

**Greater Hampton Roads HIV Health Services Planning Council
Minutes of the Membership and Nominations Committee/
Executive Committee Meeting**

Thursday, July 28, 2022: 3:30 p.m.

Call to Order: The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on July 28, 2022, was called to order at 3:33 p.m.

Roll Call:

The roll was called, and the follow members were in attendance:

Present:

Membership/Nominations Committee:

Jerome Cuffee
Jonathan Albright Williams
Lynea Hogan
Meyoni Beale
Ashley D.D. Brown

Executive Committee

Lynea Hogan
Meyoni Beale
Jerome Cuffee
Jonathan Albright Williams
Ashley D.D. Brown

Absent-Membership/Nominations:

Cindy Walters
Welton Rouse
Syreeta Dawkins
Clay Porter
Dr. Michael Bane
Yasmine Black

Executive Committee

Cindy Walters
Syreeta Dawkins

Recipient/PC Support Staff

Membership/Nominations:

Deryk M. Jackson
Marsha Butler
Teresa Malilwe

Recipient/PC Support Staff

Executive Committee:

Christine Carroll
Michael Dedeaux
Deryk M. Jackson
Teresa Malilwe

Welcome and Introduction of Guests:

There were no guests at the meeting.

Moment of Silent Reflection:

A moment of silent reflection was observed for those infected and affected with HIV/AIDS.

Confirmation of Notice of Meeting Posting:

The confirmation of notice of meeting was posted to the Part A Norfolk TGA website. However, there were no responses to the notice of meeting.

Public Comment and Discussion:

There was no public comment or discussion.

Approval of Minutes of Previous Meeting:

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

Review P-CAT for Progress-Membership/Nominations Committee:

- Review and Manage Planning Council Training
- Review and Manage Planning Council Membership Attendance
- Develop Membership Recruitment Campaign
- Review and Manage Membership Application Process
- Review Membership Matrix for Compliance with the Federal Mandate
- Conduct Renewal/New Member Interviews
- Review Planning Council Feedback/Feedback Form

Review and Manage Planning Council Training:

A survey was sent out to the new Council members and Co-Chairs to find out their preference for either a one-day training session or three days of two-hour training sessions. The majority preference was for a one-day training session. Support Staff are looking at dates to come up with a schedule. Another survey will be sent out with suggested date/s. Support Staff will also work with individuals who prefer three days of two-hour training sessions.

Develop Membership Recruitment Campaign:

This is an ongoing effort. The committee is constantly working on recruitment of members. In response to a question on the Needs Assessment survey, some respondents expressed interest on either receiving more information about the Planning Council or participating on the Council. Support Staff has been responding to the inquiries and will continue to welcome individuals interested in the Planning Council.

Review and Manage Membership Application Process:

There were, currently, no new applicants for Planning Council membership.

Review Membership Matrix for Compliance with the Federal Mandate:

The committee reviewed the current Part A Norfolk TGA Matrix. The following vacancies on the Planning Council were noted:

1. Health Care Providers, including Federally Qualified Health Centers (FQHCs).
2. Social Service Providers, including Providers of Housing and Homeless Services (does not include HOPWA).
3. Local Public Health Agencies
4. State Government-State Medicaid Agency

There are applicants, currently serving on committees, who can fill some of the noted vacancies, but the Planning Council will need to recruit more unaligned consumers to be in compliance with the Federal Mandate. The new interviewed members, currently serving only on committees while waiting for the official appointment to the Planning Council, will be invited to the New Member Orientation Training when it is scheduled.

Review of the Planning Council Feedback/Feedback Form:

The committee reviewed the Planning Council Feedback/Feedback Form and noted that eight people responded to the survey.

With regard to the expenditure report by the Recipient Office, there was a comment that Michael should present the monthly expenditure summary report to the Council and explain the information therein.

There was no other business for the Membership and Nominations Committee to discuss.

Executive Committee:

Review Planning Council Activity Timeline for Progress:

- Review Reports of Standing Committees
- Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items
- Review and Sign Annual Progress Report/Program Terms Report
- Update from the Assessment of the Efficiency of the Administrative Mechanism

Review Reports of Standing Committees:

Community Access Committee:

The Committee met as scheduled, on Wednesday, July 13th, at 6:00 p.m. The committee is still planning the *Statewide Consumer HIV Then and Now Retreat* to be held in Wakefield, Virginia during the weekend of August 27th and 28th. The committee reviewed some forms for email templates that will go out to consumers who applied for the Retreat. Applications went out at the beginning of July and the deadline was July 19th.

