

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, June 15, 2017: 3:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Call to Order:** The meeting was called to order at 3:09 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  
Deryk M. Jackson

**Staff:**

Thomas Schucker-P.C. Support  
Teresa-PC Support Staff  
Michael Koran

**Absent Members:**

Rev. Theodore Lewis  
Lynea Hogan  
Cindy Walters  
Tarena Williams

**PC Members Present**

Doris McNeill  
Rachael Artise  
Tony Boston

**Review and Approval of Minutes:** A vote on the minutes from the last meeting was deferred to the next meeting due to lack of a quorum.

**Old Business:**

According to the P-CAT, the committee's agenda was as follows:

- 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:** There were two applications that were received for Planning Council membership and one reappointment application, for the committee's review. In this regard, the committee went into executive session. The committee will review the two applications at the next meeting with a full quorum. With regard to the second applicant, the committee went into executive session in order to review and discuss further the application under review. One Planning Council member will be asked to complete and submit a reappointment application form for Planning Council membership.

Three candidates received the Mayor's approval for Planning Council membership. Two went through the Orientation Process. One candidate did not attend the training despite all the reminders that were sent out to the individuals. However, efforts to reach the

candidate will continue to be made to reach out to the third candidate so that arrangements can be made for orientation.

In this regard, the committee agreed to change the process, to follow the following sequence:

1. Complete application for Planning Council membership
2. Invite applicant for interview
3. Applicant requested to serve on committee for some months
4. Depending on commitment/dedication, the candidate will go through orientation
5. A vote will be carried out, at Council level, for Planning Council membership
6. Request for the Mayor's final approval for Planning Council membership

*Review Planning Council Feedback/Feedback Forms:* There were twelve respondents to the Planning Council Feedback survey. The committee reviewed the responses and comments from the respondents. The committee requested that paper feedback forms be provided to Planning Council members on request. The Planning Council received a weighted average of 4.9.

*Review Planning Council Member Attendance:* The committee reviewed the Planning Council/Sub-Committee attendance records. The Council Vice-Chair will report, at the next meeting, the results of his contact with two members who are in jeopardy of violating the attendance policy, one of whom should be asked to resign. There was discussion about how many individuals from one agency can serve on the Planning Council on one given time. Support Staff will review the issue per the Norfolk Bylaws.

**Any Other Business:**

There was no other business to discussion

**Adjournment/Date of Next Meeting:**

There being no further business to discuss, the meeting was adjourned.

Respectfully Submitted

Beverly Franklin – Chair  
Membership and Nominations Committee