



# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, January 9, 2012

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

5:00-7:00 pm

---

### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve January 9<sup>th</sup> DRAFT Agenda – VOTE** Group 5:03
3. **Review/Approve November 14<sup>th</sup> 2011 Minutes 2011 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Interview/Discuss Prospective Applicant – VOTE** Group 5:15
  - Brian DiCrocco
7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:40

*Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (October, November and December 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 Prospective Member Applications:
    - Elaine Flores
  - Interview/Discuss Prospective Applicant:
    - James Frazier
  - Review Renewals:
    - Michael Scarce
  - Request for Leave of Absence:
    - Chris Harris (January – February 2012)

- Current Leave(s) of Absence:
  - Cicily Emerson (Ends April 2012)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
  - Michelle Spence
  - Billie-Jean Kanios
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
  - Further Action(s):

**8. Demographic Information Update & New Member Recruitment Strategies – VOTE** Group 6:35  
*The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.*

**9. Policy and Procedure Update – VOTE** Group 6:45  
*The Committee will discuss and review any policies and procedures relevant to the Membership committee*

**10. Next Meeting Date & Agenda Items** Group 6:55  
*The next Membership Committee Meeting is tentatively scheduled for Monday, February 13<sup>th</sup>, 730 Polk Street, POH Conference Room, 3<sup>rd</sup> Floor, SF, CA 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.***

**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.**

*HIV Health Services Planning Council  
 730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
 \*\*\*\*\*  
 San Francisco Department of Public Health, AIDS Office  
 25 Van Ness Avenue, 3<sup>rd</sup> 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.*

### *Know Your Rights Under the Sunshine Ordinance*

*Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [Frank.Darby@sfgov.org](mailto:Frank.Darby@sfgov.org) Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>*

*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.sfccarecouncil.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.*