



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, December 13, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
5:00-7:00 pm

---

**Committee Members Present:** Mark Agtane, John Andrews, Wade Flores, Chris Harris, Maritza Penagos, Stacia Scherich, George Simmons, Charles Siron, Eric Sutter

**Committee Members Absent:** Jesus Guillen

**Others Present:** Lee Jewell

**Support Staff Present:** Enrique Asis, T.J. Lee

---

### *Minutes*

#### **1. Introductions**

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was established. The Committee spent a few minutes to reflect on the recent passing of CS Allgaier.

#### **2. Review /Approve Agenda – VOTE**

The agenda was reviewed and approved by consensus.

#### **3. Review /Approve October 11<sup>th</sup> DRAFT Minutes and November 8<sup>th</sup> DRAFT Notes – VOTE**

The October 11<sup>th</sup> DRAFT Minutes and November 8<sup>th</sup> DRAFT Notes were reviewed and approved by consensus.

#### **4. Announcements**

- CS Molnar announced that he will be on a three month LOA to serve as interim Council Director.
- CM Andrews stated that the Policy and Procedures Workgroup will present some recommendations to the Membership Committee.
- CS Lee announced the January Full Council meeting will be held at 25 Van Ness and will be shortened to make time for the CAEAR Coalition dinner; and the Steering Committee retreat will be on January 21.
- CM Jewell stated that the City Hall Tree of Hope lighting ceremony will be on December 5, 2010.

#### **5. Public Comment**

There was no public comment.

#### **6. 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 (September, October and November 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:
  - Aaron Chandler
  - Cicily Emerson (carry over from 11/8 meeting)
  - Chris Harris
  - Mary Lawrence Hicks (carry over from 11/8 meeting)
  - Rachel Matillano
  - Veronica Pillatzke
  - George Simmons
  - Donald Soto (carry over from 11/8 meeting)
  - Lara Tannenbaum (carry over from 11/8 meeting)

**MOTION**-CM Harris/CM Sutter: To send letters of warning to the above Council Members. **Motion passed by consensus.**

- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
- Interview/Discuss Prospective Applicant:
  - Chip Supanich

The Committee continued discussing Prospective Applicant Chip Supanich after the Steering Committee returned the agenda item to Membership. Committee Members questioned the process and historical precedents. CM Andrews suggested that the Committee should not interview prospective candidates if it lacks quorum. Others have expressed concern that not conducting business without quorum punishes Council Members who are present.

**MOTION**-CM Jewell/CM Siron: To vote yes and move Chip Supanich's application to the Full Council. **Motion passed by roll call vote with one no. See Voting Sheet.1.**

- Review Renewals:
  - Billie Cooper
  - Maritza Penagos
- Request(s) for Leave of Absence:
  - Steve Manley (December 2010 – February 2011)
  - Mark Molnar (December 2010 – February 2011)

**MOTION**-CM Andrews/CM Sutter: to approve Steve Manley's LOA request. **Motion passed by consensus.**

**MOTION**-CM Andrews/CM Scherich: to approve Mark Molnar's LOA request. **Motion passed by consensus.**

- Current Leave(s) of Absence:

- Lara Tannenbaum (November 2010 – March 2011)
- Committee Assignments:
  - George Simmons requested moving to GPA from Membership.

The Committee approved George Simmons' request to move to GPA.

- Resignations:
  - Paul Margolis
- Thank You for Service to the Council:
  - Paul Margolis
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):
  - Jesus Guillen

The Committee discussed whether Council Members have heard anything from CM Guillen. The Committee then briefly discussed excused absence policies.

#### **7. Demographic Information Update – VOTE**

The Committee discussed the demographics report and the current makeup of the Council and while they agree that the Council currently reflects the demographics of the EMA well, it reiterated its need to recruit Native American applicants. Some Council Members expressed an interest to use income levels as another measure of diversity. The Committee was also interested in keeping aging individuals on their radar.

#### **8. Review Committee Quorum – VOTE**

The Committee reviewed a document prepared by Council Support that lists all Committees that have lacked quorum and absent members in the last six months. Aside from one Council Member, everyone agrees that the current attendance policy is adequate.

The Committee decided to revisit this agenda item next month.

#### **9. Leaves of Absence Policy Discussion – VOTE**

The Committee decided to table this agenda item until next month.

#### **10. 2011 Planning**

The Committee had nothing further to discuss.

#### **11. Next Meeting Date & Agenda Items – VOTE**

The next Membership Committee Meeting is tentatively scheduled for Monday, January 10<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy
- Committee Quorum, LOA Policy discussion

## **12. Adjournment**

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