



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 8th, 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, Frazier, Harris, Co-Chair Hicks, Margolis, Siron

Committee Members Absent: Livingston (LoA), Stevens (LoA)

Others Present: CM Molnar

Support Staff Present: Allgaier, Asis, Bryson, Lee, Zhovreboff

1. Introductions

The meeting was called to order at 5:11pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus. The next Rights and Responsibilities Work Group is scheduled for October 28th. The date was discussed.

3. Review/Approve August 4th, 2008 Minutes

The August 4th minutes were reviewed, CM Flores was added to "Absent" list; change was approved by consensus.

4. Announcements

- Allgaier introduced the incoming director, Greg Zhovreboff. The committee welcomed him.
- Co-Chair Hicks announced that George Stevens is recuperating well from his surgery.
- CM Flores announced that from Sept. 8th-15th the housing waiting list is open for Marin.
- Co-Chair Hicks requested an Exit Interview review for next meeting.

5. Public Comment

There was none.

6. Presentation of Demographics for San Francisco and the EMA

Marree Kay Parisi from the Department of Public Health presented a current San Francisco HIV Epidemiology Report and current statistics from Marin and San Mateo Counties. Questions were raised about numbers for incarcerated persons. CM Andrews and Mark Molnar questioned the

numbers based on an article sent to Council Members through the Yahoo! Group. Parisi has agreed to go over and clarify the reports. Allgaier noted that Parisi is here to help us understand the data, so that our council can mirror the demographics of the epidemic as per requested by state regulations. CM Banks questioned how the council is supposed to mirror the demographic, and Parisi explained exactly how the epidemiological data is collected and how the council should reflect that.

7. Council Demographics Report

The committee reviewed and discussed both Council and EMA (Eligible Metropolitan Area)-wide demographics. Allgaier explained what all of the handouts mean and how they should be used in decision making. Margolis wanted to know how the council recruits new members from certain communities that are needed for council demographics. Molnar brought up the question of what the exact definition of a “non-aligned consumer” is. CM Banks read from the most recent CARE Act. CM Andrews brought up that, as the council deals with both Title I and Title II grants, the council has broader definition of “non-aligned consumer.” The council discussed the amount of consumers that are non-aligned and on the council, and the amount that the council is allowed to have.

8. Council Member Attendance Report/Letters to Send

Council Support updated the Membership Committee on Attendance, and status of Council Members. The Committee reviewed a three-month report (April, May and June 2008) on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements. T.J. Lee explained the data that was compiled based on attendance reports kept by staff. Michael Blish’s attendance was discussed. CM Banks noted that Blish never received his warning letter as he has moved. Dean Goodwin asked whether mentoring could help the attendance problem. CM Margolis suggested matching Blish up with someone on his home council. Issues about contacting Council Members was discussed. CO-Chair Hicks suggested that support staff send Blish another warning letter, as well as set him up with a mentor. Molnar noted that the council has improved in diversity but acknowledged that the council still does have retention issues. CM Stacia Scherich’s attendance was discussed. The council discussed sending Scherich a letter of warning, although it is known that she is back on track as far as required attendance is concerned. CM Margolis suggested putting phone numbers of staff on the calendar so that people know who to contact if they will not make a meeting. Co-Chair Hicks noted that equal, across the board structure and rules are necessary in a voluntary council such as this. CM Frazier again suggested some sort of buddy system be implemented. The current Leave of Absence policy was discussed.

- Review of Letters of Probation that have been sent
 - Michael Blish’s was returned due to a change of address.
- Review of Potential Letters of Warning/Probation to Be Sent
 - Michael Blish’s attendance was reviewed. A warning has been sent (which was returned due to an address change), and the council chose to send a second letter of warning.
 - Stacia Scherich’s attendance was reviewed. Co-Chair Hicks suggested sending out a letter of warning, although her attendance has improved in the most recent quarter. A positive, supportive warning letter will be sent.
 - Naim Harrison’s attendance was reviewed. CM Harris suggested moving ahead with protocol. The council chose to send out a warning.
- Probation/Warning Letters sent
 - ?? (What do I put here?)
- Leave(s) of Absence
 - All current Leaves of Absence are still in effect until October 1st.

- Requests for Leave(s) of Absence
 - George Stevens began a Leave of Absence on September 1st and will be off for at least one month, maybe two.
- Review Renewals
 - Mary Lawrence Hicks
 - George Simmons
 - Sparkie Spaeth
- Resignations
 - None
- Thank You for Service to the Council
 - None
- Dismissal Letters to be Sent Due to Attendance Requirements
 - None

9. Council Member Renewals - VOTE

Motion: Siron/Andrews To move Hicks, Simmons and Spaeth's renewal to full committee.

Vote: Passed by consensus with Co-Chair Hicks recusing herself.

10. Committee Assignments - VOTE

No council members requested to change committees. People who did not respond have been reassigned to their home committee. The committee voted by consensus to pass the decision on assignments. Allgaier noted that if people are unhappy, they can let the membership committee know.

11. Next Meeting Date & Agenda Items

The next Membership Meeting is scheduled for Monday, October 13, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

11. Adjournment

The meeting was adjourned at 7:03 PM by Co-Chair Hicks.