



## HIV Health Services Planning Council

### SPECIAL MEMBERSHIP COMMITTEE

Wednesday, February 4<sup>th</sup>, 2009

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00-4:30 pm

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**Committee Members Present:** Andrews, Banks, Flores, Harris, Hicks, Siron

**Committee Members Absent:** Frazier, Margolis

**Others Present:** Lee Jewell (CM)

**Support Staff Present:** Bryson, Zhovreboff

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Hicks.

#### 2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 21<sup>st</sup>, 2009 Minutes

The January 21<sup>st</sup>, 2009 minutes were reviewed. CM Banks requested that the minutes reflect that he asked Co-Chair Hicks to stand as a witness for him and that she agreed. This change and the minutes were approved by consensus.

#### 4. Announcements

- CM Banks announced that he brought copies of an email discussion between himself and Council Co-Chair Mark Molnar.
- CM Banks also noted that he would like to call Council Support T.J. Lee as a witness regarding a comment he made in a meeting.

#### 5. Public Comment

There was none.

#### 6. Discussion of Request for Removal - VOTE

The Committee briefly reviewed the policy for these proceedings. They questioned whether CM Banks is allowed to participate in the proceedings, and it was decided that he would have to recuse himself unless directly asked a question. They also discussed how to develop the interview questions with CM Banks present and the Committee decided to ask CM Banks to step outside while they prepared the interview questions for him. The Committee felt that it was important that the people being interviewed not know the questions ahead of time so that responses are individual and non-collaborative. The Committee decided that the Co-Chairs should be notified of this.

## **7. Development of Interviews**

The Committee discussed who to interview, what questions to ask and when to schedule them. Co-Chair Hicks suggested that the only people that need to be interviewed are CM Banks, and the three Council Co-Chairs, Laura Thomas, Mark Molnar and Steve Manley. She stated that she believes that calling Hilda Jones, Michelle Long and the Parliamentarian David Mezzera will not be necessary as there is sufficient documentation.

The Committee noted that their findings will go through Steering and then to the Full Council.

The Committee began to develop questions. Co-Chair Hicks brought in some questions that she had developed before the meeting. She felt that a full meeting should be devoted to interviewing CM Banks, although CM Andrews was worried that giving him a full meeting and the Co-Chairs less time would be inequitable. The Committee agreed and decided to give CM Banks and each of the Co-Chairs only thirty minutes for their respective interviews. They decided that the Co-Chairs should not be present for CM Banks' testimony. They noted that it's important to set boundaries and stick to them in order to be equitable to all parties involved. CM Andrews suggested that CM Banks (and all other parties) could have the opportunity put in to writing anything that they feel was not covered in their interview(s).

The Committee discussed item #5, the purported inequitable application of the Rules of Respectful Engagement, and whether this was something to question the Co-Chairs about or if it something that can be established by listening to the recordings of the meetings.

The Committee discussed how to go about getting the recordings that are in CM Banks' possession. They suggested writing a formal letter from the Membership Committee requesting the recordings.

These are the questions the Committee developed to ask to CM Banks:

- 1) What led you to request removal of the Co-Chairs?
- 2) What is the status of your current complaint?

These are the questions the Committee developed to ask the three Co-Chairs:

- 1) Explain your interpretation of the complaint.
- 2a) What was the process for counseling CM Banks on January 10<sup>th</sup>, 2008?
- 2b) How was this process developed?
- 3) What steps were taken and what protocols were used to address CM Banks' complaints?
- 4a) Was the complete Parliamentarian opinion given to Raymond Banks?
- 4b) If not, why?

These are the questions the Committee developed to ask Mark Molnar:

- 1) Can you address the complaint that you falsified public records on May 9<sup>th</sup>, 2008?

## **8. Determine Steps for further Investigation**

The Committee discussed next steps for the investigation, including scheduling of the interviews. The dates and times can be seen in agenda item nine.

## **9. Next Meeting Date & Agenda Items**

*The next Special Membership Meeting is TENTATIVELY scheduled for Friday, February 13<sup>th</sup>, 2009 at 11am. At this meeting, they will interview CM Banks and potentially a Co-Chair. They also scheduled a meeting on Tuesday February 17<sup>th</sup>, 2009 at 10:30am. They will interview the remaining Co-Chairs at this meeting.*

## **10. Adjournment**

The meeting was adjourned at 4:27 pm by Co-Chair Hicks.