

HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, August 14, 2006

Minutes

Members Present: Gwen Smith, John Newmeyer, Janetta Johnson, Thomas Ganger, Gayle Burns, Chadwick Campbell

Members Absent: None

Professional Staff: Dara Coan (HPS), Eileen Loughran (HPS), Ju Lei Kelly (HPS)

Guests: Betty Chan Lew (HPS)

1. Welcome and Announcements

Thomas Ganger opened the meeting at 3:10PM and welcomed everyone.

2. Public Comments

None were offered.

3. Approval of Minutes from 7/06/06

The minutes were approved.

4. Steering Report

Thomas provided an update regarding Steering Committee. The focus at the last Steering Committee was the Interim Progress Report (IPR) and Cooperative Agreement.

5. New Member Recruitment (possible vote)

Betty Chan Lew introduced this agenda item. She distributed a chart summarizing the demographics of the applicants. Gayle noted that no Native American youth, which she had attempted to recruit, have applied. Betty informed the committee that a total of 21 applications have been received, which includes one application that was faxed in today and one that was received at the end of today's meeting, which the committee agreed to accept.

In summary, there are currently 27 members on HPPC and 12 vacancies plus two alternate seats. The committee has to fill a maximum of 14 seats for this recruitment period.

The group confirmed that no more applications will be accepted after today.

6. Set Interview Schedule

Betty informed the group of the interview process. Each of the 20 applicants will be interviewed. Interviews are scheduled in 30-minute time slots. Two committee members and one staff member conduct the interviews. Committee members were asked to volunteer about two hours of their time to interview applicants. The group agreed to start interviews the week of August 21st. Betty noted everyone's availability the next two weeks in August. She will contact applicants and inform committee members of the interview appointments.

The group agreed to be flexible and accommodate everyone's schedule and time. The group agreed that, if necessary, interviews can extend into the month of September (by the next Membership Committee meeting on Sept. 11) and they could possibly invite other council members to participate. However, consistency on the interview panel is important for making decisions regarding the applicants.

- **Reviewing the Interview Questions**

The group reviewed the interview questions and noted the following issues:

- Applicants should be informed at the beginning of an interview that participating on HPPC is an unpaid volunteer commitment.
- If an applicant is employed, they should be asked whether they have the support of their agency.
- Dara informed the group that stipends for youth are available, although, eligibility is case by case. A follow-up with Tracey Packer is necessary to determine the specific guidelines. The group agreed to inform applicants, particularly youth applicants, that a stipend may be available. The group agreed that a stipend would encourage youth to participate. The group emphasized that during the interviews, they should be

consistent around information they give about stipends. Interviewers should mention to applicants who are potentially eligible for a stipend that “there’s a possibility of a stipend”.

- It was suggested that a list of the demographic gaps identified by the committee be included on the back of the interview questions document.
- The last interview question will be edited to read, “Do you have any questions for the interview panel about the HPPC?” Question #5 will be edited to include a follow-up question regarding agency support for employed applicants.
- Interviewers should maintain confidentiality of the interviews at all times.
- Ju Lei will prepare talking points for interviewers.
- Completed interviews should be submitted to Ju Lei.

- **Reviewing the Gaps**

Applicants are from a wide range of backgrounds and demographics that filled many of the committee’s identified gaps. However, there were no applicants with faith-based affiliations.

7. Future Items (possible vote)

- **New Member Selection**

The committee agreed to extend their meeting on September 11 (from 3-5PM), if necessary, to ensure sufficient time to review the interviews and make new member selection recommendations.

- **Discuss Orientation Plan**

New member orientation is tentatively schedule for Wednesday, October 18 from 1-3PM. The committee will finalize plans for the orientation at their committee meeting on October 16. New members will then be invited to attend the HPPC meetings in November and December for their provisional period. However, the first meeting for new members where they can vote will be in January 2007.

Last year’s mock meetings at the new member orientation received favorable feedback. The group agreed to conduct a mock meeting again this year. They would like the mock meeting to demonstrate Robert’s Rules. A suggestion was made to discuss the IPR and Cooperative Agreements at the orientation. HPS staff will follow-up on making sure

there are enough copies of the 2004 HIV Prevention Plan for new members.

- **Mentor Program**

Committee members are asked to encourage HPPC members to volunteer as a mentor for new members. Some responsibilities of mentors include sitting next to a new member at HPPC meetings and checking-in with him/her if they have any questions. Twelve volunteers are needed to participate. The committee will review the mentor guidelines and send it to council members. Thomas Ganger, John Newmeyer, and Janetta Johnson volunteered to be mentors. Janetta would like to be a mentor for a youth member.

8. Closing

The group was reminded to complete the Zoomerang evaluation survey. The meeting was adjourned at 4:30 PM.

** These minutes were prepared by Aimee F. Crisostomo (Harder+Co.) and reviewed by Ju Lei Kelly, Dara Coan, Chadwick Campbell, and Thomas Ganger.

The next Membership Committee meeting is scheduled for Monday, September 11 at 25 Van Ness Ave., 5th Floor Conference Room.