



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, December 14, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Andrews, Flores, Harris, Matillano, Siron

Committee Members Absent: Harrison, Hubbard

Others Present: Michael Scarce (Applicant), Tyrone Spellman (Applicant)

Support Staff Present: E. Asis, R. Allgaier, N. Bryson, T. Lee

Minutes

1. Introductions

The meeting was called to order at 5:10 pm by Co-Chair Flores.

2. Moment of Silence

This meeting is dedicated to the memory of former Council Members Terry Young and George Stevens and former Consumer Rights Advocate Joe Lynn.

Committee Members took a moment to express their emotions surrounding the deaths of Terry, George and Joe.

3. Review/Approve Agenda - VOTE

The agenda was reviewed, items 12 and 13 were switched, and the agenda was then approved by consensus. Andrews/Harris.

4. Review/Approve November 9th 2009 Minutes – VOTE

The November 9th minutes were reviewed and approved by consensus. Andrews/Molnar.

5. Announcements

There were no announcements.

6. Public Comment

Tyrone Spellman, applicant to the Council noted that he is very nervous about his upcoming interview.

7. Demographic Information Update

The Committee reviewed the most recent demographic information for the Council. The Committee requested that Council Support get the most recent demographic information on the EMA from Dean Goodwin.

8. Council Member Attendance Report/Letters to Send – VOTE

Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (September, October and November 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report.

The Committee voted unanimously to only receive the attendance report if explicitly requested.

Review of Potential Letters of Warning/Probation to be sent

Warning:

-Mary Lawrence Hicks (Only 3 meetings attended)

-Matt Miller (Only 3 meetings attended)

-Veronica Pillatzke (No Committee attendance)

-Stacia Scherich (No Committee attendance)

The Committee moved to send warning letters to all four members who are out of compliance.

Requests for Leave of Absence

-Billie Cooper

The Committee voted unanimously to grant CM Cooper a leave of absence beginning immediately, and ending on February 14th, 2009.

Leave(s) of Absence

Review Renewals

Thank You for service to the Council

Review of Letters of Probation that have been sent

Dismissal Letters to be sent due to attendance requirements

Resignations

Public Comment-Tyrone Spellman: *He noted that it is important to get all login information from all employees, as there is always a chance of a former employee logging into databases and downloading or hacking information.*

9. Co-Chair Nominations and Election – Vote

The Committee discussed nominating CM Hubbard, but in her absence decided to put it off. CM Harris nominated CM Matillano, but she declined. The Committee decided to hold off on the vote until January's meeting.

10. Review Membership Applications – VOTE

-Gwen Smith

- Lara Tannenbaum

The Committee discussed demographics, and which seats are required to be filled by the Council. CM Andrews noted that there are seven openings on the Council, and that both women will bring great voices to the Council.

MOTION-CM Molnar/CM Matillano to accept both applications. The motion passed by unanimous decision.

11. Interview(s) for Membership

The Committee reviewed the references that were provided by both applicants.

-Tyrone Spellman

The Committee took a few minutes to question Tyrone Spellman on why he wants to join the Council and why he believes that he would be an asset. The Committee then had a lengthy discussion about Tyrone and the voices and experiences that he may bring to the Council.

The Committee was split, with four yes's, three no's, and one abstention, which means that his application will not move forward to the Steering Committee of Full Council. They recommended that he come to more meetings and reapply in April.

-Michael Scarce

The Committee took a few minutes to question Michael Scarce on why he wants to join the Council and why he believes that he would be an asset.

The Committee voted unanimously to move Michael Scarce forward to Steering and the Full Council for review.

12. Discussion of Agenda Items for Steering Retreat

The Committee brainstormed topics for the upcoming Steering retreat.

- Cultural humility/inclusiveness
- Respectful engagement
- Working more effectively with Prevention
- Visibility of the Council in the Community
 - Recruitment
 - Partnership
 - Outreach
 - Networking
- Strengthening relationship with DPH
- Amending behavior?
- Hep. C?
- Aging?

13. Leave of Absence Policy – VOTE

This agenda item was tabled until January's meeting.

14. Discussion of Community Outreach and Council Recruitment

This agenda item was tabled until January's meeting.

15. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, January 11, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

-Discussion of Cultural Humility Workshops

- Review of Exit Interviews
- Ways to Thank Long-Standing Council Members
- Amending behavior (behavior management models)

16. Adjournment

The meeting was adjourned at 7:30 pm by Co-Chair Flores.
