

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, August 20, 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, Devina George, Kimberly Sparrow, Jerome Cuffee, Marsha Butler-Grantee Staff, Thomas Schucker-PC Support, and Teresa-PC Support Staff.

**Excused Members:** Pierre Diaz, Al Betts, Sr., and Beverly Franklin.

**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 Kimberly. The motion passed.

**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.

**Old Business:**

**Assist with Membership Recruitment Campaign:** The committee has put in place, strategies that members are working on for recruitment efforts. Some of these efforts involved the following:

- The chair, attended the Case Management training and distributed Planning Council informational documents, such as the Planning Council brochure, to case managers for dissemination to their clients.
- The committee attended Community Access Committee meeting to talk about the Planning Council in order to encourage participation by consumers on the council, in order to help the Council reach the 33% non-conflicted consumers' mandate.

**Analyze PC Membership for Federal Reflectiveness Mandate:**

- There are currently twenty (20) members on the Planning Council.

- According to the Bylaws, the Council will be made up of a maximum of twenty-eight (28) individuals and will be reflective of the demographics of the HIV/AIDS epidemic. The Council is currently out of compliance because there is only 25% non-conflicted consumers of the mandated 33%. The Membership and Nominations Committee will work to put a plan in place to identify and recruit non-conflicted individuals in order to increase the number in order to reach the Federal mandate of 33%.
- The Council, in conjunction with representation by the non-conflicted consumers needs the following slots to be filled:
  - *Local Public Health Agencies*: It was recommended to find representation from one of the community health departments
  - *Mental Health and Substance Abuse Providers*: The committee discussed the need to recruit a provider to fit into this category.
  - *Non-Elected Community Leader*

The committee will explore the issue of asking PC members nearing the end of their term limit to identify individuals qualified to fill their slot in the Federal reflectiveness table.

*Manage Membership Application Process*: The committee reviewed the two completed applications which were received in the Support Office. The committee recommended that the two individuals should go through the interview process. Both applicants are non-conflicted consumers.

*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 record indicated that one PC member was close to being non-compliant with the attendance requirements. The Chair will contact the individual to encourage and discuss the issue of his attendance.

*New Planning Council Membership Training*: The committee discussed the various ways for new Council member training, and recommended that new members should, initially, be placed on the Membership and Nominations Committee until they have, at least, a basic understanding of the Planning Council processes and responsibilities. A recommendation is on record for new Council member training at the June Membership and Nominations committee meeting. The committee also felt that the application process should be redefined so that new applicants are placed on committees before they are accepted as Council members. This will ensure their commitment to the committee and the Planning Council.

*Review Planning Council Feedback/Feedback Form*: A review of the Feedback Form indicated that the comments were fairly good overall. Some Council members had concerns regarding the temperature in the room/building. The Support Staff or Grantee Staff does not control the temperature in the building. The committee discussed some recommendations; such as including more questions about people's understanding;

such as their level of understanding of the different committee reports, adding a list of different acronyms. After extensive discussion the committee agreed to come back with ideas of how to possibly revise some of the questions on the Feedback Form which will possibly guide the committee on the Planning Council's educational moments.

### **New Business:**

Discussion of committee chair: The Planning Council's Standing Committees nominate and elect committee chairs at the August meeting. Due to lack of a quorum, the nomination and election of the committee's chair was tabled. Committee members will be encouraged to attend the next meeting in order to complete the process.

Compile unresolved issues in Parking Lot: From the June meeting, the following issues were tabled for discussion at the August meeting:

- Planning Council Contact List: The Support Office will continue to update the Contact list.
- Interview Process for Returning Council Members: The committee agreed to defer the issue to the next committee meeting.

The Parking Lot will, therefore, include the following:

- Review update of Planning Council Contact List
- Discuss how to possibly revise questions on the Feedback Form to guide the committee on PC Educational Moments
- Nomination and election of the committee's chair

### **Any Other Business/Announcements:**

**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, September 17, 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