

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, January 19, 2017: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:06 p.m.

Moment of Silent Reflection: A moment of silence and reflection was observed for those infected and affected by HIV and AIDS virus.

Roll Call:

Rev. Ted Lewis
Beverly Franklin
Drake Pearson
Tony Boston
Pierre Diaz
Cindy Walters

Staff:

Thomas Schucker-P.C. Support
Marsha Butler-Grantee Staff
Teresa Malilwe-P.C. Support Staff

Excused Members:

None

Absent Members

None

Review and Approval of Minutes: The committee reviewed the minutes from the last meeting. A motion was moved by Pierre and properly seconded by Drake to approve the minutes as written. The motion passed.

Agenda: According to the P-CAT, the committee was meeting to discuss the following agenda:

- Assist with Membership Recruitment Campaign
- Manage Membership Application Process
- Review Planning Council Feedback/Feedback Form
- Review PC Membership Attendance
- Analyze PC Membership for Federal Reflectiveness Mandate
- New Planning Council Membership Training
- Compile Unresolved Issues in Parking Lot

Assist with Membership Recruitment Campaign: The committee went into an executive session in order to discuss the applications that have been received for Planning Council membership.

After discussion, the committee agreed to schedule interviews for the two applicants who will initially be asked to participate on committees.

At least, three individuals are required to be on the Interviewing Panel, which will include other Planning Council members, if they so wish to participate in this process. The committee agreed to schedule interviews for new applicants, and orientation of new Planning Council members from 11:00 a.m. to 1:00 p.m. on the first Thursday of every month. In this regard, Tony, Beverly, Rev. Ted Lewis, and Drake volunteered to be present at the scheduled interviews.

Review Planning Council Feedback/Feedback Form: The committee reviewed the Feedback results from the last meeting. The committee discussed the comment which

was noted under the Quality Improvement & Strategic Planning Committee report. Some committee members felt that the Council should have an open discussion about the expectations of the feedback survey; which is, how the committee can provide constructive solutions to what anybody identifies as a problem. However, it was also felt that such a discussion will discourage individuals from providing input into the survey. It was agreed that the discussion will only center on the general conduct of the Council. Overall, the Council was weighted 4.7 average.

Review Planning Council Member Attendance: Council members were assigned to committees that they felt more comfortable coming to. In this regard, no member was, currently, in danger of violating the attendance policy. There was concern that Planning Council members do not respond to email notices about meetings. In this regard, there is wastage of refreshments and stationery. Council/committee members should be reminded to RSVP to the Support Office about their intent or not to attend the meeting/s.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee reviewed the PC Membership for Federal Reflectiveness Mandate dated October 17, 2016 because nothing has changed. There are still, currently, twenty-three (23) Planning Council members. There are 61% positive individuals; 39% non-conflicted consumers. New categories have also been added to ensure that the TGA is more reflective of the epidemiological process. The Support Office will, on March 1st, send out a survey monkey with questions related to demographics; that is; race/ethnicity, mode of transmission and age. The responses will be completely confidential.

New Planning Council Membership Training: At the February Executive Committee meeting, the Membership and Nominations Committee should have a Planning Council Educational Moment training agenda. The committee should, therefore, identify what topics to cover for each month according to the timeline, such as the PSRA Process.

It was also noted that the committee is responsible for the Conflict of Interest process. There was discussion regarding how to manage the process in order to comply with the requirements of the process.

Any Other Business/Announcements:

Committee Budget Request: The committee was advised to work out a committee budget and present to the Grantee's Office.

Next Meeting Date/Adjournment: With no further business, a motion was moved by Rev. Ted Lewis and properly seconded by Drake to adjourn the meeting. The motion passed.

Respectfully Submitted

Beverly Franklin – Chair
Membership and Nominations Committee