



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, May 10, 2010
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

Committee Members Present: Co-Chair Wade Flores, Chris Harris, Naim Harrison, Co-Chair Cherrlynn Hubbard

Committee Members Absent: John Andrews [E], Rachel Matillano, Chris Siron [E]

Others Present: Billie Cooper, Dean Goodwin [HHS-DPH], Steve Manley, Michael Scarce, George Simmons
[applicant]

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

Draft Minutes

1. Introductions

The meeting was called to order at 5:10 pm by Committee Co-Chair Hubbard. Everyone introduced themselves and quorum was later established when CM Harrison arrived.

2. Review/Approve Agenda – VOTE

MOTION – CM Harris/CM Flores: to review and approve the agenda.

The agenda was reviewed and approved by consensus.

3. Review/Approve April 12th, 2010 DRAFT Minutes – VOTE

MOTION – CM Flores/CM Manley: to review and approve the minutes.

The minutes were reviewed and approved by consensus.

4. Announcements

- CS Allgaier announced that there will be Hepatitis C Rally at noon on May 19 in front of City Hall.
- CS Allgaier announced that on June 19th the Hepatitis Task Force will meet to discuss HIV/HCV co-infection. Harding + Co will also be there to present results from their focus groups.
- CS Allgaier also updated the Committee on the HIV + Aging survey, which closed this past Friday. A better sampling than what we could have imagined. There will be a Joint Council meeting at the end of the month that will deal with community viral load and where Grant Colfax will also be presenting information.

5. Public Comments

There was no public comment.

6. Website Discussion – VOTE

CS Allgaier updated the committee on the status of the website and invited the Committee for their input on

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its development. Some suggested features included showing appreciation for Council Members for their work; adding pictures and biographies; and other social media tools.

CM Manley suggested listing Council Members' contributions and outside affiliations.

Co-chair Flores added that there should be page that lists resources, especially events.

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 (February, March, April 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:

- Rachel Matillano (no meeting attendance in March or April)
- Stacia Scherich (only three meetings attended)

MOTION – CM Flores/CM Manley: To send letters of warning to CM Matillano and CM Scherich.

Motion is approved by consensus.

Letters of Probation to be sent:

- Naim Harrison has attended only one meeting in April.

MOTION – CM Flores/ CM Harrison: To send a letter of probation to CM Harrison.

Motion is approved by consensus.

Update of Letters of Probation that have been sent:

- Cherrlynn Hubbard has attended two required meetings.

Review Renewals:

- Noah Briones (4/30/2010)
- Cathy Newell (5/1/2010)

MOTION – CM Flores/CM Harris: to renew CM Briones and CM Newell.

Motion passed by consensus.

Requests for Leave(s) of Absence:

- Mark Agtane
- Rachel Matillano
- Charles Siron

MOTION – CM Flores/CM Harris: to grant LOA extensions to CM Agtane, CM Matillano and CM Siron.

Motion passed by consensus.

Resignations:

Thank You for service to the Council:

Dismissal Letters to be sent due to attendance requirements:

8. Committee Request – VOTE

- Billie Cooper requested Membership.
Decided to remain with CMA.
- Michael Scarce requested Membership.
- Gwen Smith requested POI.
- Lara Tannenbaum requested CMA.

MOTION – CM Harris/CM Flores: to approve all of members’ first choice requests of committees and with Billie Cooper’s decision to remain with CMA.

Motion passed by consensus.

9. Demographic Information Update

Committee members discussed the importance of receiving monthly demographic reports.

10. Interviews for Membership – VOTE

- George Simmons

MOTION – CM Manley/CM Harris: to reinstate George Simmons to the Full Council.

Motion passed by a majority vote, with one no and one abstention.

11. Recruitment and Retention – VOTE

Co-chair Flores stated that the Council is doing a good job in Recruitment and Retention.

CM Manley announced that there will be a full council evaluation.

12. Leave of Absence Policy – VOTE

CM Manley initiated discussion about Leaves of Absences. Suggested four starting points for discussion: (1) whether or not proxies count towards satisfying quorum; (2) leaving the policy as is; (3) develop a policy to automatically put members on a leave of absence; (4) moving the idea to Policy and Procedure Work Group.

Committee Members decided to let CM Manley develop an outline of possible options for addressing LOA Policy.

13. 20th Anniversary – VOTE

CS Lee informed the Committee that the 20th anniversary of Ryan White Care Act is in August. He proposed an event to commemorate the day as a way to: to promote the Council’s work; to recognize Council Members’ contributions; to remind the public that funding is still needed especially for individuals living with HIV/AIDS, especially those who are aging.

CM Manley gave the Committee a quick overview of the Ryan White Care Act.

MOTION – CM Flores/CM Scarce: to allow CS Lee to start planning for 20th Anniversary.

Motion passed by consensus.

14. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, May June 14th, 25 Van Ness Room 330B from 5:00 – 7:00 pm.

- Parking Lot:
 - Website Discussion
 - LOA Policies

15. Adjournment

The meeting was adjourned at 6:55 pm by Co-Chair Hubbard.