



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, October 11, 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:** Mark Agtane, Wade Flores, Chris Harris, Rachel Matillano, Mark Molnar, Michael Scarce, Charles Siron, Eric Sutter

**Committee Members Absent:** John Andrews [LOA], Cherrlynn Hubbard

**Others Present:**

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

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### *Minutes*

#### **1. Introductions**

The meeting was called to order at 5:01 pm by Council Member Flores. Everyone introduced themselves and quorum was established.

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

The agenda was reviewed and approved by consensus.

#### **3. Review /Approve August 9<sup>th</sup> 2010 DRAFT Minutes and September 13<sup>th</sup> NOTES 2010 – VOTE**

The August 9<sup>th</sup> Minutes and September 13<sup>th</sup> Notes were reviewed and approved by consensus.

#### **4. Announcements**

- CS Lee announced that CS Allgaier will be out for the rest of the week

#### **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:
  - Mark Agtane
  - Cherrlynn Hubbard
  - Veronica Pillatzke

**MOTION**-CM Molnar/CM Siron: to send letters of warning to the above three 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
  - Chip Supanich  
**MOTION**-CM Harris/CM Molnar: to move forward and interview Chip Supanich  
**Motion passed by consensus.**
  
- Review Renewals:
  - Mary Lawrence Hicks (approved a Full Council meeting 9/27/2010)
  
- Request for Leave of Absence:
  
- Leave(s) of Absence:
  - John Andrews (September 9, 2010 – November 9, 2010)
  - Aaron Chandler (August 9, 2010 – October 9, 2010)
  
- Resignations:
  - Naim Harrison
  - Cherrlynn Hubbard (effective 12/2010)
  
- Thank You for Service to the Council:
  - Naim Harrison  
**MOTION**-CM Molnar/CM Sutter: to send Naim Harrison a Thank You for Service Letter  
**Motion passed by consensus.**
  
- Dismissal Letters to be sent due to attendance requirements:
  
- Review Exit Interview(s):
  - Anna Heath

## **7. Committee Assignments – VOTE**

The Committee voted on the new committee assignments for 2010-11, after CMs Molnar and Siron have made some revisions.

**MOTION**-CM Molnar/CM Harris: to accept the new committee assignments.

**Motion passed by consensus.**

## **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. Cultural Inclusiveness Update**

CS Asis and Lee updated the Committee on the progress of cultural inclusiveness. CS Allgaier and Veronica Neal are still collaborating, and its work won't begin in earnest until next month. Veronica will attend all committee meetings and conduct interviews with council members.

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

The next Membership Committee Meeting is tentatively scheduled for Monday, November 8<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

## **11. Adjournment**

The meeting was adjourned at 6:01 pm by Co-Chair Flores.