



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 11, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Andrews, Banks, Flores, Frazier, Harris, Siron

Committee Members Absent: Margolis

Others Present: Cathy Newell (CM), Billie Cooper (CM), Anna Heath (CM), Mark Molnar (CM), Ken Pearce (CM), Terry Young (CM), Cherlynn Hubbard (Applicant), Jerrold Thomas (Applicant), Matt Geltmaker (Applicant), Carol Hudson (Applicant), Elaine Flores (Public), Celinda Cantu (DPH-HHS)

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

Minutes

1. Introductions

The meeting was called to order at 5:11 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 April 13th, 2009 Minutes, February 4, 2009 CMRR Minutes and April 13th, 2009 SPECIAL Membership Minutes – VOTE

The April 13th, 2009 minutes were reviewed and approved by consensus.

The February 4th, 2009 CMRR minutes were reviewed and tabled until the next meeting. CM Banks requested the addition of his reference of motions from a 2008 Policy and Evaluation Meeting.

The April 13th, 2009 SPECIAL Membership minutes were reviewed and approved by consensus.

4. Announcements

- CM Banks mentioned a workshop that he attended “Addressing Environmental Health in San Francisco’s African American Community put on by the African American Community Health Equity Council (AACHEC).
- Molnar noted that he will be taking a Leave of Absence from the Council to step in to Greg’s role as interim Director.
- Celinda Cantu from DPH-HHS introduced herself and let the Committee know that she will be taking Dean’s place as the staffer for Membership Committee meetings due to large transitions within DPH.

5. Public Comment

There was no public comment.

6. 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 (February, March and April 2009) on Council Member attendance. Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.

Review of Potential Letters of Warning/Probation to Be Sent

-Naim Harrison (2 FC Meetings-Excused Feb FC/No Home Committee Assignment)

The Committee decided to send Naim a formal warning letter.

-Salvatore Russo

The Committee discussed creating a new policy for the P&P manual to reconcile to differences in opinion of the idea of membership before receiving the letter from the Mayor. This will be done at the next Membership Committee meeting. They decided to go forward and send Salvatore a warning letter.

Leave(s) of Absence

-Mary Lawrence Hicks (Returning June 8, 2009)

Requests for Leave(s) of Absence

-Don Frazier (To Return July 1, 2009)

His leave was granted.

-Mark Molnar (To be effective May 18, 2009 - Returning July 18, 2009)

His leave was granted.

Review Renewals

-Stacia Scherich

MOTION: Molnar/Young to renew Stacia Scherich to the Council.

The motion passed unanimously.

Resignations

-Kelly Hart

Thank You for Service to the Council

-Ellen Sweetin

-Sparkie Spaeth

-Kelly Hart

7. Committee Assignments – VOTE

-Naim Harrison

-Salvatore Russo

A discussion of the policies ensued.

MOTION: CM Pearce/CM Andrews for Naim Harrison to be put on the Membership Committee and for Salvatore Russo to be put on the Government and Provider Affairs Committee.

VOTE: The motion was passed unanimously by show of hands.

8. Development of Action Plan for Council Members' Rights and Responsibilities Work Group Materials - VOTE

a) Development of Conflict Resolution Policy

MOTION AMENDMENT: CM Molnar/CM Newell to accept the amendment “The decision by the mediator(s) will be the conclusion of the Conflict Resolution process at the Council level.”

A discussion ensued.

MOTION: CM/Molnar/CM Newell to call the question.

VOTE by show of hands: The motion amendment passed with one Naye.

MOTION: See attachment #1.

A discussion ensued.

MOTION: CM Pearce/CM Molnar to call the question. The question called with one Naye.

VOTE by show of hands: The motion passed with two Naves and two Abstentions.

The rest of this agenda was tabled until the next meeting.

- b) *Development of Non-Discrimination Policy*
- c) *Development of Rights and Responsibilities*
- d) *New Business*

9. Interviews for Council Membership - VOTE

The Council reviewed references of each applicant and began interviews for Council membership at 6:45 pm.

-Jerrold Thomas is an HIV+ African American unaligned consumer.

MOTION: CM Molnar/CM Banks to recommend Jerrold Thomas to the Full Council for membership.

VOTE by show of hands: Jerrold Thomas was accepted unanimously.

-Matt Geltmaker is an HIV+ Caucasian provider.

MOTION: CM Molnar/CM Newell to recommend Matt Geltmaker to the Full Council for membership.

VOTE by show of hands: Matt Geltmaker was accepted unanimously.

-Carol Hudson is an HIV+ Latina consumer.

VOTE by show of hands: Carol Hudson was accepted unanimously.

-Cherlynn Hubbard is an HIV- African American provider.

MOTION: CM Banks/CM Heath to recommend Cherlynn Hubbard to the Full Council for membership.

VOTE by show of hands: Cherlynn Hubbard was accepted unanimously.

The interviews ended at 7:17 pm.

10. Review Application(s) for Council Membership – VOTE

-Rachel Matillano is an HIV- Asisan/Pacific Islander provider.

-Cicily Emerson is a HIV- Caucasian provider.

MOTION: CM Pearce/CM Siron to bring both Rachel Matillano and Cicily Emerson in to the next Membership meeting for an interview.

VOTE by show of hands: Both Rachel and Cicly's applications were accepted unanimously.

11. Discussion of Complaint Process and Procedure – VOTE

This agenda item was tabled until the next Membership Meeting.

12. Discussion of Findings of Special Membership Meetings – VOTE

This agenda item was tabled until the next Membership Meeting.

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, June 8th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

CM Banks suggested having a discussion regarding the Council receiving training on the Sunshine Ordinance. This will be added to the parking lot.

14. Adjournment

The meeting was adjourned at 7:22 pm by Co-Chair Flores.

Attachment #1

"Conflict resolution is a multi-step process:

Step 1

Both parties meet to informally resolve conflict. If a resolution does not occur, then the parties will move to Step 2.

Step 2

Mediation: A mediator may be one person selected by both parties, or a panel of three, with each party choosing a mediator, and these two mediators choosing a third. The decision by the mediator(s) is binding.

Step 3

If the conflict between the parties escalates and/or persists and leads to disruptive behavior in the course of Council activities, then the Discipline and Removal Policy will apply. Disruptive behavior includes anything that violates the Council's core values as defined in the Draft of Work Group Agreements."

Amendment

".....The decision by the mediator(s) will be the conclusion of the Conflict Resolution process at the Council level."