



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 9, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Andrews, Flores, Harris, Harrison, Hubbard, Matillano, Siron, Young

Others Present: CM Manley, CM Molnar, Michael Scarce (Applicant), Dean Goodwin (DPH-HHS), Raymond Banks (Public)

Support Staff Present: Allgaier, Asis, Bryson, Lee

Minutes

1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of CM Harris.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve October 5th 2009 Minutes – VOTE

The October 5th minutes were reviewed and approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

Raymond Banks: He wanted to inform the Council of local DPH's decision to require the "share form." Statewide DPH allows the choice, and he believes that local DPH should also allow consumers the choice. He also noted that he has put in a petition to the SOTF for DPH to hold open meetings, and that he would like there to be a Community Advisory Board for ARIES.

6. Demographic Information Update

Committee members were updated on the current Council membership demographics. It was noted that it had been updated to reflect that Jerrold Thomas is no longer a member. CM Andrews suggested possibly breaking down demographics by zip code like DPH-HHS does.

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

Review of Potential Letters of Warning/Probation to be sent

Warning:

-Margot Antonetty (Only 3 meetings attended)

-Aaron Chandler (No Committee attendance)

There was a discussion surrounding the excused absence policy. Both CM Chandler and CM Antonetty will be sent warning letters.

8. Co-Chair Nominations and Election – Vote

The Committee nominated and then elected co-chairs for the Committee for 2009-2010. CM Andrews nominated CM Flores, which was seconded by CM Molnar. CM Harris nominated CM Hubbard, but she did not accept. CM Manley nominated CM Andrews, but he did not accept. The Committee discussed the upcoming facilitator training and decided to hold off on the second Co-Chair vote until after the training has occurred.

VOTE by Roll Call on CM Flores’ application. He was voted in as Co-Chair unanimously. See voting worksheet [1].

MOTION-CM Siron/CM Matillano: To hold second Co-Chair vote after the December facilitator’s training.

The motion passed unanimously by Roll Call vote. See voting worksheet [2].

9. Review Membership Applications – VOTE

-Michael Scarce

The group reviewed Michael Scarce’s application for Membership.

MOTION-CM Andrews/CM Molnar to move Michael Scarce on to the interview stage.

The motion passed unanimously. See voting worksheet [3].

-Tyrone Spellman

The group reviewed Tyrone Spellman’s application for Membership.

MOTION-CM Andrews/CM Siron to move Tyrone Spellman on to the interview stage.

The motion passed unanimously. See voting worksheet [4].

10. Discussion of Membership Renewal Policy - VOTE

The Committee discussed how to review renewals. CM Andrews provided background on the issue and presented Committee Members with two documents outlining the proposed process that were created by himself, CM Siron and CM Harris. CM Harris recommended adding a question about Cultural Humility/Inclusiveness.

MOTION-CM Molnar/CM Siron to accept the documents with the following changes:

- a. Strike “personal” from question 5.
- b. Add a question about cultural inclusiveness/responsiveness.
- c. Add a comment section to the scaled questions 11-14.
- d. Include “work groups” on question 6.

The motion passed unanimously by Roll Call vote. See voting worksheet [5].

11. Development of Council Member’s Rights and Responsibilities – VOTE

The group discussed an outline of the rights and responsibilities of Council Members. The group discussed tabling the discussion until CM Margolis could attend and clarify. See attachment #1

MOTION-CM Molnar/Andrews to approve the document as is. The motion was retracted.

MOTION-CM Molnar/CM Andrews to approve the Rights and Responsibilities document with the addition of the non-discrimination policy to the EMA job-description and the Policies and Procedure Manual to line 4.

MOTION AMENDMENT-CM Andrews/CM Molnar: To add "All Federal, State and Local laws and ordinances."

After further discussion and confusion, both the motion and the motion amendment were withdrawn. This agenda item will be discussed at next month's meeting.

12. Development of Behavioral Management Models – VOTE

This agenda item was briefly discussed, but due to confusion, was tabled until December's meeting.

13. Next Meeting Date & Agenda Items

The Committee took a straw poll on whether to hold December's meeting or not, and decided to hold it, as it looks like there will be quorum.

The next Membership Meeting is tentatively scheduled for Monday, December 14, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

-Development of Council Member's Rights and Responsibilities

-Co-Chair VOTE

-Interviews of Michael Scarce and Tyrone Spellman

-Discuss agenda items for Steering Retreat

-Cultural Humility workshops (past and future)

-Community Outreach and Council recruitment

-New Business of CMRR Work Group: Appealing Council Decision – VOTE

-Ways to Thank Long-Standing Council Members

14. Adjournment

The meeting was adjourned at 6:42 pm by Co-Chair Flores.

Attachment #1

Council Member's Rights and Responsibilities

This page is for cross-reference purposes only.

The Policy and Procedure Manual addresses the rights and responsibilities of Council Members in several sections, which include but are not limited to the following:

2.6-EMA Job Description

4.4-Robert's Rules of Order

4.6-Rules of Respectful Engagement

5.1-Council By-Laws (which are HRSA mandated)

7-Meeting attendance requirements/Policy regarding use of proxy

Membership Committee

HIV Health Services Planning Council

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence
 Votes]: **Y**=Yes; **N**=No; **B**=Abstain; **R**= Recused (deduct from quorum)

November 9, 2009

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	John Andrews										
2.	Wade Flores (Co-Chair)										
3.	Chris Harris										
4.	Naim Harrison										
5.	Cherrlynn Hubbard										
6.	Rachel Matillano										
7.	Charles Siron										
8.	Terry Young										
1.	Mark Agtane***										
	Randy Allgaier	LOA									
2.	Margot Antonetty										
3.	Noah Briones										
4.	Jeff Byers										
5.	Aaron Chandler										
6.	Billie Cooper										
7.	Cicily Emerson										
8.	Matt Geltmaker										
9.	Jesus Guillen										
10.	Anna Heath										
11.	Mary Lawrence Hicks										
12.	Carol Hudson										
13.	Lee Jewell										
14.	Steve Manley										
15.	Paul Margolis										
	November 9, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
16.	Matthew Miller										

17.	Mark Molnar										
18.	Catherine Newell										
19.	Ken Pearce										
20.	Maritza Penagos										
21.	Veronica Pillatzke										
22.	Gerardo Ramos										
23.	Stacia Scherich										
24.	Donald Soto										
25.	Laura Thomas										

Ayes											
Nayes											
Abstain											
Recusal											
Total											
***Pending Mayoral Appointment											

*=NEW MEMBERS: check to see if they have received appointment letters from the Mayor before considering them as voting members. All new members must have received Mayoral appointment letters.

QUORUM (Needs to be 1/2 of Total Members: (8/ 2) +1 = 5 members, of which at least 25% of members present must be living with HIV. As of 6/30/2009, 63% of Council members are HIV positive.

OTHERS PRESENT:

Support Staff Present:

Raymond Banks (Public)	Randy Allgaier
Michael Scarce (Applicant)	Natalie Bryson
Dean Goodwin (DPH-HHS)	T.J. Lee
	Enrique Asis