



HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP
Monday, July 24th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:00-5:00 pm

Minutes

Committee Members Present: Pearce (Co-Chair), Margolis (Co-Chair), Banks, Hicks, Manley, Molnar, Siron, Stevens

Committee Members Absent:

Other Council Members Present:

Others Present: Veronica Neal, Hilda Jones

Council Support Staff Present: Enrique Asis, T.J. Lee, Joe Lynn

1. Introductions

The meeting was called to order at 3:05 PM by Co-Chair Margolis and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and noted.

3. Announcements

Enrique Asis announced that the LEAP training will be held on August 13, 14, and 15.

4. Public Comment

There was no public comment.

5. Council Members Rights and Responsibilities and Grievance Work Group Update

In the discussion of grievance policy among council members, Hilda Jones reported that from her research among other City commissions that the concept of a grievance between council members does not exist. Conflicts between peers on commissions are handled via vote and/or mediated discussions. It was proposed and agreed that the HIV Planning Council would not use the term “grievance” to refer to disagreements between council members. Instead, the term “conflict” would be used to reference internal disagreements between council peers. In addition, “conflict resolution” would be the term associated with resolving internal member disagreements. The roll call vote to change this language was unanimous.

- Joe Lynn suggested a conflict resolution scenario where:

1. Each aggrieved party would select a champion from within the council. The two champions would select a third impartial party. After hearing the issues presented by both members in conflict, the three mediators would vote on an outcome. If one party was not pleased with the resulting vote, they could appeal.
 2. The conflict resolution must happen within a time limit.
- The workgroup voted on text about when council members could invoke the Conflict Resolution policy. (Steven Manley has the finalized text).
 - The workgroup determined that a summary of each type of grievance and conflict would be built, with a link to the resolution in the Policies and Procedures manual
 - For the next meeting, Council Support will send out the one page of text for Conflict Resolution and workgroup members will review the material prior to the next meeting. The text for the new peer conflict resolution policy will be discussed at the next meeting.

6. Review/Discussion of the order of priority for Council group agreements is – Vote

The order of priority for Council group agreements is:

1. Council By-Laws (which are HRSA mandated)
2. Policies and Procedures including:
 - Council suggested adding a non-discrimination section to the Policy and Procedure Manual based on the ALRP document and Inland Empire Policy.
 - Rules of Respectful Engagement
 - EMA Job Description
 - Robert's Rules of Order

Action: Motion to pass on inclusion of non-discrimination policy to the Membership committee. Motion passed through unanimous roll call vote.

7. Discussion of Council Support Staff and Requests from Council Members

Draft of **Policy for Council Members requesting information from Council Support**. To be added to Section 11.1 of the Policies and Procedures Manual

Council Support exists to help council members and committees transact their Council-related business. The council supports the local, state, and federal mandates for retrieving public documents. When a council member wants to request information larger than a simple phone number or email request, the council member makes the request through a standing committee which must agree to support the request. Initially, the council member makes a request of the committee co-chairs. If the co-chairs agree, the request is forwarded to council support. If the co-chairs do not agree to support the request, the council member may request that the entire committee vote to support the request for information. If the committee votes yes, the request is forwarded to Council Support. If the committee votes no, the request is stopped and no request is made to Council Support. Once Council Support receives the request, they evaluate the work effort as quickly as possible. All requests will be fulfilled as quickly as possible. Council members are urged to remember that a request is just that: a request. Council Support may determine that they cannot fulfill the request if it would require undue effort, or if the information requested does not exist.

8. Report on Closed Session

There was no closed session.

9. Next Meeting Date & Agenda Items

The next Council Member Rights and Responsibilities and Grievances Work Group has not been scheduled yet.

10. Adjournment

The meeting was adjourned at 5: 00 PM by Co-Chair Margolis.