



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, January 10, 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, Wade Flores, Jesus Guillen, Chris Harris, Maritza Penagos, Stacia Scherich, Charles Siron, Eric Sutter

Committee Members Absent:

Others Present: Dean Goodwin [DPH-HHS]

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

Minutes

1. Introductions

The meeting was called to order at 5:02 pm by Council Member Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

AMENDMENT: Prospective Application Paul Klees' application has been temporarily rescinded.

3. Review /Approve December 13th 2011 DRAFT Minutes – VOTE

The December 13th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar reminded the committee that the CS Allgaier's memorial will be on January 23. More detailed information has been sent out to all Council Members.
- CS Molnar also reminded the Committee that the Steering Retreat will be on Friday January 21 at the San Francisco Zen Center.

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 (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:
 - Jesus Guillen

- Letters of Probation to be sent:
 - Aaron Chandler
 - Cicily Emerson
 - Veronica Pillatzke

- **MOTION**-CM Harris/CM Flores: To send letters of warning and probation to the above Council Members. **Motion passed by consensus.**

- Update of Letters of Probation that have been sent:

- Review New Member Applications:
 - Paul Klees**AMENDMENT:** Application has been temporarily rescinded.

- Interview/Discuss Prospective Applicant:

- Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke

MOTION-CM Andrews/CM Harris: To postpone consideration of the above Council Members' renewal applications until they are in good standing. **Motion passed by consensus.**

- Request(s) for Leave of Absence:

- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Steve Manley (December 2010 – February 2011)
 - Mark Molnar (December 2010 – February 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 on track with recruiting and retaining HIV-positive Council Members. The Council Members discussed mechanisms through which to prioritize certain demographic groups when recruiting and interviewing prospective applicants, since there is none currently. The Committee wants to consider demographic needs before moving onto the interviewing process. How does the Committee prioritize such groups? Is there a waiting list on which to place qualified candidates?

8. Steering Committee Discussion – VOTE

The Committee will discuss possible topics and issues to be brought up at the January 21st Steering Retreat, some of which include the following:

- a. Monitoring and implementing cultural inclusiveness and recommendations.
- b. Ensuring compliance with the council demographics, particularly women, trans-folks and people of color.
- c. Collaborating with the CMA Outreach and Listening team in council education, recruitment and targeted outreach.
- d. Collaborating with Policy and Procedure Workgroup regarding membership policies (e.g. LOA, excused absences, proxy voting and conflict resolution).

CM Flores led the discussion. CS Molnar stated that the consultant Veronica Neale is almost complete with objective one, which entails attending a certain number of Committee meetings. There will not be any substantial updates on her part at the Steering Retreat. Addback funds will be discussed at the Retreat, and more information about internal council mechanisms will be discussed. The second half of the day will center on priority settings, areas of work for the council for the upcoming months. CS Molnar will be bringing topics A and C to the Retreat.

9. Review Committee Quorum – VOTE

The Committee reviewed the six-month tracking of committee attendance and quorum. CM Flores stated that after reading Robert's Rules of order that lowering the number needed for quorum would be easier to obtain. CS Asis stated that HRSA-mandated quorum rules apply to the Full Council, not subcommittees or subdivisions. CS Molnar stated that Robert's Rules of Order allows for Committees to determine its own number for quorum. CM Siron expressed some reservations about lowering the number needed for quorum.

CS Molnar stated that final decisions rest with the Full Council. CM Penagos is partial to using recommendations to conduct business when a committee lacks quorum. She expressed concern that members who are present cannot be held "hostage" to members who do not show up. Dean Goodwin pointed out that overall, issue of lacking quorum is only particularly pronounced in September.

The Committee recommends crafting a policy that allows for Committees lacking quorum to issue recommendations.

10. Leaves of Absence Policy Discussion – VOTE

The Committee was first tasked to determine whether there is a problem of chronic quorum problems, and on the whole, there is none. After seeing that, CM Andrews stated that the Committee remains with its current attendance, excused absences policies. The Committee will consider this agenda item closed.

11. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, February 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
- Policy and Procedure, 7.1.-7.18 for Membership agenda next meeting

12. Adjournment

The meeting was adjourned at 6:22 pm by Co-Chair Sutter.