

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, November 12, 2015: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:00 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: The following individuals were in attendance:

Devina George, Drake Pearson, Beverly Franklin, Kimberly Sparrow, Brian O'Dell, Pierre Diaz, Earl Hamlet, Marsha Butler-Grantee Staff, Jeff Daniel-PC Support, and Teresa-PC Support Staff.

Excused Members: Gloria Anderson, and Jerome Cuffee.

Review and Approval of September Minutes: The committee reviewed the September 17 and October 15 minutes. After review, a motion was moved by Brian and was properly seconded by Devina to approve the September and October minutes as written. The motion passed with one abstention.

Old Business:

Review P-CAT: Jeff discussed the Planning Council Activity Timeline for the benefit of the new committee members and noted that the P-CAT was a work plan for each committee. It outlines, for the Federal Government, what the Planning Council is supposed to do; the specific roles and responsibilities that are assigned to the Planning Council. The P-CAT, therefore, informs the agenda.

A review of the P-CAT indicated that the committee was on track with the Planning Council Activity Timeline. The committee's activities, which are the same, basically for each month, are as follows:

- Assist with Membership Recruitment Campaign
- Manage Membership Application process
- Review Planning Council Feedback/Feedback Form
- Review PC Member Attendance
- Analyze PC Membership for federal reflectiveness mandate:
- New Planning Council Membership Training
- Compile unresolved issues in the Parking Lot

Assist with Membership Recruitment Campaign: The committee has requested the Planning Council/Sub-committees to assist with membership recruitment. The main focus being:

- The recruitment of non-conflicted consumers, and
- An individual to fill the Local Public Health Agencies slot.

Manage Membership Application process: One application for Planning Council membership was received. In order to have a constructive review of the application off record, a motion was moved by Beverly and properly seconded by Devina for the

committee to go into an executive session. After extensive discussion, the committee scheduled Monday, November 16 at 10:00 a.m. or Thursday, November 19 at 1:30 p.m. to interview the applicant. Support Staff was requested to coordinate with both the candidate and the Committee for an appropriate date and time for the interview.

Feedback Form: The committee reviewed the results of the feedback form from the October Planning Council meeting. The chair explained how the feedback form works and noted that the form has four categories:

1. Logistics
2. Environment
3. Business
4. Overall

At the conclusion of a Planning Council meeting, members respond to survey questions based on the afore-mentioned categories, whether they:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree or
5. Strongly Agree

The feedback results for the October Planning Council meeting were positive. Some members asked for more training. In this regard, the Executive Committee, in conjunction with the Planning Council Support Staff will develop a training program for the Planning Council.

In order to be helpful in the selection of training topics, however, Support Staff asked that comments and/or requests on the feedback form should be more specific.

Review Planning Council Attendance: The committee reviewed Planning Council Attendance. It was discussed at the last meeting that due to the Thanksgiving Holiday, Planning Council/Sub Committee meeting dates would be held one week prior to the normally scheduled dates. The committee wanted to know whether this would impact individual attendance at Planning Council/sub-committee meetings. However, because of the Bylaw stipulations, and because there was no motion taken to suspend that part of the Bylaws, attendance will be recorded for the November meetings despite a change in meeting dates.

Currently, there are no members in jeopardy of being removed from the Planning Council based on attendance.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee analyzed the Council membership for the Federal Reflectiveness Mandate. For the benefit of new members, Support Staff explained what the Federal Reflectiveness Mandate means. This included the requirement for Councils to comply with the Federal Reflectiveness Mandate of 33% non-conflicted consumers on the Planning Councils. Currently, the Norfolk TGA has six vacancies on the Planning Council which, according to the Federal Reflectiveness Mandate, must be filled by non-conflicted consumers.

New Planning Council Membership Training: Discussion regarding new Planning Council Membership Training was deferred to the next meeting.

New Business:

Compile unresolved issues in Parking Lot:

- Review PC Membership Interview Questions: The committee agreed to table discussion regarding Planning Council Membership Interview Questions.
- Timeline for Mentoring New Council Members: Timeline for mentoring of new members will be discussed at the Executive Committee level because this is a component of the training program.

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

Next Meeting Date/Adjournment: With no further business, a motion was moved by Brian and properly seconded by Beverly to adjourn the meeting. The motion passed. The next meeting will be Thursday, January 21st, 2016 at 3:00 p.m.

Respectfully Submitted

Pierre Diaz - Chair
Membership and Nominations Committee