



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 12, 2010

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: John Andrews, Wade Flores (Co-Chair), Chris Harris, Cherrlynn Hubbard, Charles Siron

Committee Members Absent: Naim Harrison, Rachel Matillano

Others Present: CM Steve Manley, Channing Wayne (Applicant), Dean Goodwin (DPH-HHS)

Support Staff Present: Randy Allgaier, Enrique Asis, Natalie Bryson

Draft Minutes

1. Introductions

The meeting was called to order at 5:00 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus. (Andrews/Siron).

3. Review/Approve March 8th, 2010 Minutes – VOTE

The March 8th minutes were reviewed and approved by consensus. (Harris/Siron).

4. Announcements

- CS Allgaier announced that the Needs Assessment Work Group has held three focus groups, and all were quite successful, although the 50+ one was skewed towards the younger ages, so another one will be held to cover 60+. A focus group will also be held with providers. The group has now disbanded and results will be ready in the next few months. He also noted that Administrative Assistant, Natalie Bryson will be leaving Council Support, and interviews for her position will most likely conclude at the end of this week. He updated the Council on what will take place at the next Council meeting.
- CM Andrews announced that the next Policies and Procedures Work Group meeting will take place May 13th, and encouraged Membership Committee members to attend.
- Co-Chair Flores announced that Cherrlynn is now the new Co-Chair of Membership Committee. He also took the time to thank CS Bryson for her service to the Council.

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 will review a three-month report (January, February and March 2010) on Council Member attendance. The Committee will decide whether to send letters to Council Members not meeting attendance requirements.

Letters of Warning to be sent:

-Mark Agtane (Only 2 Council meetings attended)

-Naim Harrison (Only 2 Committee meetings attended)

The Committee decided by consensus to send letters of warning to both parties.

Letters of Probation to be Sent:

-Cherrlynn Hubbard (No meetings in the past month)

The Committee decided by consensus to send a letter of probation to Cherrlynn Hubbard.

Review Renewals

-Noah Briones (4/30/2010)

-Cathy Newell (5/1/2010)

The Committee decided to table the issue until May's meeting.

Leave(s) of Absence

-Anna Heath (March 1st-May 1st, 2010)

Resignations

Thank You for service to the Council

Dismissal Letters to be sent due to attendance requirements

7. Committee Request -- VOTE

- Lara Tannenbaum requested CMA.

- Gwen Smith requested POI.

Mark Agtane has been moved from CMA to Membership by consensus with one abstention.

8. Demographic Information Update

The group reviewed demographic information that was most recently updated March 22nd, 2010.

9. Application(s) for Review

-George Simmons

The Committee reviewed George Simmons application. They decided by consensus with one naye to invite him back for an interview. (Andrews/Siron).

10. Interviews for Membership

-Channing Wayne

The Committee interviewed Channing Wayne.

The Committee decided by consensus to accept her as a member. This decision will be forwarded on to the Full Council for a vote. (Andrews/Siron).

11. Leave of Absence Policy – VOTE

CM Manley led the Committee in a discussion to develop a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of excused absences. A lengthy discussion ensued.

MOTION-CM Siron/CM Andrews: That discussion of the automatic leave of absence policy be moved to the Policies and Procedures Work Group.

The motion was removed by CM Siron.

The Committee will continue the discussion next month, with the answer if a proxy vote counts towards quorum. Dean Goodwin also recommended creating a letter from Council Support that would discuss their use of excused absences and suggest alternatives.

12. Connecting Outreach Work with CMA Committee – VOTE

The Committee discussed how to better connect their outreach work with that of CMA. They discussed how and when the outreach and listening sessions and trainings will be held.

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, May 10th, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

- Review of Renewals (bring forms)*
- George Simmons interview*
- CM Matillano/Agtane LOA*
- Committee Assignments: CMs Tannenbaum, Smith, Scarce*
- Leave of Absence Policy*
- Website Discussion*
- Recruitment and Retention*
- T.J. discuss 20th Anniversary*
- Update Membership Application*
- Review of Exit Interviews*
- Ways to Thank Long-Standing Council Members*
- Discussion of Behavioral Management Models – VOTE*

14. Adjournment

The meeting was adjourned at 7:00 pm by Co-Chair Flores.