

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, May 5, 2022
Zoom Video Conference
11:00 a.m. – 12:30 p.m.**

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

Call to order	Santiago called meeting to order at 11:05 am
Determination of Quorum	Quorum established; 3 of 5 members in attendance. Mission Statement read by Santiago Serrato.
Approval of the Agenda	Motion to accept agenda as presented made by Wayne; 2 nd by Korie Smith; no opposition. Agenda approved as presented.
Approval of the Minutes from February 3, 2022	Motion made by Korie Smith, 2 nd by Wayne W., Santiago abstained. No opposition. Minutes approved.

COMMITTEE REPORT		
Membership, Nominations and Elections Committee (MNE)		
CHAIR – TBD		
Business Item	Discussion / Motion	Planning Council Action
A. Announcement of New Committee Chairs	<ul style="list-style-type: none"> Co-chairs indicated they did meet regarding filling the vacant co-chair positions. Co-chairs will speak with Charles and Korie regarding their availability to serve as chair of Needs Assessment. PC Support stressed the important of naming a chair to the Needs Assessment Committee because we must do priority setting. PC Support recommended that in the short term until we get more people on board, an option would be to combine the MNE Committee with the Executive Committee/FMRA, at least for this year, and revisit it next year. This option would be presented to the Executive Committee on May 19. PC Support suggested that the co-chairs say to the Executive Committee the following: <i>“In an effort to fill our co-chair seats, this is the option we are considering; perhaps consolidating our Membership Committee with our Executive/FMRA Committee for the short term. Then we would only have to fill our Needs Assessment Committee chair now. We will revisit</i> 	Discussion Only

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	<p align="center"><i>separating out our Membership Committee again next year."</i></p> <ul style="list-style-type: none"> • PC Support reminded the Committee that we must continue the operations of the Planning Council, so each Committee will still have its agenda items; they would just all be on one agenda. Membership will always look at the attendance to see where we are. We will always look at Planning Council membership to see where we have vacancies in mandatory positions, making sure that we have the 33% or more of non-aligned people living with HIV actively serving on the Planning Council, ensuring that our grant is not put at risk. • Mary Kay pointed out that we are currently at the point where we are meeting every other month and in combining with the Executive Committee, Membership would be meeting every month. • PC Support proposed adopting a Mentorship Program for new Planning Council members. Membership would take the lead in establishing this program. • Mary Kay pointed them to Houston's mentorship program for reference. They go through a mini training. • Santiago recommended a manual. 	
<p>B. Welcome of a PC Applicant & Discuss New Member Recruitment Ideas</p>	<ul style="list-style-type: none"> • LaToya Goodwin was welcomed and given opportunity to tell a little about herself. • PC Support recommended using the People's Caucus as a strategy to talk more about vacant slots on the Planning Council to inform them, but also recruit them to serve on Planning Council. • The Committee was reminded that they have the lead responsibility for the Planning Council's recruitment effort, training, and capacity building efforts. Part of its role is to try to identify things that will help the Planning Council understand the work that they are required to do, and recommend training or people that can come and talk to us about different initiatives. • PC Support suggested Membership report at Executive Committee that the goal is to have a Recruitment Drive at this year's Pride week and partner with our Part D Partner. (Ronique & Daniel) Committee could also reach out to Yvonne Robeless' group of HIV positive women/moms; as well as Living Positive to see if any of them would like to be Planning Council Members. Coordinate with Ronique, Daniel & Yvonne to see how Committee can plug into some of the events in which they are currently engaged. • It's important to make the applicants aware that their HIV status will become public when you apply for consumer membership on Planning Council. • Will keep recruitment as an ongoing business item on the agenda. 	<p>Action: Discussion Only</p>

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C. Mandatory Compliance Form - Update	<ul style="list-style-type: none"> As of April, mandatory forms that have been received are from Alfred, Catherine, Ronique, Greg and Korie only. There are 9 members still need to send in their forms. HRSA does allow for electronic signatures, and will request the signed forms during Recipient Site Visit. 	Action: Discussion Only
D. Review and Manage Planning Council Membership Attendance	<ul style="list-style-type: none"> PC Support explained the legend on the attendance report and reported each member's attendance. Members were asked to reach out to those who have poor attendance and ask them to resign if they are no longer able to attend the meetings; otherwise, the Council will need to remove them, and they will not be able to regain membership status. Mary Kay also explained that Ad Hoc Website Committee is not a standing committee and is set up for a short time to accomplish a particular task, and does not count against attendance. PC Support informed the Committee chairs that the Website Workgroup awaits their input to complete design, as well as population of the menu. The site is scheduled to go live during Pride. 	Action: Discussion only

Parking Lot Item	Discussion	

Public Comment	None
Announcements	<ol style="list-style-type: none"> Santiago spoke about a training request from Frank that needs clarity as to how they expect the training to be carried out and bring the information back to Executive Committee on May 19. Mary Kay announced a Ryan White 101 is scheduled for May 16, 2022.
Schedule of Next Meeting	June 2, 2022, 11:00a
Adjournment	Wayne made motion to adjourn. Meeting adjourned at 12:28pm.