



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, February 14, 2011
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

Committee Members Present: John Andrews, Wade Flores, Chris Harris, Maritza Penagos, Eric Sutter

Committee Members Absent: Mark Agtane, Jesus Guillen, Stacia Scherich, Charles Siron [E]

Others Present: Dean Goodwin [DPH-HHS]

Support Staff Present: Enrique Asis, William Ching

Draft Minutes

1. Introductions

The meeting was called to order at 5:07 pm by Council Member Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve February 14th 2011 Agenda – VOTE

The February 14th 2011 agenda was reviewed and approved by consensus.

3. Review /Approve January 10th 2011 DRAFT Minutes – VOTE

The January 10th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Asis announced the Co-chair facilitation training, which will occur on March 11th from 8:30 am – 12:30 pm at Compass Point in San Francisco.
- CM Flores announced that he will be participating in a three-part series on Latinos living with HIV on Telemundo. The show will air in June.

5. Public Comment

There was no public comment.

6. Steering Retreat Report Back – VOTE

CS Ching provided the Committee with a brief report back of items discussed at the January Steering Retreat.

- State Budget, ADAP and introduction of co-pays
- Discussed the potential loss of addback funds, estimated to be in the amount of \$4.9 million, and what the Council may need to do to support services
- Series of Council updates, first on cultural inclusiveness and then on current demographics. Consultant Veronica Neale is will be visiting all Committees at least twice and the Council is in line in reflecting the demographics of the EMA
- Received an update from the COL team
- There will be no EMA-wide needs assessments this year given budget turmoil

- Update from P/P and their ongoing work
- Update on upcoming trainings, Robert's Rules and Co-chair facilitations, Friday March 11
- Presentation from CM Andrews on Council leadership/mentorship
- Reviewing the three-year plan
- Council Meeting: budget scenarios from SFDPH

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 (October, November and December 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:
 - Catherine Newell
- Letters of Probation to be sent:
 - Jesus Guillen

The Committee decided to send the above individuals a letter of warning and probation, respectively, by consensus.

- Update of Letters of Probation that have been sent:
- Review New Member Applications:
 - Paul Klees

The Committee reviewed Paul Klees' application and decided to move forward with the interview.

- Interview/Discuss Prospective Applicant:
- Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke

This item has been tabled until next month.

- Request(s) for Leave of Absence:
 - Catherine Newell
The Committee granted Catherine Newell's LOA request by consensus.
- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Mark Molnar (December 2010 – February 2011)
- Committee Assignments:
 - Maritza Penagos requested to switch to POI from Membership.
The Committee granted Maritza Penagos' request by consensus.

- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

8. 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. Committee members discussed the possibility of using the Community and Outreach Listening team as a vehicle for recruitment. Committee members also recommended using the Trans Health Conference and the National Transgender Health Summit as a means to recruit potential transgender Council members and to aid in the 2011 transgender needs assessment.

9. Review Policy and Procedure Manual and Process

CM Andrews presented the Committee with an update from the Policy and Procedure Workgroup, paying close attention to policies that pertain to Membership. CM Andrews started the discussion by reviewing the proposed table of contents and a broad outline of the mission and goals of the Workgroup. CM Andrews proposed changing the name from Policy and Procedure Manual to the Council Member Manual, given the suggested changes made over the past several months.

The Workgroup proposed removing all references and direct quotations of by-law references, HRSA and other forms of legislation to avoid redundancy and to increase the shelf-life of the manual. CM Andrews selected a few policies to illustrate the general changes the Workgroup has been conducting. During the conversation, Council Members raised questions regarding the application process, particularly around the requirements before submitting an application for Council membership. Council members stressed the need to have Council Support act as a liaison between the Policy and Procedure Workgroup and the Membership Committee when it comes to reviewing and revising policies.

The Committee decided not to move this item to Steering, but instead, have the Workgroup continue revising and tweaking the policies before resubmitting it to the Membership Committee.

10. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, March 14th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- 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

11. Adjournment

The meeting was adjourned at 7:02 pm by Co-Chair Flores.