



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, November 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:** Wade Flores, Chris Harris, Maritza Penagos, Eric Sutter

**Committee Members Absent:** Mark Agtane, John Andrews [LOA], Jesus Guillen, Stacia Scherich, George Simmons, Charles Siron [E]

**Others Present:**

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

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### **Notes**

#### **1. Introductions**

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was not established.

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

The agenda was reviewed and not approved due to lack of quorum.

#### **3. Review /Approve October 11<sup>th</sup> 2010 DRAFT Minutes – VOTE**

The October 11<sup>th</sup> 2010 DRAFT Minutes were reviewed and not approved due to lack of quorum.

#### **4. Announcements**

- Healthy Aging Summit is happening concurrently and will for the first time HIV will be included because of the work of the HIV and Aging Workgroup.
- Laura Thomas will be honored on World AIDS Day in the AIDS Memorial Grove.
- No December Full Council Meeting.
- January Full Council meeting will take place at 25 Van Ness and move to City Hall at 6:30 to take part of the CAEAR Coalition Meeting.

#### **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 (July, August and September 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:
  - Cicily Emerson
  - Mary Lawrence Hicks
  - Veronica Pillatzke
  - Donald Soto
  - Lara Tannenbaum
  
- Letters of Probation to be sent:
- Update of Letters of Probation that have been sent:
- Review New Member Applications:
  
- Interview Prospective Applicant:
  - Chip Supanich
  
- Review Renewals:
  - Billie Cooper
  - Maritza Penagos
  
- Request for Leave of Absence:
  - Lara Tannenbaum (November 2010 – March 2011)
  
- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
  
- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
  
- Further Action(s):
  - Co-Chair call to Jesus Guillen

**The Committee will move recommendations to Steering Committee.**

#### **7. Co-Chair Elections – VOTE**

CMs Flores and Sutter have been nominated as new co-chairs. The Committee will vote once quorum is established.

#### **8. Demographic Information Update**

The Committee discussed the need to increase demographic diversity given the council seats recently vacated by members who have resigned or left the council in the past several months. There is a need for more voices from women, especially HIV-positive heterosexual women. Also more need to include Native and African Americans.

The Committee also recommended adding information regarding sexual orientation to the monthly demographic reports.

**9. Committee Presentations – VOTE**

CMs Sutter and Flores will work on a PowerPoint presentation together.

**10. De-Brief 2010 – VOTE**

The Committee had nothing further to discuss.

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

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

Parking Lot:

- Tracking excused absences, committees lacking quorum for a six month period
- 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
- Co-chair nominations

**12. Adjournment**

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