



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, December 8th, 2008

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00 -7:00 pm

Committee Members Present: Andrews, Flores, Frazier, Hicks

Committee Members Absent: Banks, Harris, Livingston, Margolis, Siron

Others Present: CM Pearce

Council Support Present: Asis, Bryson, Lee, Zhovreboff

Minutes

1. Introductions

The meeting was called to order at 5:21pm by Co-Chair Hicks. Everyone introduced themselves, but quorum was not established. CM Hicks announced that a member of this council, Michael Blish, passed away 3 weeks ago. There will be a memorial on December 18th at Tenderloin Health. CM Hicks requested that the Committee take a few moments to remember Michael Blish.

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve November 10th, 2008 Minutes

The review of the minutes was pushed to January's meeting.

4. Announcements

CM Flores announced that the Marin's Council completed their first exit interview. Council Support Bryson noted that an example of the SF Exit interview is available. The Committee requested to discuss this at the next Membership meeting.

Council Director Zhovreboff announced that the next Council Member's Rights and Responsibilities will be Wednesday, December 17th. He also announced that the Shanti and Planning Council offices will be closed on December 24th, 25th, 26th and 31st and January 1st.

5. Public Comment

There was no public present.

6. Demographic Information Update

Council Director Zhovreboff led the Committee through the new demographic worksheet. CM Andrews suggested that the Committee look to this worksheet for recruitment of Council Members. Two of the groups identified are youth and non-aligned Latino/as. Council Director Zhovreboff also noted that the Council will need to replace their Medi-Cal representative as CM Ellison has stepped down. CM Andrews also suggested recruiting African American women, as they tend to be

underrepresented. CM Pearce noted that it bodes well for the Council that almost 60% of the members are positive.

7. Discussion of Cultural Humility Workshops

Council Director Zhovreboff led the Council through the handout he created, which encompasses the issues that have arisen from the Cultural Humility discussions. Co-Chair Hicks recommended that this agenda item becomes part of the Membership Committee's report back to the Steering Committee.

8. Non-Discrimination Policy Development

The Membership Committee began drafting a Non-Discrimination Policy for the Policies & Procedures manual as requested by the Council Members Rights and Responsibilities Work Group. CM Andrews presented the document he drafted surrounding this issue. CM Flores noted that the draft is very well written but that he believes that all problems and grievances should go through the Membership Committee first. CM Pearce suggested using a combination of both CM Andrews and Bill Hirsch's drafts. Council Director Zhovreboff suggested deferring to city, county and state laws, as it removes limits set by wordsmithing a new policy. CM Pearce requested getting a copy of San Francisco's non-discrimination law.

9. Council Member Attendance Report/Letters to Send

Council Support updated the Committee on Attendance and status of Council Members. The Committee reviewed a three-month report (September, October, & November 2008) on Council Member attendance. The Committee decided whether to send letters to Council Members not meeting attendance requirements. The Committee discussed the creation of the attendance report, the Leave of Absence Policy and membership renewals.

Council Director Zhovreboff updated the Council on CM Mabry in relation to the Leave of Absence Policy, noting that he is now on his third Leave. The Committee discussed this situation, as it has been tricky with the restructure of Council Support. The Committee recommended that Council Support request that he contact them within 30 days or he will then be automatically removed from the Council.

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to Be Sent

-Review:

-Noah Briones

-Billie Cooper

-Anna Heath

-Johnson Livingston

-Cathy Newell

-Gerardo Ramos

-Stacia Scherich

CM Hicks recommended sorting out the data before going ahead with sending out probation letters.

Probation/Warning Letters sent

Leave(s) of Absence

-Marcus Mabry

-Naim Harrison

Requests for Leave(s) of Absence

Review Renewals

-Mark Molnar (this was moved until January's membership meeting)

Resignations

Thank You for Service to the Council

Dismissal Letters to be Sent Due to Attendance Requirements

10. Support Staff Requests Inclusion & Development - VOTE

This agenda item was moved to the January meeting.

11. Review Application for Council Membership – VOTE

The Membership Committee reviewed Salvatore Russo's application for the HIV Health Services Planning Council. CM Pearce recommended that the Committee interview, as he would be a great touchstone for housing. He also noted that there are quite a few openings on the Council, and he is worth at least interviewing.

11. Next Meeting Date & Agenda Items

The Committee quickly reviewed the mentoring table put together by Enrique Asis and will review it in more depth at next meeting.

The list as follows is what the Committee would like from Council Support and to review at January's Membership Meeting.

- Exit Interview
- Focus on Aging
- Emerging populations (from HPPC)
- Contact Marcus Mabry
- "State of the Council" report (January Full Council)
 - Attendance requirement
 - Call Natalie if not able to attend
 - Please recruit people for the Council

The next Membership Meeting is tentatively scheduled for Monday, January 12th, 2008, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

12. Adjournment

The meeting was adjourned at 7:07pm by Co-Chair Hicks.