



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 14, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Flores (Co-Chair), Harris, Harrison, Hubbard, Margolis, Siron

Committee Members Absent: Andrews, Young

Others Present: CM Guillen, CM Manley, Dean Goodwin (DPH-HHS)

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

Minutes

1. Introductions

The meeting was called to order at 5:13 pm by Co-Chair Flores.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve August 10th, 2009 Minutes – VOTE

The August 10th, 2009 minutes were reviewed and approved by consensus.

4. Announcements

- CM Harris announced that she is looking for a current phone number for Jerrold Thomas.
- Council Support T.J. Lee noted that he will be leaving early.

5. Public Comment

There was no public present.

6. Demographic Information Update

The most recent demographic information was presented by Council Support Natalie Bryson. The Committee questions whether there were updated numbers for the San Francisco EMA.

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

Leave(s) of Absence

-Gerardo Ramos (ending September 15th)
-**Request:** Randy Allgaier (beginning September 21st and lasting through December 31st).
This was not on the agenda and thus, could not be voted on. The Committee
unanimously recommended to Steering that CM Allgaier by granted a leave of absence.

Review Renewals

-John Andrews

John Andrews was renewed by unanimous decision. See voting worksheet [1].

-Wade Flores

Wade Flores was renewed by unanimous decision. See voting worksheet [2].

Resignations

-Raymond Banks

-George Simmons

-Don Frazier

Thank You for service to the Council

-Raymond Banks

-George Simmons

-Don Frazier

Appointment and Reappointment Letters Pending

-Jeff Byers (Reappointment)

-Naim Harrison (Reappointment)

-Ken Pearce (Reappointment)

-Don Soto (Reappointment)

-Mark Agtane (Appointment)

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to be sent

Requests for Leave of Absence

Dismissal Letters to be sent due to attendance requirements

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

MOTION-CM Manley/CM Siron to postpone the Co-Chair election until after the new Membership Committee is assembled.

A vote by roll call was taken on the motion, which passed unanimously. See voting worksheet [3].

9. Committee Assignments - VOTE

-Cicily Emerson

1) GPA

2) Pol

3) CMA

-Rachel Matillano

1) Membership

(Cannot join any other committees as she takes classes on Tues/Weds/Thurs)

MOTION-CM Siron/CM Manley: to give both CM Emerson and CM Matillano their first choices for Committee.

A vote by roll call was taken on the motion, which passed unanimously. See voting worksheet [4].

10. Discussion of Membership Renewal Policy - VOTE

The Committee discussed creating a process to review renewals. CM Siron suggested holding interviews for all people up for renewal which would also provide the Committee with information on how to make the Council better. CM Siron noted that he would work on interview questions and will bring them to the next meeting. This issue will be put on next month's agenda.

11. Discussion of New Member Policy re Membership prior to Mayoral letter – VOTE

The Committee reviewed the rights and responsibilities of new members prior to Mayoral letter of approval. Council Support staff provided a background on the issue. Committee members agreed that they feel that attendance is important as it helps new members learn and get involved in discussions. They questioned what they can do to make new Council Members feel welcome and connected even when they can't vote. Dean suggested adding "Appointment and Reappointment Letters to the Attendance Report to keep note of how long someone has been pending.

MOTION-CM Manley/CM Harris: To ask that Full Council approved members, prior to receiving their Mayoral letter of approval, adhere to the same attendance requirements as current Council Members.

A vote by Roll Call was taken, which passed unanimously. See voting worksheet [5].

12. Discussion of Support Staff Requests – VOTE

The Committee discussed the document which was created in the Council Member's Rights and Responsibilities Work Group. It was noted that the document does not comply with the Sunshine Ordinance and would thus have to be reviewed and updated.

MOTION-CM Manley/CM Siron: To not implement this policy as the issue is already covered in the Sunshine Ordinance.

A vote by Roll Call on the motion was taken, which passed unanimously. See voting worksheet [6].

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, October 5th, 2009, 25 Van Ness Room 330A from 5:00 PM-7:00 PM. (The meeting originally fell on October 12th, which is a Federal Holiday).

The Committee moved on to discuss issues on the Parking Lot, as they had extra time at the end of the meeting.

PARKING LOT:

-Development of Council Member Rights and Responsibilities – VOTE

The Committee decided to pull back the Work Group agreements that should be voted on at October 8th's Full Council Meeting as they feel that the document is incomplete. The Committee decided to rework the document to include section numbers where

Council Members can find the referenced documents. CM Margolis and CM Flores agreed to work together to put this together.

-Policy regarding tie votes (e.g. At-Large Steering Committee Member) – VOTE

MOTION-CM Harrison/CM Siron: In the event of a tie for any election, a runoff vote will be held. If the outcome is still a tie after the runoff vote, the final decision will be made by the Steering Committee.

A roll call vote was taken on the motion, which passed unanimously. See voting worksheet [7].

-New Business of CMRR Work Group: Behavioral Management Model; Appealing Council Decision – VOTE

-Discussion of Cultural Humility Workshops

-Ways to Thank long standing Council Members

-Reworking of Conflict Resolution Policy

14. Adjournment

The meeting was adjourned at 6:53pm by Co-Chair Flores.

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)

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

1.	John Andrews	A	-	-	-	-	-	-	-		
2.	Wade Flores (Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y		
3.	Chris Harris	P	Y	Y	Y	Y	Y	Y	Y		
4.	Naim Harrison	P	Y	Y	Y	Y	Y	Y	Y		
5.	Cherrlynn Hubbard	P	Y	Y	Y	Y	Y	Y	Y		
6.	Paul Margolis	P	Y	Y	Y	Y	Y	Y	Y		
7.	Charles Siron	P	Y	Y	Y	Y	Y	Y	Y		
8.	Terry Young	A	-	-	-	-	-	-	-		
1.	Mark Agtane										
2.	Randy Allgaier										
3.	Margot Antonetty										
4.	Noah Briones										
5.	Jeff Byers										
	September 14, 2009	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]

6.	Aaron Chandler										
7.	Billie Cooper										
8.	Cicily Emerson										
9.	Matt Geltmaker										
10.	Jesus Guillen	P	Y	Y	Y	Y	Y	Y	Y		
11.	Anna Heath										
12.	Mary Lawrence Hicks										
13.	Carol Hudson										
14.	Lee Jewell										
15.	Steve Manley	P	Y	Y	Y	Y	Y	Y	Y		
16.	Rachel Matillano										
17.	Matthew Miller										
18.	Mark Molnar										
19.	Catherine Newell										
20.	Ken Pearce										
21.	Maritza Penagos										
22.	Veronica Pillatzke										
23.	Gerardo Ramos										
24.	Stacia Scherich										
25.	Donald Soto										
26.	Jerrold Thomas										
27.	Laura Thomas										

Ayes		8	8	8	8	8	8	8		
Nayes		0	0	0	0	0	0	0		
Abstain		0	0	0	0	0	0	0		
Recusal		0	0	0	0	0	0	0		
Total										
***Pending Mayoral Appointment										