

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, February 16, 2017: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:07 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
Michael Singleton

Staff:

Thomas Schucker-P.C. Support
Marsha Butler-Grantee 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 Michael and properly seconded by Rev. Lewis to approve the minutes as written. The motion passed.

Old Business:

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 constantly gets applications for membership. In this regard, a motion was presented by Drake for the committee to go into executive session in order to review the two applications which were currently on file for Planning Council membership.

Review Planning Council Member Attendance: Tracking for Planning Council and Sub-Committee attendance will start in March. In this regard, the committee did not review attendance.

Review Planning Council Feedback/Feedback Form: The committee reviewed the Feedback results from the last meeting. Not all twenty-three Planning Council members responded. Overall, the Council was weighted 4.6 average. Additional fields will be made to the survey tool to make it more user friendly.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee reviewed the PC Membership for Federal Reflectiveness Mandate. Currently there are 23 Planning Council members with a cap of 28. There are 39% non-conflicted consumers. As was discussed at the last meeting, the Support Office will start updating the document to match the epidemiological profile such as race/ethnicity, mode of transmission and age.

New Planning Council Membership Training: The committee reviewed the Planning Council Training Schedule starting March 2017 to February 2018. Because this will be a comprehensive type of training, it was recommended that the Planning Council trainings should be conducted at the Membership and Nominations Committee meetings. In this regard, the committee will now meet from 2:00 p.m. to 4:00 p.m.:

- 2:00-3:00 p.m.: Planning Council Training
- 3:00-4:00 p.m.: Committee business

In order to actively engage all members in the process, Planning Council members will be asked to sign up to conduct the trainings. The material, however, will be prepared by Support Staff.

A motion was presented by Rev. Lewis and properly seconded by Tony to move the meeting time to 2:00 to 4:00 p.m. A motion was also moved by Michael and properly seconded by Rev. Lewis to accept the Planning Council Training Schedule. The two motions passed.

Planning Council Website Update: The Support Staff will speak with Mr. Truesdale on a weekly basis to ensure updates are maintained. Providers will also be asked to have any upcoming events included. This will be work in progress. Thomas also discussed the currently website updates and noted that all documents produced and approved by the Planning Council will be included on the website.

Any Other Business/Announcements:

Committee Budget Request: The recommended banner proposal, at a cost of \$500.00 was submitted to the Grantee's Office.

Next Meeting Date/Adjournment: The next meeting will be on March 16th at 2:00 p.m. With no further business, a motion was moved by Tony and properly seconded by Rev. Ted Lewis to adjourn the meeting. The motion passed.

Respectfully Submitted

Beverly Franklin – Chair
Membership and Nominations Committee