

San Antonio Area HIV Health Services Planning Council

4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229

Planning Council Support: (301) 807-2196



**MINUTES OF THE
Membership, Nominations and Elections Committee
Thursday, February 3, 2022
Zoom Video Conference
11:00 a.m. – 12:30 p.m.**

MNE Committee Members		Recipient Staff	Guests
Enrique Flores	A	Mary Kay Mitchell	
Santiago Serrato	P		
Korie Smith	P		
Morjorie White	A		Planning Council Support Staff
Charles Whitehead	P	Sharron Harris	
Wayne Wientjes	P	Gloria Wood	
P = Present		A = Absent	

Call to order	Wayne Wientjes called meeting to order at 11:08 am
Determination of Quorum	Quorum established; 4 of 6 members in attendance. Mission Statement read by Santiago S.
Approval of the Agenda	Motion made by Santiago S., 2 nd by Charles W., Approved as presented.
Approval of the Minutes from January 6, 2022	Motion made by Charles W., 2 nd by Santiago S., Wayne W. abstained. No opposition. Motion carried.

COMMITTEE REPORT		
Membership, Nominations and Elections Committee (MNE)		
CHAIR – Wayne Wientjes		
Business Item	Discussion / Motion	Planning Council Action
Review of Planning Council Membership	Two (2) members, Enrique Flores and Frederick Courtois are terming off the Planning Council. They fill a mandatory membership service category, which is the Mental Health & Substance Abuse category. Committee has to find a replacement for those two vacancies. We want to encourage them to continue to participate as much as their current schedules will permit.	Discussion Only
Review & Discuss Open Nominating Work Plan Process	PC Support shared an open nominating model for conducting an open nominating process. Activities include: <ul style="list-style-type: none"> • Determine what the period and schedule would be. • Define the steps. • Update the Membership Profile and Reflectiveness and compare that to what the PC makeup is to see how close the percentages are to matching. • Update the application and/or re-appointment application. 	Discussion Only

San Antonio Area HIV Health Services Planning Council

4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229

Planning Council Support: (301) 807-2196

	<ul style="list-style-type: none"> • Develop a vacancy matrix that shows how many positions need to be filled and start recruiting based on reflectiveness at that time. • Outreach & recruitment plan: recruit & target those special populations we want to make sure PC is represented to reflect what our jurisdiction's epidemic looks like. Implement the recruitment based on the strategy built in outreach plan. • Conduct training with the rest of the PC to explain what the process is and how this Committee will go by that process. • Set deadline to get applications in. • Review the applications for completeness. • Convene Interview Panel from members of this Committee and/or other members of the Planning Council to interview the candidates wanting to serve on PC. • Conduct interviews. • Prepare qualification statements based on what the candidates said their qualifications are dealing with people with HIV. • Vote at Membership Committee, prepare the ballot to take to the Executive Committee and the Full Planning Council. Once decision is made, notify the candidate of their favorable consideration. • PC Support to prepare a package to go the members for approval by Membership Committee. Once approved, PC Support sends it to Administrative Agency for assistance in getting it to the Judge for formal appointment. • Schedule new member orientation or make sure the new member knows how to access the new member training material on the website. PC Support would conduct the training with assistance from members of the Committee. 	
<p>Review and Manage Planning Council Membership Attendance</p>	<p>PC Support to work on a draft policy for unexcused absences and will have it ready for the March meeting to come up with fair criteria for eligibility for appointment to co-chairmanships.</p> <p>Expressions of interest questions can be sent to members who are interested in chairing, i. e,</p> <ol style="list-style-type: none"> 1. Why do you want to be chair? 2. What are your qualifications to chair? 3. Are you willing to put in the commitment to be the chair? 	<p>Discussion Only</p>

San Antonio Area HIV Health Services Planning Council

4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229

Planning Council Support: (301) 807-2196

	<p>The Committee should have a policy that is balanced in the way criteria is applied for appointment of co-chairs. Wayne asked about a form letter to politely remind members who may be excessively absent. Santiago asked for a manual (briefing book) for those coming behind them after their term is up.</p>	
<p>Review and Manage Planning Council Training</p>	<p>Have two orientation training documents: Planning Council 101 and a more comprehensive training document prepared by Mary Kay a while ago. PC Support will work with Mary Kay to update the more comprehensive document, but would like the Committee to think about whether there are other capacity-building training they think would be helpful for the PC as a whole? Is there anything that the Committee thinks the Membership Committee specifically needs training on, i.e., the financial reports, assessment of the administrative mechanism, capacity-building training for Ryan White regulation requirements, etc.?</p> <p>Wayne recommends doing a training every year, Mary Kay indicated that it is mandatory that the PC gets regular comprehensive training annually, also, that there needs to be a more basic training module for new members. Sharron suggested the Committee set a standard date for the trainings, so every year they will take place around the same time.</p>	<p>Discussion Only</p>
<p>Review & Vote on Committee Work Plan Activities for Year 2022-23</p>	<p>Made changes discussed last month.</p> <ul style="list-style-type: none"> • In March we would review & manage PC training. Discuss and vote on the Plan at March meeting. • At each meeting, have a training discussion or presentation. • Schedule has the Committee meeting every other month after March but will be flexible in the event more meetings are needed. • Review & manage PC attendance: Will do this every month. • Reflectiveness for compliance for March Meeting: PC Support Will circulate it. The changes are the two (2) members who are rolling off. Will make those changes once the transition happens. • Membership & Recruitment Campaign: Develop plan for how the Committee will recruit for the current eight (8) vacancies. Can have as many as 25 vacancies. Include how to fill other vacant slots & what they might be. • Membership Application Process: 	<p>Vote: GY 2023 Work Plan approved</p>

San Antonio Area HIV Health Services Planning Council

4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229

Planning Council Support: (301) 807-2196

	<ul style="list-style-type: none"> ○ Make sure we have our interview questionnaire. ○ Make sure that our matrix is complete. ○ Make sure we understand all of the membership categories. ○ Resolve any parking lot issues . ○ Do new member orientation. At some point we want to make sure it happens in a particular month. ○ Review framework for co-chairs' nominations and elections: Will do that in November this year and firm up & vote in January. ○ Request nominations for co-chairs: Do this every 2 years, but they need to be staggered. Mary Kay suggested that the easiest way to stagger the nominations is that either Wayne or Santiago do a 3-yr term and the other would do a 2-years to be decided at a later time. ○ Review Work Plan in January, put the Work Plan in place, vote for it in Feb, so that in March 2023, there will be a new Work Plan in place. If new co-chairs need to be replaced, it would be the January meeting where elections would be conducted to replace the co-chairs. Request nominations in November and elect them in January. <p>Santiago S. made motion to approve the Work Plan for upcoming grant year, 2nd by Charles W., Wayne W. abstained.</p>	
--	---	--

Parking Lot Item	Discussion	
Share draft policy to consider promoting consistency in managing unexcused absences	Date moved to March 3, 2022.	
Share Open Nominating Process	Completed Feb 3, 2022. Will put on training plan and template for sending out friendly reminder for absences.	Will keep current model in place.

Public Comment	National Black HIV Awareness Day is February 7, 2022.
Announcements	None
Schedule of Next Meeting	March 3, 2022
Adjournment	Wayne W. called adjournment a 12:20pm, Feb 3.