



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, April 11, 2011
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

Committee Members Present: Mark Agtane, John Andrews, Stacia Scherich, Eric Sutter

Committee Members Absent: Wade Flores, Jesus Guillen [E], Chris Harris, Charles Siron [E]

Others Present: Celinda Cantu [DPH-HHS]

Support Staff Present: William Ching, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 5:03 pm by Council Member Sutter. Everyone introduced themselves and quorum was not established.

2. Review /Approve April 11th 2011 Agenda – VOTE

The April 11th 2011 DRAFT Agenda was reviewed and approved by consensus.

AMENDMENT: Moving Jesus Guillen from Renewals to Requests for Leaves of Absence.

3. Review /Approve March 14th 2011 DRAFT Minutes – VOTE

The March 14th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

There were no announcements.

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 (January, February and March 2011) 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
 - Margot Antonetty
 - Carol Hudson
 - Rachel Matillano

- Stacia Scherich
- Gwen Smith

MOTION: To send Letters of Warning to the above six individuals.

Motion passed by consensus.

- Letters of Probation to be sent:
- Letters of Probation that have been sent:
 - Aaron Chandler
 - Veronica Pillatzke
- Review New Member Applications:
- Interview/Discuss Prospective Applicant:
- Review Renewals:
- Request(s) for Leave(s) of Absence:
 - Jesus Guillen (April 2011 – May 2011)
 - Matthew Miller (April 2011 – May 2011)
 - Maritza Penagos (April 2011 – May 2011)

MOTION: to approve the above members' LOA requests.
Motion passed by consensus. Since the Committee lacks quorum, requests now move on to the Steering Committee for approval.
- Current Leave(s) of Absence:
 - Mark Molnar (March 2011 – April 2011)
 - Catherine Newell (April 2011 – May 2011)
- Committee Assignments:
- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA. There were no changes from last month's meeting.

8. Discussion and Review of Letters of Warning and Letters of Probation

CS Molnar prefaced the discussion. There have been questions regarding a Council Members' "good standing" and how attendance may impact that. CS Molnar stated that the term "good standing" is nebulous and leads to a lot of confusion between Council Members and Council Support. The Committee reviewed the templates for Letters of Warning and Letters of Probation.

The Committee amended the Letter of Warning, striking portions of the letter that mention “good standing.” The Committee said they believed that all letters to Council Members should receive letters from Membership Committee Co-Chairs. The Committee reached a consensus to institute this practice from now on.

Changes to the letters can be viewed at the Council Support staff office.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, May 9th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Membership Policies Procedures
- Council website, Yahoo group, Facebook accounts

10. Adjournment

The meeting was adjourned at 5:50 pm by Co-Chair Sutter.