

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, February 15, 2018: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting which was chaired by Gwendolyn Ellis-Wilson, the Planning Co-Chair, was called to order at 3:07 p.m.

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

Roll Call:

Present:

Cindy Walters
Michael Singleton
Deryk Jackson
Lynea Hogan

Staff:

Michael Koran-PC Support
Thomas Schucker-PC Support
Marsha Butler-Grantee Staff
Teresa-PC Support Staff

Gwendolyn Ellis-Wilson- Planning Council Co-Chair; chaired the meeting in place of the Membership and Nominations Committee Co-Chairs who were not in attendance due to prior commitments.

Absent:

Tarena Williams
Rev. Theodore Lewis
Beverly Franklin

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: At the last meeting, the committee agreed to come up with a flyer which was supposed to reflect what the Planning Council does, where the Council meets and when. The committee recommended to give a Directive to the Grantee to have Providers include the flyer in their client packets at intake/eligibility/certification/recertification period. The flyer would have been a mandated document to ensure distribution. However, the Priorities, Allocations and Policies Committee did not accept the recommendation because the Directive will be difficult to track and/or measure. The recommendation was, therefore, brought back to the committee for further discussion.

In this regard, the committee discussed the option of using the current brochure instead of a flyer. The use of the brochure's impact will ensure that a diverse group of

individuals are representing all categories of the community on the Planning Council. The recommendation to request the Grantee to disseminate the tri-fold to all Ryan White providers in the area was accepted by the committee. Support Staff will update the brochure for the committee's review at the next meeting. One of the requirements will be an emphasis for individuals to participate on committees rather than the Planning Council.

Manage Membership Application Process: No new applications for membership have been received. The committee reviewed the Membership Application Tracker. Some revisions were recommended to the dates for one of the candidates on the Membership Application Tracker. The committee discussed the requirements for a candidate to move from a committee on to Planning Council membership. The committee also discussed the provisions in the Bylaws that specify Council membership requirements. The committee agreed to put more emphasis on the requirement for more members' participation on the various committees.

Review Planning Council Feedback/Feedback Forms: Due to a problem in the online Feedback survey, there were no responses to the last Feedback Form. However, the committee discussed, at length, how to reformulate the questions to capture constructive responses. After review, the committee agreed to present the skip-logic feedback survey. In this regard, there will be no hard copies for Council members who are not able to complete the survey on line. Going forward, the committee agenda will include a discussion about the different components of the Feedback survey and the importance for Council members to complete the feedback form.

Planning Council Activity Timeline: Copies of the current P-CAT were distributed to committee members together with the proposed 2018 Membership and Nominations Committee's P-CAT for review. In an effort to conserve committee members' effort and energy with redundancies, the Support Staff recommended that in the months of April, July, September, and November, the committee will only conduct renewals and new Planning Council membership interviews, Planning Council orientation/training, and Planning Council Nominations and Elections. There is, therefore, no reason for the committee to meet every month. Additions to the P-CAT include:

- Assist with Membership Recruitment Campaign
- Management of the Membership Application Process
- Conduct Renewal/New Membership Interviews
- Conduct Planning Council Membership Training. *This will be for the following months:*
 - April
 - July
 - September
 - November and
 - February.

Planning Council Support presented a list of Planning Council members who are due for reappointment this year. The reappointment reviews will be conducted as follows:

- The first review will be in April,
- The second review will be in July
- The third review will be in September; and
- The last review for 2018 will be in February 2019.

This will also include interviews for new applicants. The proposed dates will be considered as deadlines. However, candidates can be called for interviews ahead of time. After discussion, the chair entertained a motion to accept the Committee's revised P-CAT. Cindy presented a motion, and was properly seconded by Deryk, to accept the

revised P-CAT and the recommendation to interview candidates ahead of time when necessary. The motion passed.

New Planning Council Membership Training: The Planning Council Support is working on ways to present the trainings. Training Packets will be presented to Council members and will be included on the Norfolk TGA website. After completion of the the training, members will answer online questions, after which they will print out a certification of completion. The certification will then be given to Support Staff as proof.

Any Other Business:

There was no other business to discuss.

Adjournment/Date of Next Meeting:

There being no further business to discuss, a motion was moved by Deryk and properly seconded by Lynea to adjourn the meeting. The motion passed.

Respectfully Submitted

Gwendolyn Ellis-Wilson – Planning Council Co-Chair
For/Membership and Nominations Committee