



**HIV Health Services Planning Council**  
**MEMBERSHIP COMMITTEE**  
**Monday, August 4th, 2008**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**4:30-6:30 pm**

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***Minutes***

Committee Members Present: Hicks (Co-Chair), Stevens (Co-Chair), Andrews, Banks, Harris, Margolis

Committee Members Absent: Frazier, Siron, Flores

Other Council Members Present: Manley, Pearce

Others Present:

Council Support Staff Present: Randy Allgaier, T.J. Lee, Enrique Asis

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**1. Introductions**

The meeting was called to order at 5:10 PM by Co-Chair Hicks

**2. Review/Approve Agenda**

Reviewed and approved.

**3. Review/Approve July 7th, 2008 Minutes**

Reviewed and approved at 5:15.

**4. Announcements**

700 Notices will be going out by the State of CA

Marin will hold a Needs Assessment Focus Group on August 7, 2008

**5. Public Comment**

No Public comment, no public present.

**6. Steering Committee Update**

**7. Review and Approval of Mentoring Implementation- Vote**

Committee will review mentoring implementation as revised at previous meeting

Unanimous passing vote of Mentoring Implementation Guidelines. Will be presented to the Full Council Meeting in September 22, 2008.

## **8. Membership Interviews/Discussion – VOTE (Closed Session)**

There was no closed session. (This is a standing Agenda Item)

Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.

- There are currently no interviews scheduled at this time.

## **9. Report on Closed Session - There was no closed session. (This is a standing Agenda Item)**

## **10. Council Demographics Report**

Review and discuss both Council and EMA (Eligible Metropolitan Area)-wide demographics will happen at the next.

Randy Allgaier will ask Mary Kay to attend the next meeting and discuss the up to date demographics information

## **11. Council Member Attendance Report/Letters to Send**

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (April, May and June 2008) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Review of Letters of Probation that have been sent
- Review of Potential Letters of Warning/Probation to Be Sent
- Probation/Warning Letters sent
- Leave(s) of Absence
  - CM Billie Copper - (Returning October 1, 2008)
  - CM Marcus Mabry - (Returning October 1, 2008)
  - CM Johnson Livingston - (Returning October 1, 2008)
  - CM Veronica Pillatzke - (Returning October 1, 2008)
- Requests for Leave(s) of Absence
- Review Renewals
- Resignations
- Thank You for Service to the Council
- Dismissal Letters to be Sent Due to Attendance Requirements

## **12. Council Member Rights and Responsibilities Work Group Discussion**

- The Co-Chairs will update the Committee on the status of this work group.
- Two meetings July 9, 2008 and July 24, 2008.
- Joe Lynn & Hilda Jones presented the idea that a problem between Council Members is no a grievance, but actually Conflict Resolution and that process needs to be set-up in a meeting in September 2008 which is yet to be determined.

- Acknowledgement of the Co-Chairs Pearce's and Margolis' amazing facilitation of the Council Members Rights and Responsibilities Work Group.

### **13. Next Meeting Date & Agenda Items**

Leave of Absence – On LOA can or cannot VOTE during LOA and whether LOA would be cancelled because of appearance. Review the whole LOA Policy.

Mary Kay will speak about EPI.

Exit Interview process will be brought to meeting next time by Wade Flores.

Attendance System will continue to be discussed.

New Meeting Time is 5-7.

The next Membership Meeting is tentatively scheduled for Monday, September 8, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

### **14. Adjournment** The meeting was adjourned at 6:30 pm by CM Hicks.