

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, September 17, 2015: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:05 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, Devina George, Jerome Cuffee, Pierre Diaz, Marsha Butler-Grantee Staff, Jeff Daniel-PC Support, and Teresa-PC Support Staff.

Excused Members: Beverly Franklin, Kimberly Sparrow, and Gloria Anderson.

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

New Business:

Review P-CAT: The committee reviewed the P-CAT. 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

The committee is on track based on activities outlined on the P-CAT. Three applicants were interviewed for Planning Council membership. In order to be compliant with the Federal reflectiveness mandate, the Interviewing Team presented a recommendation for the three individuals, (*May Francis Baskerville, Drake Pearson, and Earl Hamlet*), to be placed on the Planning Council. A motion was moved by Pierre and properly seconded by Jerome to accept the recommendation as presented. The motion passed. The recommendation for the three individuals 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.

Interview Process: The committee discussed the interview questions after a concern was expressed about the inadequacy of the questions. It was felt that the questions were not substantial enough to give the interviewing panel enough information about the candidate. The committee agreed to continue the review of the questions at the October meeting.

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

January/February of next year, the committee will review the feedback form to make some necessary modifications to the questions.

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).”

Currently, no members are 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. There are some areas the committee needs to focus on. According to HRSA mandate, the non-conflicted status target is 33% or greater and the current Norfolk TGA Part A percentage is 32%. There are, therefore, six remaining membership vacancies and these must be filled by non-conflicted consumers. In this regard, the Membership and Nominations Committee discussed recruitment strategies for the following membership categories:

- *Non-Elected Community Leader(s):* Pierre will contact a former Planning Council member who fits that category to ask him to come back on the Council.
- *Local Public Health Agency:* Pierre and/or Jerome stated that contact will be made with an individual, a Disease Intervention Specialist, who can fill category 6.
- *Non-conflicted consumers:* Efforts to encourage non-conflicted consumers are ongoing.

New Planning Council Membership Training: The committee agreed to schedule a new Council membership training in November.

Old Business:

Discussion of committee chair: The process of nominating and electing the chair was deferred to the September committee meeting due to lack of a quorum at the August meeting. After some discussion, it was noted that Brian, the current committee chair, will be rotating off the Council in May. In this regard, Pierre Diaz was nominated and elected chair of the Membership and Nominations Committee. Brian will provide support and assistance, as needed, to the new chair.

Compile unresolved issues in Parking Lot:

- Review update of Planning Council Contact List: A form requesting contact information updates will be handed out at the September 24, Planning Council meeting. The updates provided by Council members will be reviewed at the October 15 Membership and Nominations Committee meeting.

For the October committee meeting, the following items will be in the parking lot:

Review of Interview Questions

Update on vacant categories 6, 8, 9 and 16.

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. The next meeting will be Thursday, October 15 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