeting is tentatively scheduled for Monday, TBD, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM. (The meeting originally fell on October 12th, which is a Federal Holiday).

PARKING LOT:

- Development of Council Member Rights and Responsibilities – VOTE*
- New Business of CMRR Work Group: Behavioral Management Model; Appealing Council Decision – VOTE*
- Discussion of Membership Renewal Policy – VOTE*
- Discussion of Cultural Humility Workshops*
- Policy regarding tie votes (e.g. At-Large Steering Committee Member) – VOTE*

14. **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: <i>To recruit, screen, train and retain Council Members.</i>

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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.**