

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, March 15, 2018: 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: The committee observed a moment of silence and reflection.

Roll Call:

Present:

Beverly Franklin
Cindy Walters
Rev. Ted Lewis
Deryk Jackson
Lynea Hogan

Staff:

Thomas Schucker
Michael Koran
Marsha Butler
Teresa Malilwe

Absent:

Tarena Williams
Michael Singleton

Review and Approval of Minutes: After review of the minutes from the last meeting, the committee moved to accept the minutes as written.

Old Business:

According to the P-CAT, the committee's agenda was as follows:

- Assist with Membership Recruitment Campaign
- Manage Membership Application Process
- Review Planning Council Feedback/Feedback Form
- Review PC Membership Attendance
- Analyze PC Membership for Federal Reflectiveness Mandate
- New Planning Council Membership Training
- Planning Council Website updates
- Compile Unresolved Issues in Parking Lot

Assist with Membership Recruitment Campaign: As requested by the committee, Support Staff made the recommended revisions to the current Planning Council Brochure, whose focus was on inviting people to participate on committees more so than directly joining the Planning Council. The Brochure gives a brief overview of Parts A, B, and C; and includes a map of the TGA. The Brochure will be sent to the Recipient's Office for distribution to Ryan White Sub-Recipients. Cindy volunteered to have copies of the brochure printed. Some copies will be distributed to the HOPWA related communities. The rest of the copies will be sent to the Support Office for distribution to the public.

Manage Membership Application Process: There were no new applications for Planning Council membership for the committee's review.

Planning Council Activity Timeline (P-CAT): The committee reviewed the committee's P-CAT. It was noted that in the months of April, July, September, and November, there will be no formal committee meetings. However, the meeting time stands, and will be utilized to"

- Interview new applicants; if any,
- Interview re-appointment applicants

There are some members on the Council who are due for reappointments. Support Staff, with the committee's approval, will send Renewal Notifications to the individuals. The applicants for reappointments will be interviewed at the April committee meeting. Individuals whose terms expire in April, May or June will be interviewed in April. These are:

- Mr. Tony Boston:
Mr. Boston is serving in his first term, going into his second term
- Mr. Todd England:
Mr. England is serving in his second term, going into his third term.
- Ms. Doris McNeill:
Ms. McNeill is also serving in her second term, going into her third term.

According to the Norfolk TGA Bylaws, members are eligible to serve up to three two-year consecutive terms for a total, not to exceed six years. After the third term, individuals are eligible for additional appointments after rotating off the Council for one calendar year.

If an individual fails to attend the scheduled interview, applicants for reappointment can ask for a new date or a scheduled phone interview.

For the July meeting, the committee will be interviewing individuals whose terms expire before September. These individuals are:

- Mr. Gregg Fordham:
Mr. Fordham is serving in his second term, going into his third term.
- Mr. Pierre Diaz:
Mr. Diaz is also serving in his second term, going into his third term.
- Darrell Brisbon:
Mr. Brisbon is serving in his first term, going into his second term.

Review Planning Council Feedback/Feedback Forms: The survey will be completed on line. A survey link, for the February Planning Council meeting, will be sent to the Support Office for dissemination to Council members for feedback.

Planning Council Membership Application Tracker: The committee reviewed the application tracker. The committee discussed the attendance record of the individuals on the tracker and agreed to continue observing the individuals' commitment and will make a determination in June before the July scheduled interviews.

Review Planning Council Member Attendance: The committee reviewed Planning Council/Sub-Committee members' attendance. However, attendance will begin to be recorded for the new fiscal year beginning March 1. Committee members were reminded that attendance will be a factor when interviewing for Planning Council membership and reappointments.

Planning Council Nominations and Elections: Committee nominations and elections were completed for the year. They roll back in line with the new Bylaws. Nominations and elections will be held for committee co-chairs next year. For the Planning Council in General, the Co-Chairs are on opposite years.

Analyze Planning Council Membership for Federal Reflectiveness Mandate: There are currently twenty (20) Planning Council members; of which, the Council is represented by 35% of unaligned consumers. All the Federally mandated categories are filled. These categories are:

1. Health Care Providers including Federally Qualified Health Centers
2. Community based organizations serving affected populations and AIDS Service Organizations
3. Social Service Providers, including Providers of Housing and Homeless Services
4. Mental Health and Substance Abuse Providers
5. Local and Public Health Agencies
6. Hospital Planning Agencies or Health Care Planning Agencies.
7. Affected Communities, including People Living with HIV disease or AIDS. Members of the Federally recognized tribes including Indian Tribes representing the Indian Population. Individuals Co-Infected with Hepatitis B and C and Historically Underserved Groups and Underserved Populations
8. Non-elected Community Leaders
9. State Government including State Medicaid Agency and Agency administering Program under Part B
10. Grantees under Sub-Part C
11. Grantees under sub-Section 2671, or it if none are operating any representative of an Organization with a history of serving children, youth, women and families living with HIV/AIDS
12. Grantees under Federal HIV Programs, including but not limited to HIV Prevention Services
13. Representatives of individuals who are formerly Federal, State or Local Prisoners released from custody of the penal system during the preceding three years and who had HIV/AIDS as of the date of their release

Epidemiological profile: The TGA's overall PLWHA is:

- 73% male and the Planning Council makes up 64%
- 27% female and the Planning Council makes up 18%
- N/A% Transgender (the State of Virginia does not track Transgender) and the Planning Council is at 13%

Race and Ethnicity: The TGA shows zero because there is no Hispanic/Latino consumer on the Planning Council. The committee was requested to focus on the recruitment of unaligned consumers from the following populations:

- Hispanic (all races)
- Asian/Hawaiian/Pacific Islander
- American Indian/Alaskan Native
- Multi-racial/Other/Unknown

However, after discussion, the committee agreed and instructed Support Staff to reflect those consumers, on the Planning Council, who are also aligned.

The Planning Council still needs:

Youths (13-19 years)

And there are 67% of individuals who are 45+ years old on the Planning Council.

HIV Exposure Method: There is a still a problem with people admitting to the use of IDU as a method of exposure. This is stigma related.

After review, it was the committee's view that the Planning Council is well represented and meets the Federal Mandate.

New Business:

The Support Staff are continuing to work on the Planning Council Training component. This should be ready on the Norfolk TGA website by end of April. Therefore, the monthly Planning Council Trainings will be on the website. Members can log on to the website, go through training and take the test on the various topics and print out a certificate of completion.

Any Other Business:

Planning Council/Committee Agendas: The Membership and Nominations Committee Co-Chair expressed concern regarding some of the language on the agenda which was adopted after the presentation on Roberts Rules of Order by the City Attorney. After discussion, Support Staff will re-format the agenda and remove the extra pointers and suggestions and leave only the sub-headings.

Date of Next Meeting;

The next formal meeting will be Thursday, May 17th at 3:00 p.m. However, the committee will meet, informally, on April 19th at 3:00 p.m. to review applications and interview candidates for Re-Appointment to the Planning Council.

Adjournment:

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

Respectfully Submitted

Rev. Theodore Lewis
Co-Chair

Beverly Franklin
Co-Chair