



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 14, 2011

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

5:00-7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve October 3rd 2011 DRAFT Agenda – VOTE** Group 5:03
3. **Review/Approve September 12th Minutes 2011 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Committee Co-Chair Nominations and Elections – VOTE** Group 5:13
The Committee will nominate and elect Committee Co-Chairs to lead the GPA Committee from November 2011 until September 2012.
7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:18
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 2011 & August, September and October 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:
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Mark Agtane
 - Request for Leave of Absence:
 - Cicily Emerson (January – February) & (March – April)
 - Current Leave(s) of Absence:

- Gerardo Ramos (October –November)
- Rachel Mattilano (October –November)

- Committee Assignments:
- 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. Rules of Respectful Engagement Review – VOTE Group 6:20
The Committee will discuss assignment of Council Members to Council committees.

9. Policy and Procedure Update – VOTE Group 6:35
The Committee will discuss and review the changes to the following policies by the Policy and Procedure Work Group:
Council Co-Chair Job Description
Committee Co-Chair Job Description
At-Large Member Job Description

10. Demographic Information Update & New Member Recruitment Strategies – VOTE Group 6:45
The Committee will review the monthly demographic report. 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, December 12th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA 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, 3rd Floor, San Francisco, CA 94109

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.

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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.