



**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, June 18, 2015: 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.

**Roll Call:** The following individuals were in attendance:  
Brian O'Dell, Al Betts, Sr., Devina George, Marsha Butler-Grantee Staff, Jeff-PC Support, and Teresa-PC Support Staff.

Excused Members: Pierre Diaz, Kimberly Sparrow, and Beverly Franklin.

Also in attendance were Todd England, and Charmaine Brown

Review and Approval of April Minutes: The committee reviewed the minutes. A motion was moved by Devina to accept the minutes as written and was seconded by Al. The motion passed.

Review P-CAT: Jeff gave a brief explanation of the P-CAT and noted that it was the Planning Council Activity Timeline. It lists monthly committees' activities throughout the grant year. For the Membership and Nominations Committee, the activities for June 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:
  - This is to ensure that the Council membership reflects the epidemic. The Planning Council is required to comprise 33% non-conflicted members. However, the Norfolk TGA Planning Council is currently at 30%
- New Planning Council Membership Training
- Compile unresolved issues in the Parking Lot

The P-CAT aligns with the monthly agenda.

**Old Business:**

Assist with Membership Recruitment Campaign: The committee has put in place strategies that members are working on for recruitment efforts. Completed application forms are expected from three individuals from the Urban League who attended the Community Access Committee meeting. Kimberly was requested to follow up on these applications.



Analyze PC Membership for Federal Reflectiveness Mandate: The committee reviewed and updated the Norfolk TGA Part A Membership Matrix. Vacancies exist in:

- Category 4-5: *Mental Health and Substance Abuse Providers;*
- Category 9: *Non-Elected Community Leader;* and
- Category 14: *Grantees under other federal HIV Programs, including but not limited to providers of HIV prevention services (including HOPWA, other CARE Act Grantees such as the AETC, prevention, VA, etc... Expectation is that more than one person will be included where necessary to cover these groupings).*

Manage Membership Application Process: A completed application was received from Gwendolyn Ellis Wilson. Gwendolyn is a former Planning Council member. She rotated off the Council after serving her term/s. The candidate's application was reviewed as it relates to the federal mandate reflectiveness. The committee agreed to put a process in place for individuals, such as Gwen, who are returning to the Planning Council. There was discussion to place Gwen in category 14 because her agency receives prevention funding. The committee also discussed placing Beverly in category 14. Beverly is a CAPUS worker. After extensive discussion, it was moved by AI and seconded by Devina to move Gwen forward to the Planning Council. The motion passed.

In order to maintain consistency, the committee recommended that, going forward, individuals who are returning to the Planning Council should have a conversation with the committee's chair. However, new applicants will be required to go through the interview process.

Review Planning Council Feedback/Feedback Form: At the last meeting, the committee discussed a recommendation for Council members to complete a quick anonymous survey. This is a way for the Planning Council to get feedback about the meeting. The information will be tabulated and the results will be discussed at Membership and Nominations Committee meeting. The final results will then be presented to the Planning Council. Corrective action will be taken in those areas of concern that need improvement. Sample of a feedback form was reviewed for correctness

Review 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)."*

A review of the attendance records show that no member is in jeopardy of violating the attendance policy.

### **New Business:**

Compile unresolved issues in Parking Lot: The Interview Process for Returning Members will be included in the Parking Lot for the August meeting.



**Any Other Business/Announcements:** The committee will not meet in the month of July because of the PSRA Session scheduled for July 30, 2015. The PSRA Mandatory Training will be conducted on Thursday, July 23, 2015.

**Next Meeting Date/Adjournment:** With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed. The next meeting will be Thursday, August 20, 2015 at 3:00 p.m. The committee meets the third Thursday of each month at 3:00 p.m.

Respectfully Submitted

Brian O'Dell - Chair  
Membership and Nominations Committee