



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 5, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Flores, Harrison, Margolis, Siron, Young

Committee Members Absent: Andrews, Hubbard, Matillano

Others Present: CM Guillen, CM Manley

Support Staff Present: Allgaier, Asis, Bryson

Minutes

1. Introductions

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of CM Harrison at 5:48pm.

2. Review/Approve Agenda - VOTE

The agenda was reviewed, item nine was removed, and item ten has been moved to a work group to be addressed. The agenda was approved with changes.

3. Review/Approve September 14th, 2009 Minutes – VOTE

The September 14th minutes were reviewed and approved by consensus.

4. Announcements

- Council Director Allgaier announced that the Joint Committee on HIV/AIDS and Aging meets the 3rd Wednesday of the month, and at this next meeting they will be determining final Membership.
- Allgaier also announced that on October 16th from 6-8pm, the White House Office of National AIDS Policy will be holding a town hall meeting in Robertson Auditorium at the UCSF Mission Bay campus.
- Allgaier and Council Support Member Asis have created a few ideas for inservices, the first to be held on November 16th, with the topic of budget and summit review. There will also be a facilitator training in early December.

5. Public Comment

There was no public comment.

6. Demographic Information Update

The Committee reviewed the most recent demographic report. Dean Goodwin of DPH-HHS offered to get the newest EMA numbers.

7. 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 (July, August and September 2009) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements.

Resignations

-Jerrold Thomas

Review of Potential Letters of Warning/Probation to be sent

-Noah Briones (no Committee attendance in three months)

The Committee decided to send a warning letter to CM Briones.

Leave(s) of Absence

Review Renewals

Thank You for service to the Council

Review of Letters of Probation that have been sent

Requests for Leave of Absence

Dismissal Letters to be sent due to attendance requirements

8. Committee Assignments – VOTE

The Committee assessed current committee membership and voted on new placements. CM Margolis offered to move from Membership to GPA to help even out numbers. CM Guillen offered to move from CMA to GPA for the same reason. CMs Scherich and Pillatzke have been moved to Pol to accommodate their schedules. CM Cooper has been moved from GPA to CMA.

The Committee voted unanimously by roll call to accept the above changes. See voting worksheet [1].

9. Open Nominations for new Membership Co-Chair – VOTE

This has been tabled until November.

10. Reworking of Conflict Resolution Policy – VOTE

This has been moved to a work group to be created by Steering.

11. Discussion of Membership Renewal Policy - VOTE

CM Harris announced that she and CMs Andrews and Siron are in the process of creating an updated renewal process which will include feedback from Council Member's up for renewal. They are working to standardize the process and including a definition of "member in good standing." A draft will go out before next month's meeting.

12. Notice of Rescinding CM Siron's Request for Removal Letter

The Committee was noticed about the rescission of CM Siron's Request for Removal Letter.

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, November 9, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

-Development of Council Member Rights and Responsibilities – VOTE

The Committee had some extra time, and discussed Council Member’s Rights and Responsibilities as laid out by the “Work Group Agreements” from the CMRR Work Group. CM Margolis put together a document outlining the references in the Policy and Procedure Manual. See Attachment #1. This will be revised and voted on at next month’s meeting.

-New Business of CMRR Work Group: Behavioral Management Models; Appealing Council Decision – VOTE—This will be discussed by Membership and wordsmithed by Steering.

-Discussion of Cultural Humility Workshops

-Community Outreach—CMA will address this.

-Ways to Thank Long-Standing Council Members

-List of things to be done from Special Membership Meeting

13. Adjournment

The meeting was adjourned by Co-Chair Flores at 6:52pm.

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
- 10.14-Model for resolving conflict

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)

October 5, 2009

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

1.	John Andrews	A	-								
2.	Wade Flores (Co-Chair)	P	Y								
3.	Chris Harris	P	Y								
4.	Naim Harrison	P	Y								
5.	Cherrlynn Hubbard	A	-								
6.	Paul Margolis	P	Y								
7.	Rachel Matillano	A	-								
8.	Charles Siron	P	Y								
9.	Terry Young	P	y								
1.	Mark Agtane***										
2.	Randy Allgaier										
3.	Margot Antonetty										
4.	Noah Briones										
5.	Jeff Byers										
6.	Aaron Chandler										
7.	Billie Cooper										
8.	Cicily Emerson										
9.	Matt Geltmaker										
10.	Jesus Guillen	P	Y								
11.	Anna Heath										
12.	Mary Lawrence Hicks										
13.	Carol Hudson										
14.	Lee Jewell										
15.	Steve Manley	P	y								
16.	Rachel Matillano										
17.	Matthew Miller										
18.	Mark Molnar										
19.	Catherine Newell										
20.	Ken Pearce										
	October 5, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
21.	Maritza Penagos										
22.	Veronica Pillatzke										

23.	Gerardo Ramos										
24.	Stacia Scherich										
25.	Donald Soto										
26.	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: (9/ 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:

Dean Goodwin: DPH-HHS	Randy Allgaier
	Enrique Asis
	Natalie Bryson