

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Governance Committee

Meeting Minutes

April 9, 2025, 9:00 pm – 12:00 p.m.

Meeting Location: Sunburst Projects 2143 Hurley Way, Unit 240, Sacramento, CA 95825

Facilitator: Jake Bradley – Rowe – Governance Chair

Council Staff: Angelina Olweny

Meeting Attendees: Chelle Gossett, Richard Benavidez, Lenore Gotelli, Melissa Willett, Zach Basler

Members Absent: N/A

Members Excused: N/A

Guests: N/A

County Staff: Danielle Caravella, Paula Gammell, Alexa Bunton

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Topic	Minutes
Welcome, Introductions and, Announcements	<p>Welcome and introductions began at 9:05 AM.</p> <p>Sunburst Projects has its annual golf tournament on Saturday, May 10.</p> <p>NorCal AIDS Cycle is on May 18 -19.</p>
Public Comments- Action Items	N/A
Agenda Review*	<p>The April agenda was presented for review and approval. Zach Basler motioned to accept the agenda as presented and Richard Benavidez seconded the motion.</p> <p>The start and end time should be corrected to reflect a 9:00 AM start time and 12:00 PM end time.</p> <p>Zach Basler motioned to accept the agenda with the changes and Lenore Gotelli seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Richard Benavidez, Lenore Gotelli, Melissa Willett, Zach Basler. Oppose: N/A Abstain: N/A</p>
March 26 Minutes	<p>The March 26 minutes were presented for review and approval. Richard Benavidez motioned to accept the minutes as presented and, Melissa Willett seconded the motion.</p> <p>The minutes should reflect that Danielle wasn't in attendance.</p>

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Topic	Minutes
	<p>Richard Benavidez motioned to accept the minutes with the changes and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Richard Benavidez, Lenore Gotelli, Melissa Willett, Zach Basler. Oppose: N/A Abstain: N/A</p>
Bylaws Review	<p>The Planning Council mission and vision statement as outlined in the bylaws were reviewed. The committee agreed to use the full name "HIV Health Services Planning Council" in the mission statement.</p> <p>The sections of the HIV Health Services Planning Council bylaws that were reviewed and discussed include:</p> <p>Article II: Section 2.4 – Duties of Elected Official Section 2.6 – Duties of the Recipient</p> <p>Article III: Section 3.3 – Representation Section 3.4 – Voting Section 3.8 – Termination Section 3.10 – Attendance</p> <p>Article IV – Officers</p> <p>The committee made recommendations to clarify the context of the sections mentioned above.</p>

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Governance Overview	<p>The governance overview document was presented for review and approval.</p> <p>Melissa Willett motioned to approve the governance overview document as presented and the meeting change to a standing committee, and Lenore Gotelli seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Richard Benavidez, Lenore Gotelli, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p>
Tabling bylaws, Gov 01 and Gov 02	<p>Jake Bradley-Rowe motioned to table the bylaws discussion and the review of Gov 01 and Gov 02 documents until the next meeting, and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Richard Benavidez, Lenore Gotelli, Melissa Willett, Zach Basler Oppose: N/A Abstain: N/A</p>
Public comment non-agenda items	N/A
Technical Assistance	For technical assistance, reach out to Jake Bradley-Rowe.
Adjourn	11:58 AM