

**Greater Hampton Roads HIV Health Services Planning Council
Membership and Nominations Committee Meeting
Thursday, May 18, 2017: 3:00 p.m.
Norfolk Department of Human Services, 741 Monticello Avenue.**

Call to Order: The meeting was called to order at 3:05 p.m.

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

Roll Call:

Present:

Beverly Franklin
Michael Singleton
Rev. Ted Lewis
Cindy Walters

Staff:

Thomas Schucker-P.C. Support
Marsha Butler-Grantee Staff
Michael Koran
Teresa-PC Support Staff

Excused Members:

Tony Boston

PC Members Present

Doris McNeill
Gwendolyn Ellis-Wilson

Introductions and Areas of Conflict: Participants introduced themselves and stated their areas of conflict.

Review and Approval of Minutes: The committee reviewed the minutes from the last meeting. A motion was moved by Michael and properly seconded by Rev. Ted Lewis 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: Seven applicants have gone through the Interview Process. Three were recommended and approved to be placed on the Planning Council and have since received their letters of appointment from the Mayor. Support Staff will schedule New Planning Council Orientation for Thursday, June 1, 2017 at 3:30 p.m. The candidates will initially participate on the Membership and Nominations Committee. One candidate, however, participates on the Community Access Committee.

Review Planning Council Feedback/Feedback Forms: Eleven individuals from the Planning Council membership who attended the April meeting, responded to the Feedback survey. The committee reviewed the Planning Council feedback survey responses. Overall, the meeting was rated at 4.55 average point.

Review Planning Council Member Attendance: The committee reviewed the Planning Council/Sub-Committee attendance records. Two individuals resigned from the Planning Council due to personal commitments. This being a voluntary resignation, the individuals are eligible to reapply for Planning Council membership when they are ready to come back. One other member is in jeopardy of violating the attendance policy. He had a work conflict which he said would be resolved this month.

Analyze PC Membership for Federal Reflectiveness Mandate: Planning Council Support Staff thanked Planning Council members who participated in the survey monkey for the federal reflectiveness. There are currently twenty-four (24) members on the Planning Council. Twenty-one of the twenty-four responded. The TGA is currently at 46% unaligned consumers. The committee reviewed the Norfolk TGA Planning Council membership for federal reflectiveness mandate. This is the first time that the committee has looked at age and method of exposure. In the TGA the epidemiological profile is made up of 45% MSM; the PC is 53%, IDU is 8% with 13% representation. MSM and IDU is 3% with 0% representation. Heterosexual is 18% TGA-wide with 27% Planning Council representation.

The committee also reviewed the Norfolk TGA matrix which shows; current members of the Planning Council, appointment date, expiration of the term, whether aligned or not, and what category they represent. A reappointment application form will be sent to members whose term is due to expire. Such members will be re-interviewed, which will include attendance, and constructive participation on the Council/committee.

Review Revised New Member Application Form and Application for Re-Appointment: The committee reviewed the revised New Member Application and the Application for Reappointment. The committee also reviewed the New Member Interview Questions and the Reappointment Interview Questions. Changes were recommended to be made to the documents including taking off the scoring. After extensive review, Cindy moved a motion and was properly seconded by Ted to accept the New Member Application, New Member Interview Questions, Reappointment Application, and Reappointment Interview Questions with recommended corrections. The motion passed. Support Staff will make the recommended corrections.

Planning Council Nominations and Elections: The committee reviewed the Norfolk TGA Planning Council Officers Election Ballot. The following Members were nominated at the April Planning Council meeting for Officer Positions:

1. Planning Council Chair:
Pierre Diaz
2. Planning Council Vice-Chair:
Gwendolyn Ellis-Wilson
Rachael Artise
3. Planning Council Secretary:
Beverly Franklin
Robert Bailey

Corrections were recommended to the Election Ballot. A motion was moved by Michael and properly seconded by Ted to accept the Election Ballot with recommended changes. The motion passed.

Planning Council Website Updates: Support Staff reported that the Norfolk TGA website has been updated. The Needs Assessment will be posted after Planning Council

approval. The New Member Application, New Member Interview Questions, the Application for Reappointment and the Reappointment Interview Questions will also be posted. In June, Support Staff will attend the Provider meeting to hear their needs with regards to the website. A scrolling banner will be included on the website so that Providers can begin to sending snap-shots of their upcoming events for the information of the community.

Compile Unresolved Issues in Parking Lot:

To include the map of the Norfolk TGA Part A on the Website
Website Statistics

Any Other Business:

There was no other business to discussion

Adjournment/Date of Next Meeting:

There being no further business to discuss, a motion was moved by Ted and properly seconded by Michael to adjourn the meeting. The motion passed. The next meeting will be June 15th, at 2:00 p.m. for Planning Council Training and 3:00 p.m. for Committee business.

Respectfully Submitted

Beverly Franklin – Chair
Membership and Nominations Committee