

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, April 20, 2017: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:02 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:

Beverly Franklin
Michael Singleton
Rev. Ted Lewis
Pierre Diaz-Ex-Officio

Staff:

Thomas Schucker-P.C. Support
Marsha Butler-Grantee Staff
Michael Koran

Excused Members:

Tony Boston

Absent Members

Drake Pearson

Review and Approval of Minutes: The committee reviewed the minutes from the last meeting. A motion was moved by Rev. Ted Lewis 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).

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
- Planning Council Nominations and Elections
- Compile Unresolved Issues in Parking Lot

Manage Membership Application Process: The chair noted that some Planning Council members will be removed from the Planning Council because of lack of attendance. While others, who had volunteered to be on the Interviewing Panel, will be removed due to none attendance when needed. The Chair will keep five (5) reliable individuals only to assist with interviews. A review of the Norfolk TGA Matrix indicated that one individual was rotating off the Planning Council.

With regard to the Application Tracker, three individuals who have gone through the Interview Process, were recommended for membership on the Planning Council. An amended motion was moved by Pierre and was properly seconded by Rev. Ted Lewis to move the three individuals on to the Planning Council. The motion passed. The recommendation will be presented to the Executive Committee and subsequently the

Planning Council for a final vote. In order, not to exceed the number of individuals on the Planning Council from one organization, one interviewed applicant will be asked to participate on a committee. One individual is already actively participating on two committees. Her application for membership on the Council will be reviewed in due time.

Review Planning Council Feedback/Feedback Forms: The committee reviewed the February and March Feedback Forms. Since changes were made to the format, asking participants to give input on the Feedback Form, a lot more comments have been received.

Review the Norfolk TGA Matrix of current Membership and Vacancies with Terms: The committee reviewed terms and status of the current Planning Council membership. Eighteen members will be up for re-election next year.

Planning Council Nominations and Elections: The Planning Council will, at the next meeting, take nominations for officers; that is:

1. Planning Council Chair
2. Planning Council Vice-Chair
3. Planning Council Secretary

The Nominated candidate must accept the nomination in order to be included on the ballot. When the proposed amendments to the Bylaws are approved, the position of Planning Council Secretary will be abolished and the Planning Council Chair and Vice-Chair will become Co-Chairs.

Planning Council Support Staff will provide ballots, count the ballots, and announce the results at the May Planning Council meeting. The elected Chair, Vice-Chair and Secretary will take their positions starting June 1.

Review Planning Council Member Attendance: The committee reviewed the attendance record of the Planning Council members. According to the Norfolk TGA Bylaws, two members are in jeopardy of violating the attendance policy and removal from the Planning Council without a vote. The Planning Council Chair was requested to reach out to one of the two members to ask him to voluntarily resign until his issues are taken care of. He will then be eligible for membership when he reapplies. The Planning Council Vice-Chair will reach out to the other member to discuss his current attendance status.

Analyze PC Membership for Federal Reflectiveness Mandate: There are twenty-four (24) members of the Planning Council. There are 42% unaligned consumers. New demographics have been added to the document. The additions completely align with Virginia Department of Health's demographic profile. In this regard, each member of the Planning Council will, this month, receive a Planning Council survey. In order to be anonymous, each Council member will be assigned a number which will be included in the individual's copy of the survey monkey.

New Planning Council Member Training: There are, currently, no new Planning Council members required to undergo orientation.

Review Website Content and Updates: Planning Council Support Staff and the Website Developer, are working to make it interactive. Updates are done on a weekly basis.

Review of the Bylaws: During the review of the Bylaws, the City Attorney recommended the removal of the Attendance Policy from the Bylaws so that the update of the Attendance Policy will not be a Bylaws change. Copies of the revised Attendance Policy were distributed to the committee members for review. Each member will be allowed no more than seven (7) cumulative absences from both the Planning Council and/or committee to which they are appointed during a grant year. There will, therefore, be no *Excused* or *Unexcused Absences*. A member will either be *Present* or *Absent* from a meeting.

Review and Revise the Interview Questions: The committee reviewed and discussed the Interview Questions. In order to conduct meaningful and constructive interviews, the committee felt that volunteers on the Interviewing Panel should, in the first, place, have knowledge of the process. An orientation, in this regard, was recommended for individuals who have volunteered to be on the interviewing panel. The interviewing volunteers will be encouraged to attend the September 17th, Planning Council Training which will be based on “*Membership and Recruitment*” to be presented by Beverly and Earl.

Any Other Business:

There was no other business to discussion

Adjournment/Date of Next Meeting:

There being no further business to discuss, a motion was moved by Pierre and properly seconded by Michael to adjourn the meeting. The motion passed. The next meeting will be May 18th, at 2:00 p.m. for Planning Council Training and 3:00 p.m. for Committee business.

Respectfully Submitted

Beverly Franklin – Chair
Membership and Nominations Committee