



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, August 9, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

Committee Members Present: John Andrews, Cherrlynn Hubbard, Rachel Matillano, Mark Molnar, Michael Scarce, Charles Siron

Committee Members Absent: Mark Agtane, Chris Harris, Wade Flores [E], Naim Harrison [LOA], Eric Sutter [E]

Others Present: Dean Goodwin [DPH-HHS], Steve Manley, Matthew Miller

Support Staff Present: Randy Allgaier, Enrique Asis, William Ching

Minutes

1. Introductions

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

2. Review /Approve Agenda – VOTE

The agenda was reviewed, amended and approved by consensus.

AMENDMENT: Adding Noah Briones under the heading “Resignations” and “Thank You Letter,” and removing both Anna Heath and Noah Briones from the heading “Leave(s) of Absence.”

3. Review /Approve July 6th 2010 DRAFT Minutes – VOTE

The July 6th minutes were reviewed, amended and approved by consensus.

AMENDMENT: Removing the note about Anna Heath under the heading “Leaves of Absence.”

4. Announcements

- CS Allgaier made the following announcements:
 - August 18 at noon there will be a commemorative event of the 20th anniversary of Ryan White legislation. All Council Members are encouraged to attend.
 - CS Allgaier and CM Manley will be presenting a workshop at the Ryan White Grantee Conference August 22-26.
- CM Andrews
 - Encouraged committee members to attend the Policy and Procedure Work Group Meeting this Thursday from 3-5 pm.
 - Encouraged other Committee members to attend upcoming Government and Provider Affairs and/or Steering Committee meetings.

5. Public Comment

There was no public comment.

6. Report on Recommendation to Membership from the HIV/Aging Workgroup

CS Allgaier elaborated on the recommendation of designating one seat for a representative of the Long Term Coordinating Council (LTCCC).

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

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (May, June and July 2010) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:

- Mark Agtane
- Cherrlynn Hubbard
- Matthew Miller
- Veronica Pillatzke

MOTION-CM Molnar/CM Andrews: to send letters of warning to the above four individuals.

Motion passed by unanimous vote.

- Letters of Probation to be sent:

- Update of Letters of Probation that have been sent:

- Review Renewals:

- Request for Leave of Absence:

- Aaron Chandler

MOTION-CM Andrews/CM Molnar: to grant Aaron Chandler a two-month leave of absence.

Motion passed by unanimous vote.

- Leave(s) of Absence:

- Naim Harrison (July 6, 2010 – September 6, 2010)

- Resignations:

- Noah Briones
- Anna Heath

- Thank You for Service to the Council:

- Noah Briones
- Anna Heath

MOTION-CM Andrews/CM Siron: to accept resignations and to send Thank You for Service Letters to Noah Briones and Anna Heath.

Motion passed by consensus.

- Dismissal Letters to be sent due to attendance requirements:

8. Review Membership Application – VOTE

CM Andrews gave the Committee an update on the Membership Application.

Most changes to the New Member Application were translated from the Renewal Application. Most changes were cosmetic and to make the application easier to read. Added decline to state option and a section about policies and procedures.

MOTION-CM Siron/CM Molnar: to adopt the new Member Application.

Motion passed by consensus.

9. “Leave of Absence” Amendment Draft – VOTE

The agenda item has been placed in the Parking Lot.

10. Demographic Information Update

The Committee reviewed the demographic information update for August 2010. The update has been updated to reflect the resignations of Noah Briones and Anna Heath.

A copy of the update report is available at the Council Support staff office.

11. Long Term Care Coordinating Council Recommendations – VOTE

CM Manley gave the Committee more background to the recommendation of designating a seat for a representative of the LTCCC. The recommendation came out from the HIV and Aging Work Group, which hopes that it will increase the opportunity to integrate the work of the two councils.

The Committee discussed whether or not there would be a mandated seat for a representative from the LTCCC.

MOTION-CM Molnar/CM Andrews: to adopt the LTCCC recommendations and to amend the by-laws and applications accordingly.

Motion passed by consensus.

MOTION-CM Andrews/CM Miller: to solicit nominations for an open seat on the LTCCC.

Motion approved by consensus.

12. 20th Anniversary Update – VOTE

The Committee skipped this agenda item as it is already being planned.

13. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, September 13th 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- LOA Policy; Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members

14. Adjournment

The meeting was adjourned at 6:22 pm by Co-Chair Hubbard.