



HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP
Monday, July 9th, 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), Andrews, Banks, Hicks, Manley, Margolis, Molnar, Stevens

Committee Members Absent: Flores

Other Council Members Present:

Others Present:

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

1. Introductions

The meeting was called to order at 3:12 PM by Co-Chair Pearce 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

There was no Council Members Rights and Responsibilities and Grievance Work Group Update.

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:
3. Rules of Respectful Engagement
4. EMA Job Description
5. Robert's Rules of Order

Action: Motion to determine the order For Council group agreements.

Vote: 8

Nays: 1

Motion passes.

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. 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. (This is a standing Agenda Item)*

9. Next Meeting Date & Agenda Items

The next Council Member Rights and Responsibilities and Grievances Work Group is tentatively scheduled for Thursday, July 24, 2008, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

10. Adjournment

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