

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, March 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:

Present:

Michael Singleton
Drake Pearson
Tony Boston

Staff:

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

Excused Members:

Beverly Franklin
Rev. Ted Lewis

Absent Members

None

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

Old Business:

The committee reviewed the Planning Council Activity Timeline (P-CAT). This breaks down by month, what a committee should be working on.

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

Review Scope of work for next year (P-CAT): The committee needs to start looking at the upcoming Planning Council nominations and elections, which, according to the current Norfolk Bylaws, the committee should start discussing how the committee will complete the process.

According to the Bylaws, at the Planning Council meeting in April, the Council will hold open nominations. Volunteers for the positions will be placed on the ballot for Planning Council Chair and Vice-Chair. The current Bylaws still require the Planning Council to have a Secretary. The Secretary position is a two-year term. However, once the new Bylaws are enacted, the position of Secretary will be abolished and the two chairs become Co-Chairs of the Planning Council.

Discussion and Review of the Website: The Membership and Nominations Committee has purview of the website. Therefore, the committee should, every month, review the website content and update. For the future, Ryan white Provers will get their own page. When providers are having an event, the information should also be populated on the website. Mr. Koran will take a lead on the content of the website. By the end of July, Planning Council members will get reminders/notice of the meetings and agenda items for meetings.

Manage Membership Application Process: Review of the Planning Council Membership Tracker was deferred to the April 20th committee meeting. All the candidates on the Tracker have been interviewed and are awaiting to be placed in appropriate committees for participation.

At the next meeting, Planning Council Support Staff will provide the committee copies of a list of Council Members and their terms for review.

Review Planning Council Feedback/Feedback Form: Changes were made to the questions on the Feedback Form. The committee reviewed the results and noted that there were only eleven (11) respondents. Overall, the Council was weighted 4.55 average.

Review Planning Council Member Attendance: Tracking for Planning Council and Sub-Committee attendance will starts March. The committee did not, therefore, review attendance.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee analyzed the PC Membership. It was noted that the Planning Council is currently at 24 members. Maximum membership is 28. The Council is at 42% unaligned consumers. This Grant Year, the Planning Council will be asked to provide some information, such as race/ethnicity, mode of transmission and age. This will be done to match the epidemiological profile with VDH.

Planning Council Training: Support Staff noted that the 2017 Planning Council training information is on the Norfolk TGA's website with names of presenters and the topics they will be discussing. Planning Council Support will send out a PowerPoint and the base data to the presenters. The next presenters are Gwendolyn and May Francis. Each month's training information will be available on the website, a week before the training date.

Compile Unresolved Issues in Parking Lot: There were no items in the Parking Lot.

In Summary: Open nominations for Planning Council Chair and Vice Chair will be done at the April 27th Council meeting. A ballot vote will take place at the Planning Council meeting in May. Aspiring candidates will give a one-minute discussion of why they want to be chair/vice chair of the Planning Council.

Any Other Business/Announcements: There was no other business to discuss.

Next Meeting Date/Adjournment: The next meeting will be on April 20th at 2:00 p.m. With no further business, a motion was moved by Tony and properly seconded by Michael to adjourn the meeting. The motion passed.

Respectfully Submitted

Drake Pearson-Planning Council Member
Membership and Nominations Committee