

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, October 15, 2015: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:08 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:
Brian O'Dell, Jerome Cuffee, Pierre Diaz, Gloria Anderson, Marsha Butler-Grantee Staff, Thomas Schucker-PC Support, and Teresa-PC Support Staff.

Excused Members: Beverly Franklin, Kimberly Sparrow, Devina George.

Review and Approval of April Minutes: The review and approval of minutes was tabled because of lack of a quorum.

Old Business:

Review P-CAT: 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 every 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: Three applicants were interviewed by the committee. The committee did not vote on the recommendation to move the applicants on to the Planning Council because of lack of a quorum. However, a recommendation for two of the three candidates, who fit the requirements as outlined in the legislation and the Planning Council by-laws, will be presented to the Planning Council for a final vote. It was the committee's recommendation for one applicant to, initially serve on a committee. He will be moved on to the Planning Council when a suitable slot opens up.

Manage Membership Application process: At the last meeting, the committee discussed the interview process and expressed concern about the inadequacy of the interview questions. Support Staff stated that questions from other jurisdictions would be presented to the committee for comparison purposes at the October meeting. The questions will be provided at the November committee meeting.

Feedback Form: The committee reviewed the results of the feedback form from the September Planning Council meeting. The results indicated a positive score. The

Planning Council or Support Staff have no control over the temperature in the meeting room. Council members have been advised to bring a sweater in case it gets cold in the Conference Room. For the next Fiscal Year, the committee will review the feedback form questions and make modifications where necessary. With regard to a response to Question 5, the committee will recommend to the Executive Committee, for the Planning Council's educational moment to be:

The Grantee's Report on:

- *The Expenditure Summary Report;*

The VDH Report on:

- *The ADAP Enrolment Numbers*

Review Planning Council Attendance: The committee reviewed Planning Council Attendance. According to the Bylaws, Article III-Membership, Section 5-Attendance:

- *"Members are expected to attend all meetings of the Planning Council and of the committee(s) to which they are appointed. Members are allowed no more than three (3) unexcused absences, or five (5) excused absences from the Planning Council in a grant year (March 1 to February 28/29)."*

Four Planning Council members were in jeopardy of violating the Attendance Policy. In this regard, a letter and/or a phone call from the Planning Council chair will go out to the individuals regarding their attendance.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee analyzed the Council membership for the Federal Reflectiveness Mandate. There are currently twenty-two (22) Planning Council members including the three individuals who are waiting for letters of approval from the Mayor's Office. Currently, the Norfolk TGA Part A percentage of non-conflicted consumers is at 27%. Support Staff will update the Norfolk Part A reflectiveness to reflect the epi data; and not the general demographics. The committee was encouraged to continue focusing on the recruitment of non-conflicted consumers to get to the HRSA Mandate of 33% or greater.

New Planning Council Membership Training: The committee will schedule Orientation for the new members when letters of approval from the Mayor's Office are received. However, the committee's chair, the Planning Council Chair and Vice-Chair met to review the New Planning Council New Member Training Manual. The focus was to add more information to the Orientation packet in order to better prepare the new Planning Council members for their role on the Council. Assigning mentors should also be part of the process. New members will participate, initially, on the Membership and Nominations Committee until they feel ready to move on to a committee of their choice. This will ensure continued training and will be in an environment where they will feel comfortable asking questions.

New Business:

Compile unresolved issues in Parking Lot:

- *Review PC Membership Interview Questions:* Planning Council Staff will provide questions from some jurisdictions for review by the Committee at the November meeting.
- *Review update of Planning Council Contact List:* Planning Council members provided updated contact information. However, some Council members are not comfortable sharing their information. After discussion, it was agreed to keep the list in the Support Office and will share allowable contact information on request.

- Update on recruitment of candidates for categories 6,8,9, and 16:
- Category 6-Local Public Health Agencies: An individual from the Portsmouth Health Department was contacted. An application will be sent to her for completion.
- Category 8-Affected communities: There are ongoing efforts to recruit non-conflicted consumers.
- Category 9-Non-Elected Community Leader/s:
- Category 14-HOPWA: To be discussed at the next meeting
- Category 16-Hepatitis C Co-Infection: An individual to fill the slot was identified.

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 Jerome to adjourn the meeting. The motion passed. The next meeting will be Thursday, November 12th at 3:00 p.m. The committee meets the third Thursday of each month at 3:00 p.m.

Respectfully Submitted

Pierre Diaz - Chair
Membership and Nominations Committee