



## HIV Health Services Planning Council

### SPECIAL MEMBERSHIP COMMITTEE

Tuesday, February 18<sup>th</sup>, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

4:30-6:30 pm

### *Draft Minutes*

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**Committee Members Present:** Andrews, Banks, Flores, Harris, Hicks, Siron

**Committee Members Absent:** Frazier, Margolis

**Others Present:** Council Co-Chairs Manley, Molnar and Thomas, CM Jewell

**Support Staff Present:** Lee, Zhovreboff

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#### 1. Introductions

The meeting was called to order at 4:45pm 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 February 4<sup>th</sup>, 2009 Minutes

The February 4<sup>th</sup>, 2009 minutes were reviewed and approved by consensus.

#### 4. Announcements

- The Committee took this time to discuss process surrounding the interviews. A few questions were raised regarding closed meetings, and it was determined that closed meetings are only closed to the public, not to Council Members, thus the questions were made available to all parties involved in the grievance process. This also brought up the question of whether the other parties would be allowed to be present during the interviews, and it was decided that they would.
- CM Andrews noted his appreciation that this process has been so open.
- Co-Chair Hicks reminded the Committee that the interviews will last a maximum of thirty minutes each, and that there was no need to stick only to the written questions.
- CM Flores asked for clarification, stating that he believed that CM Banks requested to be interviewed first, and was wondering why the Co-Chairs were now being interviewed first. Co-Chair Hicks noted that it had to do with the scheduling conflicts.
- CM Andrews noted the need for the ability of the Committee to call back the Co-Chairs for more questioning if other questions arise during the interview process with CM Banks.
- CM Flores suggested that there be three sessions, the first one being today's meeting, the second being CM Banks' interview and the third being a chance for the committee to finish things up.
- CM Harris wanted to state on the record that all allegations have been thoroughly researched and reviewed by the Committee prior to beginning the interviews.

## **5. Public Comment**

There was none.

## **6. Interviews – VOTE**

The Committee interviewed the three Co-Chairs: Steve Manley, Laura Thomas and Mark Molnar.

The interview with Laura Thomas began at 5:03 PM.

The interview with Mark Molnar began at 5:35 PM.

The interview with Steve Manley began at 6:10 PM.

## **7. Determine Steps for further Investigation – VOTE**

- There was discussion around the time allotment for Raymond Banks. Mr. Banks raised that, combined, the Co-Chairs had 90 minutes and felt that a 30-minute interview was unfair and would not allow him to fully present his case. The Committee replied that each Co-Chair testified separately in 30-minute intervals. Therefore, he is also to be given the same time. The Committee also shared that it had committed to a process and timeline for this investigation and in compliance with section 7.8, wished to conduct the investigation "as rapidly as possible." Members also shared that they have had a fair amount of exposure to the materials present and that any of the parties involved could submit additional information in writing if they felt they did not cover everything in the interview.
- Summary: Raymond Banks will be invited to a 30 minute interview on Wednesday, February 25, 2009 at 4:00 pm. The Committee encourages Raymond to come and participate in the interview.

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

*The next Special Membership Meeting is tentatively scheduled for Wednesday, February 25<sup>th</sup> from 4:00-6:00pm, 20 Franklin Street, Derek Silva Community, San Francisco, CA 94102.*

## **9. Adjournment**

The meeting was adjourned at 6:32pm by Co-Chair Hicks.