

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLAANNING COUNCIL  
Membership and Nominations Committee Minutes  
Meeting Via Zoom – Thursday, April 29, 2021**

**Call to Order:**

The virtual meeting was called to order at 2:07 p.m.

**Moment of Silent Reflection:**

A moment of silent reflection was held for those affected and infected by HIV/AIDS.

**Roll Call:**

The following members were in attendance:

**Present:**

Jerome Cuffee  
Syreeta Dawkins  
Lynea Hogan  
Beverly Franklin

Cindy Walters  
Rachael Artise  
Ashley Brown

**Absent:**

Rhonda Russell  
Meyoni Beale  
Terry R.J. Carrington  
Lexus Walker

**PC Support/Recipient Staff**

Deryk M. Jackson  
Thomas Schucker  
Marsha D. Butler  
Teresa Malilwe

**Confirmation of Notice of Meeting Posting:**

There was no response from the Agencies to the notice of meeting posting. However, the Notice of Meeting was posted to the Norfolk TGA website at: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org)

**Approval of Minutes of previous Meeting:**

A short synopsis of the last meeting was given by Rachael who partially chaired the meeting. She noted that:

- The committee interviewed an applicant for Planning Council membership at the March 25<sup>th</sup> meeting.
- The committee voted to accept the applicant for Planning Council membership.
- Due to lack of a quorum, the Planning Council did not hold a vote on the committee's recommendation to accept the applicant for membership.

After review of the minutes, a motion was moved by Rachael and properly seconded by Jerome to approve the minutes as written. The motion passed.

**Review of the P-CAT for Progress:**

- Review and Manage Planning Council Training
- Review and Manage Planning Council Membership Attendance
- Develop Membership Recruitment Campaign
- Review and Manage Planning Council Membership Application Process

- Review Membership Matrix for Compliance with the Federal Mandate
- Conduct Renewal, and New Member Interviews
- Review Planning Council Feedback Form
- Conduct Planning Council Nominations and Elections

As of April 29<sup>th</sup>, the committee is on track with the Planning Council Activity Timeline.

### **Review New Membership Applications:**

Two new applications were received for Planning Council membership:

- Because Gloria is no longer with VDH and will no longer be the Part B Representative on the Council, Mr. Williams, With VDH, was appointed as the Part B Representative on the Council. Mr. Williams submitted his application, which the committee proceeded to review. After review, a motion was moved by Rachael and properly seconded by Jerome to invite Mr. Williams for an Interview.
- Dr. Bane, a Pharmacist with Walgreens Specialty Pharmacy in Norfolk, Virginia, applied for Planning Council membership. The committee reviewed Dr. Bane's application and noted that his response to one of the questions on the application form needed clarification. Support Staff will get clarification from Dr. Bane on the issue. It was noted that Dr. Bane is very passionate and has, on numerous occasions, gone out of his way to ensure that consumers, in the area, get the medications they need. He has attended every meeting since he was introduced to the Community Access Committee. Lynea moved a motion which was properly seconded by Rachael to invite Dr. Bane for an interview.

Support Staff will coordinate with the applicants and the committee to set up a convenient date to interview the two candidates.

### **Member/s Rotating off the Planning Council:**

In accordance with the Planning Council Bylaws, Beverly will be rotating off the Planning Council on May 31, 2021 after serving on the Council for three-two-year terms. There is, therefore, a need for a new Membership and Nominations Committee Co-Chair. During discussion, it was noted that most committee members on the Membership/Nominations Committee, were Co-Chairs of other sub-committees and, therefore, members of the Executive Committee.

In this regard, the committee discussed the option to roll the Membership and Nominations Committee into the Executive Committee. This will mean, moving the meeting time for the Priorities, Allocations and Policies committee to the 2:00 p.m. slot and have the Executive Committee/Membership and Nominations Committee meeting for two hours from 3:00 to 5:00 p.m. that is, one hour for Membership and Nominations Committee business and one hour for the Executive Committee business.

Rachael moved a motion and was properly seconded by Ashley to table discussion of rolling the Membership and Nominations Committee into the Executive Committee and bring it up for further discussion at the Executive Committee meeting.

### **Planning Council Training:**

The Planning Council will be conducting the Priority Setting and Resource Allocations Process this summer. Therefore, for April, the training at Planning Council meeting will be based on an overview of the Priority Setting Process, and the May training will be based on the Resource

Allocations Process. At the last committee meeting, Support Staff indicated that they would provide a Cultural Humility training for June, only after colleagues in Phoenix have shortened the training from two hours to about 15/20 minutes. The committee agreed that it would be a good idea to ask Council members that have been to outside trainings or conferences, that are relevant to what the Council is doing, if they would be willing to provide a briefing and/or presentation.

**Review and Manage Membership Application Process:**

As previously mentioned, applications are still available both in PDF and Survey Monkey format on the Norfolk TGA website: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org). However, the Council is still dangerously low on membership. People working in the field were requested to assist with the recruitment efforts.

**Review Membership Matrix for Compliance with the Federal Mandate:**

If Clay is approved for membership on the Planning Council, the Council will be compliant at 33%. The committee was requested to encourage unaligned consumers to apply for membership. The Norfolk TGA Matrix will be presented to the committee for review at the next meeting after it has been updated.

**Any Other Business:**

The committee brought to the attention of Support Staff, the problems that the community was having accessing the Part A Norfolk TGA website. Support Staff will bring up the issue with the web-designer.

**Next Committee Meeting:**

The next Membership/Nominations Committee meeting will be Thursday, May 27<sup>th</sup>, at 2:00 p.m.

**Adjournment:**

With no further business to discuss, a motion was moved by Jerome and properly seconded by Syreeta and Lynea to adjourn the meeting. The motion passed.

Respectfully Submitted

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Cindy Walters – Co-Chair

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Beverly Franklin - Co-Chair