

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, July 11th, 2024

Via Zoom

3:00-5:00 pm

Committee Members Present: Zachary Davenport, Pedro Felix, Elaine Flores, Reina Hernandez, Helen Lin

Committee Members Absent: Cesar Cadabes [E], Ron Hernandez [E], John Paul Soto [E]

Others Present: None

Support Staff Present: Mark Molnar, Kira Perez, Kat Tajgeer

Minutes

1. Introductions

The meeting was called to order at 3:04 pm by CM Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve July 11th, 2024 DRAFT Agenda – VOTE

The July 11th, 2024 DRAFT Agenda was reviewed and approved by consensus.

3. Review / Approve June 13th, 2024 DRAFT Minutes – VOTE

The June 13th, 2024 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Council Member Attendance Report/ Council Applicants – VOTE

- Letters of Probation sent:
- Review Renewals:
 - CS Molnar reminds the Committee they can vote to approve the renewals as a slate, as opposed to individually.
 - The committee reviews renewal applications for the following Council Members: Chuck Adams, Ed Chitty, Zachary Davenport, Matt Geltmaker, Ron Hernandez, Lee Jewell, Nga Le, Helen Lin, Irma Parada, Gwen Smith, John Paul Soto, and Manuel Vasquez.
 - ❖ CM Reina Hernandez asks how many open seats are available on the Council.
 - a. CS Molnar states the Council has established a “ceiling” of 40 Council Members, but does not have limits on how few Council Members can be on the Council. CS Molnar notes the different demographics that the HCPC needs to recruit for.
 - ❖ CS Molnar notes that the Committee has the power to decide to put a hold on accepting applications from providers or folks who fall outside of the demographics the Council is recruiting for.
 - ❖ CM Lin asks if there is a stipend available to HCPC members.
 - a. CS Molnar says the HCPC is not allowed to provide stipends, per HRSA’s requirements.

- CM Reina Hernandez notes that the HCPC is able to reimburse Council Members for various items such as lost wages, daycare, transportation, etc. They note there is a process for it and the reimbursement cannot go above the 10% allocation for administrative fees.

Motion: CM Felix motions to approve the Renewal Applications.

Second: CM Reina Hernandez seconds this motion.

Motion passes through consensus, refer to column (3).

- Review Prospective Member Application:
- Notice of Attendance to be sent:
- Notice of Attendance sent:
- Letters of Probation to be sent:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Gwen Smith – returning late August/September
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Paul Harkin
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Interview/Discuss Prospective Applicant:
- Mentor Program

7. Demographic Information Update

- CS Perez shares the EPI demographic update. She notes there was one change due to a Council Member leaving the Council, which leaves our total number of Council Members at 28.
- CS Perez shares the ARIES demographic update. She highlights that the Council Member who left held a provider seat so their departure did not affect the number of non-aligned consumers on the Council.
- CS Molnar notes that there is still underrepresentation for youth and the Black/African American communities.

8. Council Recruitment

- CM Davenport asks about the availability of interpretation services for Council Members and notes not having them available may pose as a barrier for folks being part of the Council.
 - CS Molnar speaks to what interpretation services would look like and touches on prior experience with translation services for the Council. He notes that there is not currently room in the budget for hiring an interpreter or professional translator, but that Council Staff is looking into free or low cost alternative interpretation service options.
- CS Molnar speaks to the HCPC wanting to reflect the epidemic, and speaks to being able to put a hold on accepting applications from folks that aren't in the demographics the Council is recruiting for.
- CS Perez reminds the group of the homework that was assigned at the last Committee meeting in which Committee members were to bring back the names of different organizations that they'd like to do outreach to. She reviews a few of the organizations that had been submitted. Committee members provide input on other organizations that they'd like to reach out to.
- CM Flores notes that Council Members are ambassadors for the HCPC and can be advocates that reach out to their networks to recruit for the Council.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Thursday, August 7th, 2024 via Zoom from 3-4:30 pm.

10. Adjournment

- Meeting adjourned at 4:24 pm by CM Flores.

Membership Committee

HIV Community Planning Council

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

July 11, 2024

		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	Cesar Cadabes	E	-	-	-						
2.	Zachary Davenport	P	Y	Y	Y						
3.	Pedro Felix	P	Y	Y	Y						
4.	Elaine Flores (Co-Chair)	P	Y	Y	Y						
5.	Ron Hernandez (Co-Chair)	E	-	-	-						
6.	Helen Lin	P	Y	Y	Y						
7.	John Paul Soto	E	-	-	-						
8.	Reina Hernandez	P	Y	Y	Y						
	Ayes		5	5	5						
	Nayes		0	0	0						
	Abstain		0	0	0						
	Recusal		0	0	0						
	Total		5	5	5						