

**Greater Hampton Roads HIV Health Services
Planning Council**

AGENDA

**Membership & Nominations Committee/
Executive Committee**

Thursday, September 29, 2022

3:30 – 5:00 p.m.

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- 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.*
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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. 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.

6. Approval of Minutes of the Previous Meeting.

(For possible action) The Chair will entertain a motion and a second to approve the previous meeting minutes.

Review Planning Council Activity Timeline (P-CAT):

7. Membership/Nominations Committee:

- Review P-CAT for Progress
- Review and Manage Planning Council Training (*Provide update*)
- Develop membership recruitment campaign (*Any responses from Respondents of the Survey*)
- Review and Manage Membership Application Process (*Discussion*)
- Review membership matrix for compliance with the Federal Mandate (Discuss)
- Conduct Renewal/New Member Interviews
- Review Planning Council Feedback/feedback form

Executive Committee:

8. Review of the Planning Council Activity Timeline (P-CAT) for Progress.

- Review Reports of Standing Committees
- Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items
- Administer the Results of the Assessment of the Efficiency of the Administrative Mechanism.
- Review and Approve Carryover Request from the Recipient's Office
- Preparation of Letter to Accompany Grant Application

- **Review Reports of Standing Committees:**
 - Community Access Committee
 - Quality Improvement and Strategic Planning (QISP) Committee
 - Priorities, Allocations and Policies (PAP) Committee
 - Membership and Nominations/Executive Committee

9. New/Old Business. (For Discussion)

10. Announcements by Members

11. Adjournment