



# HIV Health Services Planning Council

## MEMBERSHIP COMMITTEE

Monday, March 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

5:00 -7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Chris Harris, Charles Siron

**Committee Members Absent:** Naim Harrison, Cherrlynn Hubbard, Rachel Matillano (LoA)

**Others Present:** CM Mark Agtane, CM Mark Molnar, Liz Gatewood (Applicant), Michelle Spence (Applicant), Eric Sutter (Applicant)

**Support Staff Present:** Natalie Bryson, T.J. Lee

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### *Final Minutes*

#### 1. Introductions

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established with the arrival of Charles Siron at 5:16 pm.

#### 2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus. It was noted that item 12 would be tabled until next month's meeting.

#### 3. Review/Approve February 8<sup>th</sup>, 2010 Minutes – VOTE

The February 8<sup>th</sup> minutes were reviewed and approved by consensus.

#### 4. Announcements

- CM Andrews noted that there will be a Policy and Procedure Work Group this Thursday from 2:30-4:30pm, and a Needs Assessment Work Group on Friday March 19<sup>th</sup> from 10am-12pm.
- Co-Chair Flores noted that he went to the CMA Committee Meeting last Tuesday, and that the Membership Committee, the CMA Committee and the new HIV Consumer Advocate will work together to provide outreach to the community.

#### 5. Public Comment

There was no public comment.

#### 6. Connecting Outreach Work with CMA Committee – VOTE

The Committee discussed how to connect their outreach work with that of the CMA Committee. Randy Allgaier's memo regarding upcoming trainings was reviewed. Co-Chair Flores noted that they would like

to reach out to Native Americans, transgenders, youth, dental providers, housing providers (mainly Derek Silva), and the Community Clinic Consortium.

**MOTION**-CM Molnar/CM Siron to add Native Americans, transgenders and youth to the list of people/places to provide outreach to.

**The motion passed by unanimous consent and will be passed on to CMA for approval.**

**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 (December 2009 and January and February 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

*Update on Letters of Warning to be sent from last month:*

- Cicily Emerson*
- Chris Harris*
- Naim Harrison*
- Mary Lawrence Hicks*
- Cherrlynn Hubbard*
- Carol Hudson*
- Paul Margolis*
- Don Soto*

It was noted that none of these Council Members were sent a warning letter due to Council Support error.

*Letters of Warning to be sent:*

- Cherrlynn Hubbard (only 2 committee meetings attended)*

**MOTION**-CM Harris/CM Andrews: To send Cherrlynn Hubbard a warning letter.

**The motion passed by unanimous consent.**

*Review Renewals*

- Laura Thomas*
- Anna Heath*

**MOTION**-CM Molnar/CM Andrews: To renew Laura Thomas to the Planning Council.

**The motion passed by unanimous consent and will move forward to the Full Council.**

**MOTION**-CM Siron/CM Andrews: To renew Anna Heath to the Planning Council.

**The motion passed by unanimous consent and will move forward to the Full Council.**

*Leave(s) of Absence*

- Charles Siron (Returned in February)*
- Rachel Matillano (January 11<sup>th</sup>-March 11<sup>th</sup>, 2010)*

The group discussed whether a person on a leave of absence has voting privileges.

*Requests for Leave of Absence*

- Anna Heath (March 1<sup>st</sup>-May 1<sup>st</sup>, 2010)*

**MOTION**-CM Molnar/CM Siron: To grant Anna Heath a leave of absence.

**The motion passed by unanimous consent.**

*Update on Probation(s)*

*Probation:*

*-Matt Miller has corrected attendance.*

*Resignations*

*Thank You for service to the Council*

*Dismissal Letters to be sent due to attendance requirements*

**8. Committee Change Request – VOTE**

Matt Miller has requested to be changed from GPA to CMA.

**MOTION**-CM Andrews/CM Siron to move Matt Miller from the Government and Provider Affairs Committee to the Consumer and Minority Affairs Committee.

**The motion passed by unanimous consent.**

**9. Demographic Information Update**

The Committee reviewed the current demographics of the Council. They were last updated January 26<sup>th</sup>, 2010.

**10. Interviews for Membership**

The Committee took time to interview three applicants to the Council and review their references. All applications are on file at the Council Support office.

*-Eric Sutter*

**MOTION**-CM Andrews/CM Siron: To accept Eric Sutter as a member of the SF HIV Health Services Planning Council.

**The motion passed by unanimous consent and will be forwarded to the Full Council for review.**

*-Liz Gatewood*

**MOTION**-CM Molnar/CM Siron: To accept Liz Gatewood as a member of the SF HIV Health Services Planning Council.

**The motion passed by unanimous consent and will be forwarded to the Full Council for review.**

*-Michelle Spence*

**MOTION**-CM Molnar/CM Andrews: To accept Michelle Spence as a member of the SF HIV Health Services Planning Council.

**The motion passed by unanimous consent and will be forwarded to the Full Council for review.**

**11. Application(s) for Review**

The Committee took time to review an application for Channing Wayne.

**MOTION**-CM Siron/CM Molnar: To invite Channing Wayne in for an interview.

**The motion passed by unanimous consent. Channing Wayne will be invited for an interview next month.**

**12. Leave of Absence Policy – VOTE**

This agenda item was tabled until the next meeting of the Membership Committee.

**13. COE Discussion**

This discussion was tabled due to lack of time.

**14. Next Meeting Date & Agenda Items**

*The next Membership Meeting is tentatively scheduled for Monday, April 12<sup>th</sup>, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.*

***PARKING LOT:***

*-Discussion of Cultural Humility Workshops*

*-Review of Exit Interviews*

*-Ways to Thank Long-Standing Council Members*

*- Discussion of Behavioral Management Models – VOTE*

**15. Adjournment**

The meeting was adjourned at 7:16 pm by Co-Chair Flores.

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