



HIV Health Services Planning Council
SPECIAL MEMBERSHIP COMMITTEE
Monday, April 13th, 2009
3:00-5:00pm
Department of Public Health
25 Van Ness Avenue, Room 330A
San Francisco, CA 94103

Draft Minutes

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

Committee Members Absent: Margolis

Others Present: Lee Jewell (CM), Jerrold Thomas (Applicant)

Support Staff Present: Natalie Bryson, T.J. Lee

1. Welcome and Introductions

The meeting was called to order at 3:09 pm by Co-Chair Frazier. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve March 25th, 2009 Minutes - VOTE

The March 25th, 2009 minutes were reviewed, CM Banks requested that it be noted that Article 6, Sections 1 and 4 were discussed in relation to the letter sent by the Co-Chairs to the Mayor, and the minutes were then and approved consensus.

4. Announcements

- There were no announcements.

5. Public Comment

There was none.

6. Review Findings and Determine Possible Steps for further Investigation – VOTE

The Committee discussed whether the request for involuntary removal letter sent to the Mayor from the Co-Chairs should be included in the deliberation. They discussed whether there were any parts of the grievance that were founded in truth and need to be acted upon. They considered creating a procedure for the Council Manual so that any following grievances can be dealt with in a swift manner.

The group took a straw poll to consider removing the Co-Chairs. No one agreed that they should be removed. The group however, did agree that many of the claims were substantiated, but more because of a lack of policies and procedures to deal with these issues. They suggested bringing in a third party to deal with any future conflict and to craft policies for the future. The

Committee also discussed how to create some sort of reconciliation and wrap-up for this issue. Co-Chair Frazier suggested that they ask the Council Co-Chairs to rescind the letter of request for involuntary removal sent to the Mayor. The Committee also discussed asking that the Co-Chairs and CM Banks go through formal mediation.

MOTION: CM Frazier/CM Harris to find that some of the allegations are substantiated by substantial evidence, but that it does not warrant the removal of the Co-Chairs from their positions (Section 7.8, II, e, ii). Once this has been completed, the Special Membership Committee will recommend further action for reconciliation, which follows. The recommendations include, but are not limited to: (1) mediation between Co-Chairs and CM Banks with the understanding that changes will need to be made to the Policy and Procedure Manual regarding mediation, disciplinary action and involuntary removal when the situation arises, (2) ensuring that conflict resolution is a culturally competent process, (3) to review and finalize the CMRR Work Group Conflict Resolution Policy as a Council process, (4) to identify ways to support consumers on the Council, (5) to rescind the letter for involuntary removal from the Co-Chairs to the Mayor, (6) to clarify the conflict resolution policy between Council Support and Council Members, (7) to review and finalize the motion on requests for Council Support to provide information, (8) for Council Members to attend a training and/or refresher course on the Sunshine Ordinance, (9) for all Co-Chairs, Council and Committee, present and future to undergo mandatory leadership trainings and (10) to request technical support from HRSA both for conflict resolution and mediation, and Policy and Procedure revisions.

VOTE by hand

Ayes: 2

Nayes: 4

The motion did not pass.

MOTION: CM Jewell/CM Siron to use the exact wording of the motion above minus point (5), rescinding the letter.

MOTION AMENDMENT: Andrews/Harris to amend point (5) to say “review letter that was sent to the Mayor during the conflict resolution process for possible expunging from the record”

VOTE by hand

Ayes: 4

Nayes: 2

The motion passes.

7. Next Meeting Date & Agenda Items

There will be no next meeting.

8. Adjournment

The meeting was adjourned at 4:59 pm by Co-Chair Frazier.