



AGENDA

Tuesday, September 28, 2023

3:30 – 5:00 pm

Membership and Nominations/Executive Committee

GREATER HAMPTON ROADS HIV HEALTH SERVICES PLANNING COUNCIL

Zoom Info

Join at: Executive, Membership and Nominations Committee Zoom Link:

ZOOM link: <https://us02web.zoom.us/j/89127898925>

Dial-in [+1 929-205-6099](tel:+19292056099)

Meeting ID: 891 2789 8925

1. *Items on this agenda may be taken out of order;*
2. *Two or more items may be combined;*
3. *Items may be removed from agenda or delayed at any time;*
4. *Public comment is limited to 3 minutes per person and comments cannot be restricted based on viewpoint.*

1. **Call to order and roll call.** The Chair will call the meeting to order and establish quorum by roll call.
2. **Welcome and introduction of guest(s).** The Chair will welcome everyone to the meeting and remind attendees to silence their mobile devices. The Chair will ask guests of the committee meeting to announce their first and last name for the record.
3. **Moment of silent reflection.** A moment of Silent Reflection will be observed for those both living and deceased who are infected or affected by HIV/AIDS
4. **Confirmation of notice of meeting posting.** The Chair will request from Planning Council Support Staff the total number of confirmed Notice of Meeting postings.
5. **Approval of minutes of previous meeting.** *(For possible action)*
The Chair will entertain a motion and a second to approve the previous meeting minutes.

Membership & Nominations:

- **Review P-CAT for progress.** *(Discussion)*
 - Review and Manage Planning Council Training
 - Review and Manage Membership Attendance
 - Develop Membership Recruitment Campaign
 - Review And Manage Membership Application Process

- Heather Harris
- Gwendolyn Ellis-Wilson
- Erica Chamblee
- Tyler Miller-Gordon

6. **Review Membership Matrix for Compliance with Federal Mandate**
7. **Conduct Renewal/New Member Interviews**
8. **Review Planning Council Feedback/Feedback form**

Executive Committee:

- **Review Reports of Standing Committees**
- **Community Access Committee:**
 - Report – Town Hall
- **Strategic Planning and Assessment Committee:**
 - Report – Priority Setting and Resource Allocations (PSRA) Process
- **Membership and Nominations/Executive Committee:**
 - New Membership Applications
- **Program Updates and Collaboration with the Recipient's Office**
 - Review and Approve Carryover Requests from Recipient's Office
 - Preparation of Planning Council letter to accompany Grant Application

- **Review and Resolve Parking Lot Items:**

9. New/Old Business:

- Review of the Assessment of the Efficiency of the Administrative Mechanism (AEAM) Results
- Review of the Memorandum of Understanding
- Review of Bylaws/Code of Conduct

10. Announcements by Members. *(Discussion, all matters in this item are informational only).*

11. Public comment and discussion. *(Discussion)*

This is a period of time devoted to comments and discussion by the general public about items listed on this agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken. Comments will be limited to three minutes per person. **If you wish to make a comment:** *Please stand, clearly state your name, and address, and please spell your last name for the record.*

12. Adjournment. *(Action)* The Chair will entertain a motion and a second to approve the adjournment of this meeting.

Anyone desiring supporting documentation or additional information is invited to call Deryk Jackson, Planning Council Support Staff at (888) 571-0001 x107 or via email at deryk@collaborativeresearch.us.

Upcoming Planning Council Meetings:

- Community Access Committee – Wednesday, November 15th, 6:00 pm – 7:00 pm
- Membership & Nominations/Executive Committee – Thursday, October 26th, 3:30 pm – 5:00 pm
- Strategic Planning and Assessment Committee – Thursday, October 26th, 5:00-6:00 p.m.

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at <https://www.ghrplanningcouncil.org>