

**Greater Hampton Roads HIV Health Services Planning Council  
Membership and Nominations Committee Meeting  
Thursday, August 17, 2017: 3:00 p.m.  
Norfolk Department of Human Services, 741 Monticello Avenue.**

**Call to Order:** The meeting was called to order at 3:00 p.m.

**Moment of Silent Reflection:** A moment of silence and reflection was observed for those infected and affected by the HIV and AIDS virus.

**Roll Call:**

**Present:**

Beverly Franklin  
Michael Singleton  
Deryk M. Jackson  
Cindy Walters  
Rev. Ted Lewis  
Lynea Hogan

**Absent:**

Teresa Malilwe

**Staff:**

Thomas Schucker-P.C. Support  
Marsha Butler  
Michael Koran

**Guests:**

Rachael Artise – P.C. Member  
Doris McNeill – P.C. Member  
Robert Bailey – P.C. Member

**Review and Approval of Minutes:** The committee reviewed minutes from the last meeting. A motion was moved by Michael and properly seconded by Deryk to approve the minutes as written. The motion passed.

**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 Nominations and Elections
- Compile Unresolved Issues in Parking Lot

**Manage Membership Application Process:** In order to review the two applications for Planning Council membership, the committee accepted the motion to go into executive session. After review a motion was moved by Deryk and properly seconded by Michael to invite the two applicants to attend an interview.

**Review Planning Council Member Attendance:** One Planning Council member was in serious jeopardy of violating the attendance policy. Support Staff will reach out to the affected member to discuss her attendance status.

**Analyze PC Membership for Federal Reflectiveness Mandate:** Nothing has changed with regard to the mandate of membership for federal reflectiveness. However, Support Staff will update the report for the next committee meeting.

**Review Planning Council Feedback/Feedback Forms:** The committee reviewed feedback from the Priority Setting and Resource Allocations Session which was held in July 2017. Basically, the comments were positive, for the location and presentation of data by Collaborative Research Staff/Planning Council Support.

**Any Other Business:**

There was no other business to discussion

**Adjournment/Date of Next Meeting:**

There being no further business to discuss, the meeting was adjourned.

Respectfully Submitted

Beverly Franklin – Chair  
Membership and Nominations Committee