



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 8, 2009

Department of Public Health

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

5:00 -7:00 pm

Committee Members Present: Co-Chair Flores, Andrews, Banks, Harrison, Margolis

Committee Members Absent: Co-Chair Frazier, Siron, Harris

Others Present: CM Guillen, CM Manley, CM Scherich, Rachel Matillano (Applicant), Cicily Emerson (Applicant), Mark Agtane (Applicant), Elaine Flores (Public)

Support Staff Present: T.J. Lee, Enrique Asis, Natalie Bryson

Minutes

1. Introductions

The meeting was called to order at 5:08 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed, item number seven was tabled until the next meeting, and the agenda was then approved by consensus.

3. Review/Approve May 11th, 2009 Minutes, February 4th, CMRR Minutes, and Amended Minutes of Special Membership Meeting of March 25, 2009 – VOTE

- The May 11th, 2009 Draft Minutes were reviewed and approved by consensus.
- The February 4th, 2009 CMRR Work Group Draft Minutes were reviewed and tabled until the next meeting.
- The Amended March 25th, 2009 Special Membership Amended Minutes were reviewed, the wording was changed in agenda item 6, part 4, and were then approved by consensus.

4. Announcements

- Co-Chair Flores apologized to CM Banks for the outburst at the prior month's meeting and for not keeping the situation under control.
- Council Support T.J. Lee announced that anyone who has not turned in their annual FPPC 700 Form should do so as soon as possible. He noted that Council Support Director Greg Zhovreboff will return on July 1st. He also announced that if anyone does not own a Policy and Procedure Manual to contact Council Support for one.

5. Public Comment

There was no public comment.

6. Discussion of Complaint Process and Procedure – VOTE

The Committee discussed the current complaint process and procedure. CM Andrews explained that he felt that the Membership Committee is already overburdened and that adding on the complaint process to the workload has made it difficult for the Committee to complete much of their essential work. He suggested moving the complaint process from Membership to Steering.

MOTION: CM Andrews/CM Scherich for the complaint process be moved temporarily from Membership to Steering until after the 2009 Prioritization and Allocation Summit.

A discussion ensued regarding potential conflicts of interest, the purview of the committees and the need for Full Council ratification.

VOTE-Ayes: 3 Naves: 4 (Flores, Banks, Harrison, Flores) **Abstentions: 1** (Guillen)

The motion did not pass.

MOTION: CM Margolis/CM Scherich to spend no longer than sixty minutes on the complaint proceedings. If the process takes longer, move it to the Steering Committee to be completed.

The motion was discussed.

VOTE-Ayes: 5 (Andrews, Margolis, Flores, Manley Scherich) **Naves: 1** (Banks) **Abstentions: 2** (Guillen, Harrison)

The motion passed.

7. Review of “Draft Work Group Agreements” – VOTE

The Committee tabled this agenda item until the next meeting.

8. Discussion of Findings of Special Membership Meetings – VOTE

The Committee discussed the resolutions of the Special Membership Meeting of April 13th, 2009 and next steps to be taken. The motion from the final Special Membership meeting is Attachment #1.

MOTION: CM Margolis/CM Andrews to call the question.

VOTE-Ayes: 3 Naves: 1 Abstention: 2 Recusals: 1

The motion did not pass and the debate was reopened.

MOTION: CM Margolis/CM Andrews to approve the resolution as written.

VOTE-Ayes: 5 (Andrews, Margolis, Guillen, Scherich, Flores) **Naves: 0 Abstentions: 1 Recusals: 1**

The motion passed and will be moved forward to the Steering Committee.

9. Interviews for Council Membership - VOTE

-Cicily Emerson is an HIV- Caucasian provider for the Marin County Department of Health and Human Services.

MOTION: CM Banks/CM Andrews to recommend Cicily Emerson to the Full Council for Membership.

VOTE by show of hands: Cicily Emerson was accepted by consensus with one recusal.

-Rachel Matillano is an HIV- Asian provider for the API Wellness Center.

MOTION: CM Banks/CM Andrews to recommend Rachel Matillano to the Full Council for Membership.

VOTE by show of hands: Rachel Matillano was accepted unanimously.

10. Review Application for Council Membership - VOTE

-Mark Agtane is an HIV+ non-aligned Asian consumer.

MOTION: CM Banks/CM Margolis to interview Mark Agtane at the next Membership Committee meeting.

VOTE by show of hands: The motion passed unanimously.

11. Council Member Attendance Report/Letters to Send -VOTE

Council Support updated the Committee on Attendance Letters sent and status of Council Members. The Committee reviewed a three-month report (March, April and May 2009) 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.

Review of Letters of Probation that have been sent

Review of Potential Letters of Warning/Probation to Be Sent

-Warning: Paul Margolis (only 3 meetings attended)

A warning letter will be sent.

-Probation: Salvatore Russo (warning letter sent and no attendance at FC meeting)

A probation letter will be sent.

Probation/Warning Letters sent

-Warning: Naim Harrison

- Warning: Salvatore Russo

Leave(s) of Absence

-Don Frazier (Returning July 1, 2009)

-Mark Molnar (Returning July 18, 2009)

Requests for Leave(s) of Absence

-Matt Miller (Effective immediately, returning August 1st)

The leave of absence was granted by consensus.

Review Renewals

Resignations

Thank You for Service to the Council

Dismissal Letters to be Sent Due to Attendance Requirements

10. Committee Assignments - VOTE

-Aaron Chandler will be placed on the Consumer and Minority Affairs Committee.

-Jesus Guillen will be placed on the Consumer and Minority Affairs Committee.

-Mary Lawrence Hicks will be placed on the Government and Provider Affairs Committee.

13. Next Meeting Date & Agenda Items

The next Membership Meeting is tentatively scheduled for Monday, July 13th, 2009, 25 Van Ness Room 330B from 5:00 PM-7:00 PM.

PARKING LOT:

- Development of Non-Discrimination Policy*
- Development of Council Member Rights and Responsibilities*
- Development of Support Staff Requests*
- Discussion of Policy re: Membership prior to Mayoral letter*
- Discussion of Membership Renewal Policy*
- Rescheduling of October 12th meeting due to Holiday*
- Sunshine Ordinance Training*

14. Adjournment

The meeting was adjourned at 7:30 pm by Co-Chair Flores.

ATTACHMENT #1

Motion created from findings of April 13th Final SPECIAL Membership Meeting

CM Frazier/CM Harris to find that some of the allegations are substantiated by substantial evidence, but that it does not warrant the removal of the Co-Chairs from their positions (Section 7.8, II, e, ii). Once this has been completed, the Special Membership Committee will recommend further action for reconciliation, which follows. The recommendations include, but are not limited to: (1) mediation between Co-Chairs and CM Banks with the understanding that changes will need to be made to the Policy and Procedure Manual regarding mediation, disciplinary action and involuntary removal when the situation arises, (2) ensuring that conflict resolution is a culturally competent process, (3) to review and finalize the CMRR Work Group Conflict Resolution Policy as a Council process, (4) to identify ways to support consumers on the Council, (5) review letter that was sent to the Mayor during the conflict resolution process for possible expunging from the record, (6) to clarify the conflict resolution policy between Council Support and Council Members, (7) to review and finalize the motion on requests for Council Support to provide information, (8) for Council Members to attend a training and/or refresher course on the Sunshine Ordinance, (9) for all Co-Chairs, Council and Committee, present and future to undergo mandatory leadership trainings and (10) to request technical support from HRSA both for conflict resolution and mediation, and Policy and Procedure revisions.