



HIV Health Services Planning Council  
MEMBERSHIP COMMITTEE  
Monday, September 13, 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, Michael Scarce, Eric Sutter

**Committee Members Absent:** John Andrews, Wade Flores, Chris Harris, Cherrlynn Hubbard, Rachel Matillano, Mark Molnar, Charles Siron

**Others Present:** Dean Goodwin [DPH-HHS]

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

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### **Notes**

#### **1. Introductions**

The meeting was called to order at 5:12 pm by Council Member Sutter. 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 August 9<sup>th</sup> 2010 DRAFT Minutes – VOTE**

The August 9<sup>th</sup> 2010 minutes were reviewed and not approved due to lack of quorum.

#### **4. Announcements**

- CS Allgaier Wednesday 29<sup>th</sup> the Planning Council will be sponsoring a community health forum with Project Inform at Quaker Meeting House from 6-8 pm
- Dean Goodwin announced a new building entry policy requiring a photo ID

#### **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 (June, July and August 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:
  - Cherrlynn Hubbard
  - Matthew Miller

The Committee recommended sending Letters of Warning to Cherrlynn Hubbard and Matthew Miller.

- Letters of Probation to be sent:
  - Mark Agtane (Letter of Warning Sent August 2010)
  
- Update of Letters of Probation that have been sent:
  
- Review Renewals:
  - Mary Lawrence Hicks  
The Committee recommended moving Mary Lawrence Hicks' renewal to Steering.
  
- Request for Leave of Absence:
  - John Andrews  
The Committee recommended moving John Andrews' Leave of Absence request to Steering.
  
- Leave(s) of Absence:
  - Aaron Chandler (August 9, 2010 – October 6, 2010)
  - Naim Harrison (July 6, 2010 – September 6, 2010)
  
- Resignations:
  - Cherrlynn Hubbard
  
- Thank You for Service to the Council:
  
- Dismissal Letters to be sent due to attendance requirements:
  
- Review Exit Interview(s):
  - Anna Heath

**7. Committee Assignments – VOTE**

The Committee recommended moving Committee Assignments to Steering.

**8. Demographic Information Update**

The Committee tabled this agenda item.

**9. Committee Presentation – VOTE**

CS Allgaier briefly told the Committee information about the upcoming presentation, which should be a short explanation of the Committee's work to the Council.

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

The next Membership Committee Meeting is tentatively scheduled for Monday, October 11<sup>th</sup> 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- LOA Policy; Tracking excused absences, committees lacking quorum for a six month period
- Signatories of all letters to Council Members

#### **11. Adjournment**

The meeting was adjourned at 5:26 pm by Council Member Sutter.