

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, January 16, 2019: 3:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Call to Order and Roll Call:**

The meeting, held at the Norfolk Department of Human Services on January 16, 2020 was called to order at 3:11 p.m. The following members were in attendance:

*Present:*

Syreeta Dawkins  
Beverly Franklin

Cindy M. Walters

*Absent Members:*

Lexus Walker  
Jerome Cuffee

*P.C. Support Staff:*

Deryk Jackson  
Teresa

*Absent Recipient's Staff:*

Marsha Butler

*Absent P.C. Support Staff:*

Thomas Schucker

**Welcome and Introduction:** The participants introduced themselves and the Chair welcomed the members to the meeting. There were no visitors in attendance.

**Moment of Silent Reflection:** The committee observed a moment of silence and reflection for people affected and infected by HIV/AIDS.

**Confirmation of Notice of Meeting Posting:**

There was no confirmation of notice of meeting received.

**Approval of Minutes of Previous Meeting:**

The committee did not vote on the minutes because of lack of a quorum.

**Review of the Planning Council Activity Timeline (P-CAT):**

**Review New Applications/Set Possible Interviews:**

The committee went into executive mode to review the new application which was received in the Support Office on January 13<sup>th</sup>. The committee will interview the new applicant at the next committee meeting. A survey for Orientation dates in February, convenient to all, will be sent out to the committee and the newly appointed members.

**Committee Budget Request/s**

At the last meeting, the committee voted to request \$1000.00 in their budget request for 2020.

**Orientation for new Planning Council Members:**

At the last meeting, the committee agreed that the in-person group training and mentoring was more productive. This can be followed up by online training as a refresher. The recommendation will be presented to the Planning Council for volunteer mentors.

The committee also expressed concern that new appointees have a hard time understanding the acronyms that are used during meetings. A document which explains the acronyms was always included in the Binders for new Council members during orientation. At the next Council meeting, the committee will ask people to refrain from over medicalizing the terminology and speak in simple language for everyone to understand.

Support Staff discussed the Training Delivery, that is, the proposed training format for the upcoming grant year. Copies of the Training Delivery were distributed to the committee for review. The document discusses the committee's three Policies and Procedures that were assigned to the committee. It also includes HRSA's policy and procedures recommendations for the Membership and Nominations Committee.

The committee will review the document outside the meeting time and prepare to discuss the recommendations at the next meeting and provide input.

**Review Application Tracker:**

One applicant, who moved out of the area, was removed from the Application Tracker

The committee discussed the two applicants on the Application Tracker who were assigned to committees in order to track their attendance and engagement in the process. However, due to lack of a quorum, the committee deferred the discussion to the next meeting.

**Announcements by Members:**

Support Staff worked with the webmaster to update the Norfolk TGA website. The committee/agencies were invited to send, to Support Staff, postings to the website, of their upcoming activities and/or events.

**Public Comment and Discussion:**

There were no guests at the meeting.

**Date of Next Meeting;**

The next committee meeting will be Thursday, February 20<sup>th</sup> at 3:00 p.m.

**Adjournment:**

With no further discussion, a motion was moved by Cindy, and properly seconded by Beverly to adjourn the meeting. Motion passed.

Respectfully Submitted

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Beverly Franklin-Co-Chair

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Cindy M. Walters-Co-Chair