



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, August 8, 2011  
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 August 8<sup>th</sup> 2011 DRAFT Agenda – VOTE** Group 5:03
3. **Review/Approve June 13<sup>th</sup> and July 11<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:13  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members.  
Committee will review a three-month report (May, June and July 2011) on Council Member attendance.  
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
  - Letters of Warning to be sent:
    - Mark Agtane
    - Jeff Byers
  - Letters of Probation to be sent:
  - Letters of Probation that have been sent:
  - Review New Member Applications:
  - Interview/Discuss Prospective Applicant:
  - Review Renewals:
    - Don Soto
  - Request for Leave of Absence:
    - Gerardo Ramos
  - Current Leave(s) of Absence:
    - Aaron Chandler (June 2011 – August 2011)
  - Committee Assignments:

- Resignations/Thank You for Service to the Council:
- Membership Status:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
  - Further Action(s):

- 7. Demographic Information Update – VOTE** Group 5:30  
*The Committee will review the monthly demographic report.*
- 8. Prioritization and Allocation Discussion – VOTE** Group 5:40  
*The Committee will begin discussing 2011 prioritization and allocation decisions and consider motions from the Consumer and Minority Affairs Committee.*
- 9. Policy and Procedure Update – VOTE** Group 6:15  
*The Committee will review the meeting attendance requirements, mentoring policy and at-large job description.*
- 10. New Member Recruitment Strategies** Group 6:40  
*The Committee will discuss methods to increase HHSPC membership.*
- 11. Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, September 12<sup>th</sup>, 25 Van Ness Room 330B from 5-7 pm.*

Parking Lot:

- 12. 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, 3<sup>rd</sup> Floor, San Francisco, CA 94109*  
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*San Francisco Department of Public Health, AIDS Office*  
*25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

*The meeting facility is handicap accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center.*

*For more information about MUNI accessible services, call 923-6142.*

*There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

*The following services are available when requested by Noon of the Friday before the Council meeting:*

*For American Sign Language interpreters, use of a reader during a meeting,  
or sound enhancement system  
contact (415) 674-4768.*

*For a large print copy of agenda or minutes in alternative formats, contact (415) 674-4768.*

*In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.*

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*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 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.sfcarecouncil.org>*

*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT*

*HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109  
RECEPTION DESK.*