



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 8, 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, Chris Harris, Naim Harrison, Cherrlynn Hubbard, Charles Siron

Committee Members Absent: Rachel Matillano (LOA)

Others Present: CM Mark Molnar, Liz Gatewood (Applicant), Michelle Spence (Applicant)

Support Staff Present: Randy Allgaier, Enrique Asis, T.J. Lee

Minutes

1. Introductions

The meeting was called to order at 5:03 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.

3. Review/Approve December 14th, 2009 Minutes and January 11th, 2010 Minutes – VOTE

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

The January 11th minutes were reviewed and approved by consensus.

4. Announcements

- Council Director Randy Allgaier made an announcement about the ongoing Needs Assessment Work Group.
- An announcement was made that the Steering Committee Meeting will be held Tuesday, February 16, instead of Monday the 15th, as that is a holiday.
- CS Allgaier also made an announcement that there will a CoE Workshop facilitated by Enrique Asis.
- He also note that the Advocacy Office was closed on Friday, February 5, 2010 and incorporated into ALRP.
- It was noted there will be a Black History and Rosa Parks Day, and they urged the Committee to please continue African-American advocacy.

5. Public Comment

There was no public comment.

6. Demographic Information Update

The Committee reviewed the most recent demographic information, with the addition of the three newest Council Members.

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 (November and December 2009 and January 2010) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements.

Letters of Warning to be sent:

- Cicily Emerson (only 2 Committee and 1 Full Council attended)
- Chris Harris (Only 2 Committee attended)
- Naim Harrison (Only 1 Committee and 1 Full Council attended)
- Mary Lawrence Hicks (Only 1 Committee and 1 Full Council attended)
- Cherrlynn Hubbard (only 2 Committee and 1 Full Council attended)
- Carol Hudson (Only 1 Committee and 2 Full Council attended)
- Paul Margolis (only 2 Committee and 1 Full Council attended)
- Don Soto (only 2 Committee and 1 Full Council attended)

The Committee agreed to send all of the above letters by consensus. See voting worksheet [1].

Motion to approve the below referenced applicants *:

Review Renewals

- Margot Antonetty *

Margot Antonetty was renewed to the Council by consensus vote.

- Lee Jewell *

Lee Jewell was renewed to the Council by consensus vote.

- Charles Siron *

Charles Siron was renewed to the Council by consensus vote.

- Laura Thomas (no application was turned in as of this date)

- Anna Heath (no application was turned in as of this date)

Leave(s) of Absence

- Billie Cooper (December 14th, 2009-February 14th, 2010)

- Charles Siron (January 11th-March 11th, 2010)

Returned as of February 8, 2010

- Rachel Matillano (January 11th-March 11th, 2010)

Granted as of February 8, 2010

Resignations

-Randy Allgaier

The Committee accepted Randy Allgaier's resignation.

Letters of Probation that have been sent

Probation:

-Matt Miller (Has 2 more months to correct attendance)

Thank You for service to the Council

The Committee requested that Council Support send Randy Allgaier a Thank You letter.

Requests for Leave of Absence

Dismissal Letters to be sent due to attendance requirements

8. Co-Chair Nominations and Election – Vote

The Committee nominated and then elected a co-chair for the Committee for 2009-2010

Cherrlynn Hubbard was nominated and accepted Co-Chair starting April 2010. See voting worksheet [2].

9. Review of Applications for Membership

-Eric Sutter

The Committee reviewed Eric Sutter's application. **It was decided by unanimous consent to invite him back for an interview at next month's meeting.**

-Liz Gatewood

The Committee reviewed Liz Gatewood's application. **It was decided by unanimous consent to invite her back for an interview at next month's meeting.**

-Michelle Spence

The Committee reviewed Michelle Spence's application. **It was decided by unanimous consent to invite her back for an interview at next month's meeting.**

10. Leave of Absence Policy – VOTE

The Committee discussed and developed a policy to automatically place HIV+ Council Members on a Leave of Absence during extended periods of absence.

This issue was tabled until next month. Charles Siron and Randy Allgaier will research the possibility of a certain period.

11. Development of 2010 Work Plan

The Committee reviewed and fine tuned a work plan developed at the Steering Committee Retreat for 2010.

This issue was tabled until next month.

12. COE Discussion

The Committee discussed issues relating to upcoming Council activities regarding CoEs.

Issue tabled until next month.

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, March 8th, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

- Community Outreach and Council Recruitment (On agenda next month)
- Discussion of Cultural Humility Workshops
- Review of Exit Interviews (On agenda next month)
- Ways to Thank Long-Standing Council Members (On agenda next month)
- Discussion of Behavioral Management Models – VOTE

14. Adjournment

The meeting was adjourned at 6:53 pm 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)

February 8, 2010

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

1.	John Andrews	P	Y	Y								
2.	Wade Flores (Co-Chair)	P	Y	Y								
3.	Chris Harris	P	Y	Y								
4.	Naim Harrison	P	-	-								
5.	Cherrlynn Hubbard	P	Y	Y								
	Rachel Matillano	LOA										
6.	Charles Siron	P	Y	Y								
1.	Mark Agtane											
2.	Margot Antonetty											
3.	Noah Briones											
4.	Jeff Byers											
5.	Aaron Chandler											
6.	Billie Cooper											
7.	Cicily Emerson											
8.	Matt Geltmaker											
9.	Jesus Guillen											
10.	Anna Heath											
11.	Mary Lawrence Hicks											

February 8, 2010	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
12. Carol Hudson										
13. Lee Jewell										
14. Steve Manley										
15. Paul Margolis										
16. Matthew Miller										
17. Mark Molnar	P	Y	Y							
18. Catherine Newell										
19. Ken Pearce										
20. Maritza Penagos										
21. Veronica Pillatzke										
22. Gerardo Ramos										
23. Michael Scarce										
24. Stacia Scherich										
25. Gwen Smith										
26. Donald Soto										
27. Lara Tannenbaum										
28. Laura Thomas										

Ayes		6	6							
Nayes		0	0							
Abstain		0	0							
Recusal		0	0							
Total		6	6							
***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: (6/ 2) +1 = 4 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:

Liz Gatewood (Applicant)	Enrique Asis
Michelle Spence (Applicant)	T.J. Lee
	Randy Allgaier