

HIV Prevention Planning Council (HPPC)  
Membership/CLC Committee  
January 30, 2006  
3:00 – 4:30 PM  
Minutes

**Members Present:** Gayle Burns, Chadwick Campbell, John Newmeyer, Gwen Smith

**Members Absent:** Thomas Ganger, Joaquin Sanchez, Raquel Tolsten

**Professional Staff:** Ju Lei Kelly (AO), Eileen Loughran (AO)

**1. Welcome and Announcements**

- ◆ Chadwick called the meeting to order.
- ◆ It was announced that Thomas is still in the hospital, but is committed to his membership on this committee and the Council.
- ◆ Eileen announced that Ju Lei is the lead contact for this committee.

**2. Public Comment: None**

**3. Elect Co-chair**

- ◆ The group nominated Chadwick Campbell as Co-chair of the committee. He accepted, but explained that he is unable to attend Steering.
- ◆ The group discussed other options, and decided that they would like to nominate Thomas Ganger to be the other co-chair of the committee, and to represent the committee on Steering. The group was unanimous in the decision. Eileen will call Thomas at the hospital after the meeting to inform him of the nomination.

**4. Set meeting days and time**

- ◆ The group decided to meet on the second Monday of the month, from 3:00-4:30.

**5. Select Evaluation Method**

- ◆ It was explained to the group that there are two options for committee evaluation, either Zoomerang online survey, or a paper survey to be completed after each meeting. The group agreed to continue using Zoomerang the online based survey.

**6. Discuss Scope of Work**

- ◆ The group reviewed the scope of work that was voted on by the Council.

## 7. Next Steps

### ◆ Diversity Workshop

- The workshop is scheduled for March 9<sup>th</sup> from 3-6pm.
- Betty has reserved the Port Authority's Bayside room, which features a view of the Bay. The location also has an outside deck.
- The group brainstormed some activities and the goal of the workshop.
- The group discussed communication, and agreed that the workshop should focus on building trust, and feeling comfortable and safe with other Council members.

### ◆ Attendance policy

- The group discussed the current Attendance policy, and agreed there should be a special clause for medical situations. The group acknowledged that the wording must be clear, so that the special clause isn't abused. Eileen and Ju Lei will write up a sample and send to the group for feedback. Gayle will discuss this with Co-chairs.

### ◆ Lateness policy

- The group discussed developing a lateness policy for the Council. The group decided that after being late 3 times a member should receive a warning, and then the 4<sup>th</sup> lateness will count as an absence. The group decided to determine a lateness as 15 mins. late or more. Eileen and Ju Lei will write something up and send to the group for feedback.
- The group asked for clarification on who is responsible for tracking lateness. Is it the responsibility of Council co-chairs, the Membership/CLC committee, or HPS staff?
- Gayle will discuss this item with co-chairs.

### ◆ Needs Assessment

- The group discussed conducting a Needs Assessment of training needs of Council members. It was explained that Kathleen had said she has a needs assessment that was used for Council members in the past. She explained that it could be adapted for us.
- The group discussed other training items that they think would be beneficial to the group. They include: process, Robert's Rules, and Epi.
- Eileen & Ju Lei will follow-up with Kathleen. They will also begin to draft some possible questions to be included in the assessment.

**8. Closing**

- ◆ Ju Lei & Eileen will follow-up on the items discussed today, and report back at the next committee meeting.
- ◆ The meeting concluded at 4:20 PM.

**The next Membership/CLC Committee meeting is scheduled for  
February 13th from 3:00 – 4:30 PM.**

These minutes were prepared by Eileen Loughran and reviewed by Ju Lei Kelly and Chadwick Cambell