MINUTES

1. The meeting was called to order at 10:10 a.m. by Committee Chair, Stacy Castle. A quorum was present. Committee members in attendance were Ann Whyte, Stacy Castle, Preeti Mishra and Penny Blake. Also present: Julie McKellar and Steve Dick.

2. Public Comments - None

3. Approve Meeting Minutes- Membership Committee minutes from September and November meetings were approved. (Motion: Preeti Mishra; Second: Ann Whyte; Approved: All.)

4. Discuss / Approve Membership Committee Business
   a. Work Plan FY20/21- The committee discussed any needed updates/changes and considered whether to add “prevention” language. With updated dates and one modification to the FY19/20 work plan, Penny Blake made a motion to approve the FY20/21 work plan. Ann Whyte seconded the motion and it was approved by all.
   b. There are currently three vacant seats: Seat 8 (D2), Seat 14 (D2), and Seat 6 (D5). Crystal Nava has indicated she wants to resign (D1), but has not. Julie McKellar will reach out to her.
   c. New/ Pending Appointments- Linda Hiol was appointed on 12/17/19 (D3, Seat 16). Stacy Castle will follow up to meet with her to go over CAPC and what it entails.
   d. Pending Applications- Adaeze Nduaguba, Raghu Reddy, Ana Morante, Dave Shuster, and Mello. The committee discussed moving appointments forward. Mello’s application has been pending the longest and is next priority. Stacy will reach out to all four pending applicants (other than Mello) and ask them to join a committee. If Crystal Nava resigns there will be a vacancy in D1 where Dave Shuster resides. Stacy will reach out to D5 (Sup. Simitian) to establish communication. Steve Dick will reach out to D2 (Sup. Chavez).
   e. Pending Reappointment/Expiring/Expired seats-
      1. D5, Seat 15 (Peggy Cathcart is eligible for another term and remains serving in this seat).
      2. Stacy Castle is eligible for another term and is awaiting appointment to a seat. Committee agrees to request CAPC approval for Community Advisory Member Status pending appointment.
   f. Community Advisory Members awaiting appointment- Mello
   g. Develop mentoring list- This no longer needs to be on agenda. Stacy Castle will make a general ask at a CAPC meeting for members to indicate interest in being a mentor.
   h. Review seat designations/categories- Next meeting committee will look at how current members are characterized per statutory categories.

5. Future agenda items- Next CAPC Social Event

6. Announcements- None

7. Adjournment at 11:05 a.m. The next meeting is re-scheduled for Friday, February 14, 2020 at 9:00 a.m.