

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, January 17, 2019: 3:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Committee Business:**

- Call to Order: The meeting was called to order at 3:07 p.m.
- Moment of Silent Reflection: The committee observed a moment of silence and reflection for people affected and infected by HIV/AIDS.
- Roll Call: The roll was called, and the following members were present for the meeting:

<u>Present</u> : Beverly Franklin Rev. Ted Lewis Deryk M. Jackson Lynea Hogan Cindy Walters	<u>Staff</u> : Thomas Schucker-P.C. Support Michael Koran-P.C. Support Marshal Butler-Grantee Staff Teresa-P.C. Support Staff
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Absent:  
Tarena Williams

**Reading and Approval of Minutes:**

After review of the minutes from the last meeting, the committee moved to accept the minutes as written.

**Reports of Officers, Boards, Standing Committees:  
Reports of Special Committees  
Special Orders**

**Unfinished Business and General Orders:**

Future of the Committee: Last year, the committee had discussed the possible merging of the Membership and Nominations Committee with the Executive Committee. However, the committee will still keep the responsibility of interviewing new applicants and training of new Planning Council members. The business of the committee will take place at the Executive Committee meetings. Any recommendations will be presented to the Planning Council for approval. This will also alleviate or shorten the process.

The committee discussed extensively the reasons for the recommendation to merge the two committees, including that:

- The Membership and Nominations Committee had problems making a quorum during 2018.
- Planning Council/Sub-Committee participants were mere volunteers who had other commitments somewhere else, including their jobs.
- Three Membership and Nominations Committee members were also on the Executive Committee.
- Current Members on the Membership and Nominations Committee would select other committees on which to serve.

Support Staff presented a recommendation for committees to go to every other month format for their meetings, starting February 1<sup>st</sup>. Support Staff discussed the schedule of recommended meeting dates and time. The reduced number of meeting will not necessitate less work. However, it was also felt that engagement will be lost with the reduced number of meetings per year.

In response to a member's question regarding the role of the Membership and Nominations Committee, Support Staff noted that the current committee responsibilities, according to the Planning Council Activity Timeline, are as follows:

1. Assist with Membership Recruitment Campaign
2. Manage Membership Application Process
3. Conduct Renewal/New Member Interviews
4. Review Planning Council Feedback/Feedback Form
5. Review Planning Council Member Attendance
6. Analyze Planning Council Membership for Federal Reflectiveness Mandate
7. Conduct Planning Council Membership Training
8. Planning Council Nominations and Elections
9. Review/Update Committee Planning Council Activity Timeline (P-CAT)
10. Review/Prepare Committee Activity Budget to Grantee
11. Compile Unresolved Issues in Parking Lot.

It was noted that the committee had a lot to do. If the Committee members continue with good attendance, the committee will continue as a stand-alone committee and continue to hold meetings on a regular basis. The challenge, however, will be for members to do their due diligence by attending scheduled meetings.

The committee expressed concern regarding the issue of asking the Executive Committee members to volunteer for the interview panel and/or train newly appointed Planning Council members. This has been a challenge in the past.

After extensive discussion, the committee agreed to continue the discussion at the February meeting, and at the upcoming Executive Committee meeting before making a final decision.

### **Old Business:**

Review Planning Council Activity Timeline (P-CAT): Support Staff discussed the HRSA suggested Planning Council Activity Timeline as follows:

- Terms for new members - January or February
- Orientation for new members is in January
- Election of Officers – February
- Committee Development Approval of Work Plans – February to be ready for March 1<sup>st</sup>.
- Priority Setting and Resource Allocations Preparations – June
- Priority Setting and Resource Allocations Process – July

It was recommended and agreed that the committee will keep the current P-CAT until a decision is made regarding the proposed combination of the two committees. The committee was requested to review the Planning Council Primer for the Sample Planning Council/RWHAP Part A Program Calendar.

Planning Council Training: As part of the contract with Planning Council Support, Collaborative Research is looking at developing LMS: "Learning Management System". Planning Council members will have personal log-in specifically and will be able to track

which modules are available to the member. Certificates of Completion will be given to individuals at the completion of a course. The LMS will be available on the Norfolk website the first half of the year.

Planning Council Membership Application Tracker: In order to continue the discussion regarding Planning Council applicants, a motion was moved and unanimously accepted to go into executive mode. After discussion, the Committee Chair was requested to reach out to the new applicants to confirm if they are still interested in joining the Planning Council. Once confirmed, new applicants will be called for interviews. A recommendation will be presented to the Executive Committee and subsequently, the Planning Council for those applicants who have already been interviewed.

Review/Prepare Committee Activity Budget to Grantee: The committee had a budget request to the Grantee, including palm cards for recruitment.

**Any Other Business:**

There was no other business to discuss.

**Date of Next Meeting;**

The next meeting will be Thursday, February 21<sup>st</sup>, at 3:00 p.m.

**Adjournment:**

There being no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully Submitted

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Beverly Franklin  
Co-Chair

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Rev. Ted Lewis  
Co-Chair