



HIV Health Services Planning Council

SPECIAL MEMBERSHIP COMMITTEE

Wednesday, January 21st, 2009

Department of Public Health

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

3:00 -4:30 pm

Committee Members Present: Andrews, Banks, Harris, Hicks, Margolis, Siron

Committee Members Absent: Flores, Frazier, Livingston

Others Present: CM Simmons, CM Cooper, CM Newell

Council Support Present: Asis, Bryson, Lee

Draft Minutes

1. Introductions

The meeting was called to order at 3:04 pm by Co-Chair Hicks. Everyone introduced themselves, and quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve January 14th Minutes

The January 14th notes were reviewed and approved by consensus with several abstentions due to absences.

4. Announcements

CM Banks requested that Co-Chair Hicks recuse herself from all proceedings during the Special Meetings of the Membership Committee. CM Hicks responded that she did not feel that this was necessary. He also questioned what the role of Planning Council Support is in this investigation. He also requested the Co-Chair Hicks stand as a witness for him during his interview, and she agreed.

Co-Chair Hicks announced that Co-Chair Frazier is sick.

5. Public Comment

There was none.

6. Discussion of Request for Removal - VOTE

-Brief review of policy

-Review and discuss findings from preliminary information gathering

Council Director Zhovreboff went through all materials compiled by Council Support Staff. Co-Chair Hicks updated the committee on how this process began and what has been done so far.

The committee walked through all of the allegations and formulated a process for moving forward.

1. For this issue, a there is a tape that needs to be listened to and a document that needs to be reviewed
2. The Committee would like to listen to the Tape of the meeting that took place on 1/10/08
3. For this issue, all documents need to be reviewed. The Committee would like to interview all four involved parties (CM Banks, Co-Chair Manley, Co-Chair Thomas, Co-Chair Molnar) in addition to contacting the Parliamentarian.
4. The Committee would like to listen to the tape and see how the issue was referenced, and then decide whether or not to contact the Parliamentarian.
5. The Committee would like to listen to the tape from 5/9/08 and CM Banks will bring the recording of the meeting from 7/24/08. They also suggested interviewing Michelle Long and Hilda Jones along with the three Co-Chairs and CM Banks.
6. The Committee would like to interview the three Co-Chairs and CM Banks. The three documents provided will also need to be reviewed.

-Create questions for interviews

These will be developed at an upcoming meeting.

-Determine steps for further investigations

The Committee discussed the timeline for this process.

MOTION: CM Simmons/CM Siron to have this process completed by the end of February with the provision that if an extension is needed, it will be granted.

The Committee passed this unanimously.

7. Next Meeting Date & Agenda Items

The next Special Membership Meeting is tentatively scheduled for February 4th from 3-5pm.

The Committee discussed meeting every week. They also discussed formulating a subcommittee to develop questions for the interviews. The Committee would like their next meeting to be an interview of CM Banks to hear his perspective in its entirety.

The subcommittee will consist of: CM Siron, CM Harris, CM Hicks, CM Frazier (tentatively). They will email each other to find a time to meet to formulate questions.

8. Adjournment

The meeting was adjourned at 4:40 pm by Co-Chair Hicks.