



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Wednesday, October 15th, 2008

Department of Public Health

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

5:00 -7:00 pm

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

Committee Members Absent: Flores, Livingston

Others Present: Steve Manley(CM), Michael Blish (CM), Dean Goodwin (DPH-HHS)

Council Support Present: Bryson, Zhovreboff

Minutes

1. Introductions

The meeting was called to order at 5:03pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve September 8th, 2008 Minutes

The September 8th minutes were reviewed, one spelling change was made and then were approved by consensus.

4. Announcements

- Co-Chair Hicks announced CM Stevens resignation from the council due to health issues. She also noted that CM Hoffman has resigned from the council due to her schedule.
- Council Director Zhovreboff announced that the work group for the 3-Year Plan began on October 14th, and will continue for the next few months. He also announced the beginning of cultural competency workshops which start on October 16th. He also announced the Council Member's Rights and Responsibilities workgroup, which will take place on the 29th of October at 4:30pm.
- CM Banks delivered a letter to Co-Chair Hicks requesting information from Council Support on decisions made by the SF HIV Health Services Planning Council.

5. Public Comment

There was none.

6. Demographic information Update

Greg Zhovreboff presented follow up data from last month's discussion, prepared by Maree Kay Parisi. Questions were raised regarding the data. CM Margolis and CM Banks questioned why the committee looks at only AIDS data instead of both HIV and AIDS data.

7. Nomination and Election of Chair or Co-Chairs - VOTE

Co-Chair Hicks opened the floor to nominations, noting that as Co-Chair Stevens has stepped down from the council, that space is open. CM Manley re-nominated Co-Chair Hicks. CM Banks nominated CM Andrews and CM Frazier. CM Andrews declined. CM Blish nominated CM Banks. Votes were written down then tallied by Council Director Zhovreboff.

Vote by Ballot: Mary Lawrence Hicks and Don Frazier were elected as the Membership Co-Chairs.

8. Council Member Attendance Report/Letters to Send

Council Support updated the Committee on Attendance Letters sent, and status of Council Members. The committee reviewed a three-month report (July, August, September 2008) on Council Member attendance. The committee decided 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
 - Michael Blish
 - CM Blish was at the meeting, which obviated the need to send out another warning letter.
- Probation/Warning Letters sent
 - Michael Blish (Warning)
 - Naim Harrison (Warning)
 - Stacia Scherich (Warning)
- Leave(s) of Absence
 - Billie Cooper (ended)
 - Marcus Mabry (ended)
 - Johnson Livingston (ended)
 - Veronica Pillatzke (ended)
 - George Stevens (ended)
- Requests for Leave(s) of Absence
 - There are none at this time.
- Review Renewals
 - Randy Allgaier
 - Billie Cooper
- Resignations
 - Cynthia Hoffman
 - George Stevens
- Thank You for Service to the Council
 - Cynthia Hoffman
 - George Stevens
- Dismissal Letters to be Sent Due to Attendance Requirements
 - There are none at this time.

9. Council Member Renewals - VOTE

The renewals for CM Allgaier and CM Cooper were renewed by consensus.

10. Committee Assignments - VOTE

Group 6:25

The committee reviewed Council member committee requests for 08/09 and developed memberships for Membership, Community and Minority Affairs, Government and Provider Affairs and Points of Integration Committees.

Michael Blish requested to be removed from the Consumer and Minority Affairs Committee and be put on the Membership Committee. The Committee agreed by consensus.

11. Next Meeting Date & Agenda Items

CM Margolis questioned how committee members are recruited. A discussion ensued, and the committee decided to place this item on the next Membership Committee meeting agenda, when the Council Training and Evaluation Coordinator, Enrique Asis can be present.

Exit interviews were also discussed. The committee discussed sending out an exit survey to people who have resigned from the Council to assess how the Council is doing.

The next Membership Meeting is tentatively scheduled for Monday, November 10, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

12. Adjournment

The meeting was adjourned at 6:13pm by Co-Chair Hicks.