



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 10th, 2008

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00 -7:00 pm

DRAFT Minutes

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

Committee Members Absent: Blish, Frazier (Co-Chair), Livingston

Others Present:

Council Support Present: Asis, Bryson, Lee, Zhovreboff

1. Introductions

The meeting was called to order at 5:00 pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

2. Review/Approve Agenda

The agenda was reviewed; one change was made and then was approved by consensus.

3. Review/Approve October 15th, 2008 Minutes

The October 15th minutes were reviewed, one change was made and were then and approved by consensus.

4. Announcements

- CM Harris brought a Get Well card for former Council Member George Stevens.
- Council Director Zhovreboff announced that that the 3-Year Comprehensive Plan meeting has been changed to a three hour meeting on Friday November 14th, beginning at 11am. He also noted Council Members' Rights and Responsibilities will be meeting again and that Greg will make a visit to the Marin meeting on December 10, 2008.
- CM Banks presented a letter to the committee requesting the removal of the current HIV Health Services Co-Chairs; Steve Manley, Laura Thomas and Mark Molnar.
- CM Pearce questioned Council Director Zhovreboff on whether the City Attorney's Office actually represents the Council. Zhovreboff noted that for matters of Policy Development and Review, the City Attorney's office is great resource for advice and representation.
- CM Flores noted that the Marin Community Outreach and Advocacy Committee held a community forum in which 22 people showed up, and Council Co-Chair Thomas gave a presentation on Ryan White legislation.

5. Public Comment

There was none.

6. Demographic Information Update

The Committee Members reviewed the current Demographic report as related to the current EMA Demographics. Council Support Asis spoke to the Committee regarding Council Member retention and recruitment. CM Pearce voiced his concern regarding Leaves of Absence and how this is affecting consistency on the Council. CM Banks noted the need for some leniency when people are suffering from a crippling disease such as HIV/AIDS.

7. Report from Cultural Humility Workshops

CM Andrews updated the Committee on the Cultural Humility workshops, based around the idea of open and authentic communication between Council Members. He noted some ideas that were brought up, like bios and photos for the website, information about organizations that people are affiliated with, creating a PLWH/A group, creating more “social” time for Council Members, acknowledging/celebrating birthdays and transitions, sitting in different places at meetings, having dinner at the end of the meeting, and sharing “fun tidbits” like at HPPC. CM Pearce noted that the Council used to send out Mayoral acknowledgements and hopes to continue that process. The committee discussed that follow-through is necessary for these issues. CM Siron discussed the difficulties with the PLWH/A Caucus, and how it relates to the Sunshine and Brown Ordinances. CM Harris noted the need for a more “humane” interaction with Council Members, old and new. **Co-Chair Hicks recommended making this a standing agenda item.**

8. Non-Discrimination Policy Inclusion & Development - VOTE

The Council Members' Rights and Responsibilities Work Group voted on whether or not to include a Non-Discrimination Policy in the Policies & Procedures manual.

Action: Motion to approve inclusion of non-discrimination policy to the Membership committee. Motion passed through unanimous roll call vote. CMRR July 24, 2008 Minutes.

Motion: Co-Chair Hicks/CM Andrews to accept The Council Member's Rights and Responsibilities Work Group request to create a Non-Discrimination policy. **Passed by unanimous decision.**

The Committee will begin this process at next month's meeting.

9. Council Member Attendance Report/Letters to Send

Council Support updated the Committee on any letters sent, and the status of current Council Members. The Committee reviewed a three-month report (August, September, October 2008) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee requested more information on how the attendance report is created. There was a discussion on the Leave of Absence Policy. A discussion ensued concerning the policy surrounding membership renewals.

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to Be Sent

-Michael Blish (as he was present at this meeting, it obviated the need to send a Probation letter)

Probation/Warning Letters sent

Leave(s) of Absence

Requests for Leave(s) of Absence

-Marcus Mabry
-Naim Harrison

Both Leaves of Absence were granted.

Review Renewals

-Maritza Penagos
-Veronica Pillatzke

Resignations

Thank You for Service to the Council

-Jose Villarce
-George Stevens
-Cynthia Hoffman

Dismissal Letters to be Sent Due to Attendance Requirements

10. Council Member Renewals - VOTE

-Maritza Penagos
-Veronica Pillatzke

Both CM Penagos' and CM Pillatzke's membership were renewed by consensus.

11. Support Staff Requests Inclusion & Development - VOTE

The committee reviewed the CMRR Work Group request for inclusion of new language in the Policy and Procedure Manual. Council Director Zhovreboff lead the discussion.

THIS AGENDA ITEM WAS STRUCK AND MOVED TO THE NEXT MEETING.

12. Next Meeting Date & Agenda Items

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

13. Adjournment

The meeting was adjourned at 5:45 pm by Co-Chair Hicks.