

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, March 19, 2015: 1:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Call to Order:**

The Meeting was called to order at 1:20 p.m.

**Moment of Silent Reflection**

A moment of silence and reflection was observed for those living with HIV, and families who have lost loved ones from the disease.

**Welcome/Introductions:**

The chair welcomed and thanked members for taking time to attend the meeting. In attendance were: Brian O'Dell, Pierre Diaz, Marsha Butler-Grantee Staff, and Teresa Malilwe-PC Support Staff. Jeff Daniel-PC Support was on teleconference. Jonathan Spain was excused.

**Review of Minutes:**

The Committee last met, as a stand-alone committee, in April 2013. There were, therefore, no minutes to review.

**New Business:**

*Planning Council Membership Recruitment:* At the suggestion of the TA Consultant, Brian contacted the Program Director of the New Orleans Regional AIDS Planning Council to get some ideas on recruitment. He shared with the committee, the information he got from the communication. Jeff also shared strategies other jurisdictions he works with have put in place for recruitment, especially the recruitment of the mandated 33% un-conflicted consumers.

Currently, the Planning Council is at 24% un-conflicted consumers. Support Staff will work on a reflectiveness grid which will be broken down based on the epi-profile of the TGA for review at next month's committee meeting.

The following strategies were put in place:

- The Committee will do Community Forums with the Community Access Committee;
- The Membership and Nominations Committee will attend Support Groups in the Region;
- The Membership and Nominations Committee will attend the monthly Case Managers' meetings;
- The Membership and Nominations Committee will go to all CAB meetings at each agency;
- The Membership and Nominations Committee will ensure flyers and pamphlets at each agency;

- The Membership and Nominations Committee will find avenues to advertise in some affordable local media.
- The website, which will be presented at the March Planning Council meeting, will be a great tool for recruitment.

Two Council members; Jonathan, and Stacie are rotating off the Planning Council at the end of May.

The committee discussed the need to recommend Beverly for Planning Council membership. Beverly has been actively attending Care Strategy Committee meetings and Planning Council meetings as a guest.

There was a recommendation to cut down on the number of committee meetings an applicant is supposed to attend before they are moved on to the Planning Council. Retention of Council members is the responsibility of the Planning Council Chair, the Vice-Chair and the Executive committee. New members need to be engaged through trainings, and actively participate in what the Planning Council is doing. They should also be mentored.

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

**Next Meeting Date/Adjournment:** With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

Respectfully Submitted

Brian O'Dell - Chair  
Membership and Nominations Committee