

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, October 18, 2018: 3:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Call to Order:** In the absence of the Committee's Co-Chairs, the Planning Council Co-Chair, Rachael Artise, called the meeting to order at 3:11 p.m.

**Moment of Silent Reflection:** The committee observed a moment of silence and reflection.

**Roll Call:** The roll was called, and the following members were present for the meeting:

**Present:**

Rachael Artise-PC Co-Chair  
Lynea Hogan  
Cindy Walters  
Michael Singleton  
Deryk Jackson

**Staff:**

Marsha Butler-Grantee Staff  
Thomas Schucker  
Teresa Malilwe

**Absent:**

Tarena Williams  
Beverly Franklin  
Rev. Ted Lewis

**Reading and Approval of Minutes:**

After review of the minutes from the last meeting, the committee moved to accept the minutes as written.

**Unfinished Business and General Orders:**

**Old Business:**

**Assist with Membership Recruitment Campaign:** The Matrix for membership for the Norfolk Planning Council is not reflective of the Caucasians in the epidemic. The Council needs to reach out to Caucasian males for membership on the Planning Council, to be reflective of the epidemic. The individual/s can be either consumers or non-consumers.

The current representative in category 15 (*Formerly Incarcerated*) will be rolling off from that category after meeting the three-year mandate. There is, therefore, a need to find someone to fill that slot. The Minority AIDS Support Services, Inc. has been requested to be on the lookout for someone who has been recently released from incarceration.

Support Staff have also reached out to Ms. Jordan at VDH to ask for her assistance in contacting DMAS to identify someone to fill Category 10 (*State Government-State Medicaid Agency*) on the Council. This will be more significant, especially with the Medicaid Expansion roll out effective January 1, 2019 in the State of Virginia.

**Manage Membership Application Process:** The committee reviewed an application which was submitted for Planning Council membership. The applicant is very active in

the transgender community, and also actively participates on the Community Access Committee. The committee agreed to bring her name up for further review at the January 2019 Committee meeting.

As a reminder, Support Staff noted that the committee has, on file, three individuals who have already been interviewed:

1. Jerome Cuffee
2. Clay Porter
3. Terry Clark, III

A short synopsis of each applicant was discussed for the benefit of the committee. The committee agreed to bring up, for discussion, the three individuals' applications, including the application recently submitted at the January meeting when both Committee Co-Chairs will be at the meeting.

*Review Planning Council Feedback/Feedback Forms:* Support Staff have revised the Planning Council Feedback process. From the September meeting, only ten (10) out of seventeen (17) Council members participated in the survey. At the October meeting, the Council will do a trial run of the new process; the e2polls. This is a process where responses to questions are instantaneous. A paper survey will be provided to Council members who do not have the ability to do the survey on the smart phone.

*Review Planning Council Member Attendance:* The committee reviewed the attendance records for Council members. The committee expressed concern regarding Dr. Derber's attendance, because of her busy schedule. The committee, therefore, should reach out to Dr. Walden to ask Part C to appoint a Representative who will be able to attend Planning Council and Committee meetings, which is also a requirement for the Part C grant. However, there are also some Council Members who are in jeopardy of violating the attendance policy. Michael and Lynea will reach out to those Council members to find out barriers affecting their attendance.

*Planning Council Nominations and Elections.* At the April meeting, the Council will take nominations for Planning Council Co-Chair. That is, Gwendolyn's Co-Chairmanship will come up at the April Planning Council meeting next year (2019), and Rachael's will come up the following year (2020) so that both don't roll off at the same time. Elections will take place at the May meeting.

#### **Any Other Business:**

*Merging of Committees:* A recommendation will be presented to the Executive Committee to merge the Membership and Nominations Committee with the Executive Committee.

#### **Date of Next Meeting;**

The committee will not meet in the months of November and December. The next meeting will be Thursday, January 17<sup>th</sup>, at 3:00 p.m.

#### **Adjournment:**

There being no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully Submitted

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Beverly Franklin  
Co-Chair