



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, February 14, 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 February 14<sup>th</sup> 2011 Agenda – VOTE** Group 5:03
3. **Review/Approve January 10<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Steering Retreat Report Back – VOTE** Group 5:15
7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:25  
*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (November, December and January 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:
    - Catherine Newell
  - Letters of Probation to be sent:
    - Jesus Guillen
  - Update of Letters of Probation that have been sent:
  - Review New Member Applications:
    - Paul Klees
  - Interview/Discuss Prospective Applicant:
  - Review Renewals:
    - Aaron Chandler
    - Veronica Pillatzke
  - Request for Leave of Absence:
    - Catherine Newell

- Current Leave(s) of Absence:
  - Lara Tannenbaum (November 2010 – March 2011)
  - Mark Molnar (December 2010 – February 2011)
  
- Committee Assignments:
  - Maritza Penagos requested to switch to POI from Membership
  
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

**8. Demographic Information Update – VOTE** Group 5:35  
*The Committee will review the monthly demographic report.*

**9. Review Policy and Procedure Manual and Process** Group 5:40  
*The Committee will review Meeting Attendance Requirements.*

**10. Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, March 14<sup>th</sup> 2011, 25 Van Ness Room 330B from 5-7 pm.*

Parking Lot:

**11. 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.*