



HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP
Wednesday, November 19th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330A
4:30-6:30 pm

Council Members Present: Andrews, Banks, Hart, Hicks, Manley, Margolis (Co-Chair), Molnar, Pearce (Co-Chair), Siron

Others Present: Hilda Jones (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

Minutes

1. Introductions

The meeting was called to order at 4:44pm by Co-Chair Margolis. Everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve July 9, 2008 & July 24, 2008 Minutes

A discussion ensued surrounding the minutes, but nothing was changed. The July 9 minutes were reviewed and approved by consensus.

4. Announcements

- Council Director Zhovreboff announced that he would be leaving early to make an appointment. He also noted that he provided parts of the Ryan White Title I CARE Act regarding grievance procedures, but noted that these are from 1999. A discussion ensued surrounding the wording of a document that is in review by the City Attorney's Office. Another discussion took place regarding Conflict Resolution Policies and the paperwork that was laid out on the table.

5. Public Comment

There was none.

6. Review of Workgroup Agreements – Vote

The Work Group discussed creating a condensed version of the minutes-a parking lot of sorts-to show what has been done by the Work Group, what still needs to be done, and what is ongoing (and what sort of progress has been made on that issue), so that the Work Group doesn't spend too much time at the beginning of the meeting rehashing what has and has not already been completed.

7. Begin Development of Conflict Resolution Policy – Vote

CM Andrews spoke to the Work Group regarding his ideas surrounding a conflict resolution policy. He noted the need for a Code of Conduct to help the Council determine what sort of action needs to be taken-conflict resolution or disciplinary action and removal. A discussion ensued. CM Banks noted the need for Council Member's rights to be laid out prior to creating a conflict resolution

policy. CM Molnar noted that discipline and removal should be separate issues, with “corrective action” and “disciplinary removal.” The group reviewed different models all based around core values. CM Andrews presented a flow chart and a pyramid model (See Fig. 1 & 2) and CM Molnar presented a circular model (See Fig. 3). CM Andrews brought up the need for mediation in Conflict Resolutions rather than binding arbitration. CM Banks stated the need to have operational definitions of mediation vs. binding arbitration. CM Molnar noted that structure for the conflict resolution should be two-parts: 1) a meeting between the two parties and then 2) a meeting with the two parties and a mediator. Co-Chair Margolis noted the need to use the HRSA definitions of mediation and arbitration as laid out in the manuals brought by Council Director Zhovreboff.

MOTION 1: CM Molnar/CM Siron to use the definitions found in Section 6, Chapter 5, page 52 of the HRSA Ryan White Title I Manual. A discussion ensued. CM Molnar updated the motion to use the definitions as a **draft** for the conflict resolution process.

VOTE on Motion 1

Yes: 9

No: 0

Council Director Zhovreboff brought forward an action list for the Work Group to follow:

1. -Define Core Values (done-can be seen on the Drafts of Work Group Agreements handout)
-Agree on standardized definitions
2. How are these breached?
3. What happens next?

CM Hicks raised concern around “bogged down”-ness of discussion. CM Andrews asked where the Work Group stands on the proposed three-component process. CM Banks raised the issue of the need for Council Member’s Rights before moving forward, which needs to be worked into the Conflict Resolution process. CM Andrews responded that he believes that rights and responsibilities are included in all those documents specified out in the Drafts of Work Group Agreements handout. CM Manley commented that he’d like the Work Group to stick to the agenda.

Motion 2: CM Molnar/CM Manley to use the following wording as a Conflict Resolution policy. “Conflict resolution is a multi-step process. Step 1: Both parties meet to informally resolve conflict. If a resolution does not occur, then the parties will move on to Step 2: Mediation. A mediator may be one person selected by both parties, or a panel of three, with each party picking a mediator, and the mediators picking a third. The decision by the mediators is binding.” A discussion ensued. CM Banks took offense to the terminology of “binding.” The last sentence was removed. CM Hicks seconded.

Motion Amendment: CM Andrews/CM Molnar to add the following sentences to CM Molnar’s Conflict Resolution policy. “Step 3: If the conflict between the parties escalates and/or persists and leads to disruptive behavior in the course of council activities then the discipline and removal policy will apply.” CM Banks questioned what constitutes “disruptive behavior,” and CM Manley and Molnar answered that it would mean disrupting Council work. CM Andrews withdrew the amendment.

VOTE on original Motion 2:

Yes: 8

No: 1

Motion 3: CM Andrews/CM Manley to add a third step to the Conflict Resolution Policy. The wording will stay the same as the motion amendment above, with the addition of this sentence at the end: “Disruptive behavior includes anything that violates the council’s core values as defined in

the Drafts of Work Group Agreements.” This amendment was struck and the Work Group decided to include a separate document laying out core values and definitions of wording.

VOTE on Motion 3:

Yes: 9

No: 0

8. Discussion of Council Members Rights and Responsibilities-Vote

This agenda item was moved to next month’s meeting. CM Banks noted that he wants an emphasis on Council Member’s rights.

9. Moving Forward: Discussion of future Workgroup topics – Vote

This agenda item was moved to next month’s meeting.

10. Next Meeting Date & Agenda Items

The next Council Member’s Rights and Responsibilities Work group is scheduled for Wednesday, November 19th, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.

11. Adjournment

The meeting was adjourned at 6:32 pm by Co-Chair Margolis.