

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, April 16, 2015: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Brian, Jeff and Marsha met to revise and update the following documents:

- The Membership Planning Council Application Form,
- The Interview Form.

The participants reviewed the two completed applications that were received in the Support Office.

They also discussed the committee's recruitment strategies which were undertaken during the month.

New Business:

Review and Update of the Membership Application Form: The outdated membership application form was reviewed and/or updated by the participants.

Review of completed Application Forms: Two completed applications were received in the Support Office. Support Staff will coordinate interviews for the two applicants, who meet the Planning Council membership requirements.

Review of the Planning Council Membership Interview Form: The participants revised the form. Five of the questions on the form were selected to be used for future interviews.

Old Business:

Strategies to Increase Non-Conflicted Consumer Representation: The Chair followed up on the following activities:

- Created and updated the Ryan White Norfolk TGA Part A brochure;
- The chair attended the Case Managers' meeting on Tuesday, April 7 and gave a 15-minute presentation about the Planning Council. The meetings are on the first Tuesday of each month.
- Planning Council brochures were also distributed to each agency with the request the brochures be put in agency waiting areas;
- The chair was waiting on the updated list of Support Groups from the AIDS Resource Center.
- The committee's chair was requested to attend the May 20 Community Access Committee meeting. The committee meets the third Wednesday of each month at 6:00 p.m.

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, May 21, 2015 at 3:00 p.m.

Respectfully Submitted

Brian O'Dell - Chair
Membership and Nominations Committee