



## HIV Health Services Planning Council

### MEMBERSHIP COMMITTEE

Monday, May 10, 2010

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**

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|----------------------------------------------------------------|------------|
| 1. Introductions                                               | Group 5:00 |
| 2. Review/Approve Agenda - VOTE                                | Group 5:03 |
| 3. Review/Approve April 12 <sup>th</sup> , 2010 Minutes – VOTE | Group 5:05 |
| 4. Announcements                                               | Group 5:08 |
| 5. Public Comment                                              | Group 5:13 |
| 6. Website Discussion – VOTE                                   | Group 5:15 |
| 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 (February, March, April 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Letters of Warning to be sent:*

- Rachel Matillano (no meeting attendance in March or April)*
- Stacia Scherich (only three meetings attended)*

*Letters of Probation to be sent:*

- Naim Harrison only one meeting in April*

*Update of Letters of Probation that have been Sent:*

- Cherrlynn Hubbard has attended two required meetings*

*Review Renewals:*

- Noah Briones (4/30/2010)*
- Cathy Newell (5/1/2010)*

*Requests for Leave(s) of Absence:*

- Mark Agtane*
- Rachel Matillano*

-Charles Siron

*Resignations:*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

- 8. Committee Request – VOTE** Group 5:50  
- Lara Tannenbaum requested CMA.  
- Gwen Smith requested POI.  
- Michael Scarce requested Membership.
- 9. Demographic Information Update** Group 6:00
- 10. Interviews for Membership – VOTE** Group 6:10  
*-George Simmons*
- 11. Recruitment and Retention – VOTE** Group 6:25
- 12. Leave of Absence Policy – VOTE** Group 6:35  
*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. 20<sup>th</sup> Anniversary – VOTE** T.J. Lee 6:45
- 14. Next Meeting Date & Agenda Items** Group 7:00  
*The next Membership Meeting is tentatively scheduled for Monday, May 10<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*  
*Parking Lot:*  
*- Update Membership Application*  
*- Discussion of Cultural Humility Workshops*  
*- Review of Exit Interviews*
- 15. 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*

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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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*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.*