



**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, May 21, 2015: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:09 p.m.

Moment of Silent Reflection: A moment of silence and reflection was observed for those infected and affected by HIV and those who passed away because of HIV and AIDS.

Roll Call: The following individuals were in attendance:
Brian O'Dell, Kimberly Sparrow, Marsha Butler-Grantee Staff, Jeff-PC Support, and Teresa-PC Support Staff.

Excused Members: Pierre Diaz

Absent: Jonathan Spain

Candidates for New Member Orientation: The following applicants were present for Planning Council Membership Training:

1. Beverly S. Franklin
2. Devina D. George
3. Al Betts, Sr.

Planning Council New Member Orientation: Copies of the New Member Orientation were distributed to the candidates. Brian made a presentation of the training manual and expanded on the following topics:

- Purpose of Orientation:
- Review:
 - How the Council Works
 - What the Council does
 - Your Role as a Planning Council member
- The Orientation Agenda:
 - What is Ryan White Funding?
 - What is the TGA?
 - What is the purpose of the Planning Council and key players?
 - Your Role as a Planning Council member

Comments/Recommendations: There was a recommendation to have a training with more simplified terminology. As the Council is trying to get to the mandated percentage of un-conflicted consumers, it was felt that this will be beneficial to

the new applicants who might not necessarily work in the HIV field and will be easy to understand.

In response, it was recommended that new members should be encouraged to initially start participating on the Membership and Nominations Committee. The committee will act as a baseline for new members and will make the terminology easy to understand. The committee will pick a topic and give a brief training during the meeting to keep members in line with what is happening at Council level.

Committee Business:

Review and Approval of April Minutes: The committee reviewed the minutes. Kimberly moved a motion to accept the minutes as written and was seconded by Beverly. The motion passed.

Review P-CAT: Jeff gave a brief explanation of what the function of the P-CAT (Planning Council Activity Timeline) for the benefit of the new members.

Old Business:

Assist with Membership Recruitment Campaign: Jeff noted that application forms were handed to three individuals at the Community Access Committee meeting on Wednesday, May 20, 2015. If the applications are received, it will boost the number of un-conflicted consumers on the Council. The committee requested Kimberly to follow up with the individuals. It was noted that the brochures were redone with a new logo as requested.

Manage Membership Application Process: There are, currently, no new applications on file.

Review Planning Council Feedback/Feedback Form: Jeff discussed briefly the "Feedback Form". He noted that this is a process where at the end of each Planning Council meeting, members are asked to rank how the meeting went; anonymously. The results are discussed at the Membership and Nominations Committee meeting. The committee then works on how to improve the meetings based on the survey. The committee agreed to adopt this process.

Analyze Planning Council Membership for Federal Reflectiveness Mandate: The grid was distributed to the committee for review. Jeff gave a brief discussion about the Federal mandated categories and the current slots that the Norfolk TGA should fill. The main focus should be on the mandated requirement for the Planning Council to have 33% non-conflicted consumers on the Council. There are, currently, 32% Unconflicted consumers on the Council.

New Business:

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 one is in jeopardy of violating the attendance policy.

New Planning Council Membership Training: Three new applicants went through the New Planning Council Member Orientation.

Compile unresolved issues in Parking Lot: There were no issues that needed the committee to resolve.

Any Other Business/Announcements: The Council will hold elections for Planning Council Officers. The nominated individuals are:

- Chair: Jerome Cuffee and Gregory Fordham
- Vice-Chair: Kimberly Sparrow and Brian O’Dell
- Secretary: Gloria Anderson

Absentee ballots will be emailed to Council members by 5:00 p.m. on Thursday, May 21, 2015. Completed and signed absentee ballots should be sent to Jeff. No more ballots can be accepted after the meeting has been called to order.

Next Meeting Date/Adjournment: With no further business, Kimberly moved a motion to adjourn the meeting and was properly seconded by Beverly. The motion passed. The next meeting will be Thursday, June 18, 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