The templates reviewed were:

- The Retreat Details Form
- Application Acceptance Letter
- Application Rejection Letter

Some revisions to the templates were made and will be presented to the committee for the final review.

The committee also discussed transportation to the Retreat and the update from the Recipient's Office for the committee to submit quotes from transportation providers for transportation of consumers from the Eastern Region.

The Community Access Committee Ad Hoc Committee met with the VACAC Committee Chairs. The VACAC committee is a Statewide committee under Part B. The committees met to discuss how they would coordinate all the other regions.

The committee sent out letters to Part A Sub-Recipients requesting donations of swag and marketing materials towards the Retreat. The committee has since started to receive responses. The committee is still sending out funding requests to cover other incidentals for the Retreat.

The next committee meeting will be Wednesday, August 10th at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on July 19th at 4:00 p.m. The committee talked about the current status and how many responses were received of the Needs Assessment survey. At that time, about 53 responses had been received, and about 68 as of the time of this reporting.

The committee discussed the Palm Cards which, it was noted, went out to the Sub-Recipients for distribution to their clients. The committee also discussed the interest expressed by some respondents of the Survey for more information about the Planning Council. The committee talked about the Quality Improvement Plan and also had a discussion about Clinical Quality Management Performance Measures.

Support Staff presented an update on the Virginia Statewide Integrated HIV Prevention and Care Plan.

Priorities, Allocations and Policies (PAP) Committee:

The Priorities, Allocations and Policies Committee met at 2:30 prior to the Executive Committee meeting. The committee discussed the Reallocation Request from the Recipient's Office, which was, to reallocate \$33,233 from Drug Reimbursement to Non-Medical Case Management. There is, currently, no Provider for Drug Reimbursement Services. The recommendation will be presented at the Planning Council meeting for a vote.

The committee reviewed the final expenditure summary report for FY 202 and also reviewed the report for the current FY 2022. In response to the comment in the Feedback survey, the Chair will, during the Planning Council meeting, reiterate the reporting process regarding the monthly expenditure summary report, as laid down in the MOU between the Recipient's Office and the Planning Council. The committee viewed the monthly reports as follows:

- **Final Expenditure Summary Report:**
The report is through June 14th 2022. The target expenditure was 100%. However, Early Intervention Services-Regular was over 100% at 101%. Other service categories were close to 100% expended. Medical Transportation, and HIPCSA expended lower than the target.
- **Monthly Expenditure Summary Report for the period ending July 14, 2022:**
The target expenditure was at 33%. It was noted that there are still some reimbursements that are still being processed due to a lag in reporting. These will be reflected in the next expenditure report.

Membership/Nominations/Executive Committee:

The Membership and Nominations committee met, as scheduled, on July 28th, at 3:30 p.m. Support Staff gave an update on the Planning Council new member training and noted that, the majority of the new members would prefer a one-day training. However, Support Staff will also work with individuals who would like to do a three-day two-hour training.

The committee discussed the issue of recruitment and noted that this is an on-going campaign process. There are, currently, no new applications on file for review. However, the Membership and Nominations Committee is waiting to hear from individuals who expressed interest in the Planning Council through the Needs Assessment survey.

The committee reviewed the Part A Norfolk TGA Metrix for the Federal Mandate. And also reviewed the Feedback Form.

Any Other Business:

The committee briefly discussion the recommendation to go from a Planning Council to an Advisory Board because of low attendance and low membership numbers. It was noted that the Co-Chair and Support Staff are still exploring the idea and are trying to get more information from jurisdictions that have Advisory Boards. The Co-Chairs were advised to bring up the issue with the Project Offer during the monthly call meeting/s for advice and also follow up on Technical Assistance.

Announcements by Members:

M.A.S.S. was having a Party Boy film showing on Thursday, July 28th.

The Ryan White Conference is coming up. It will be held virtually, and members were encouraged to register for the Conference.

Update on the Efficiency of the Assessment of the Administrative Mechanism:

Only ten responses were received from Council members and Sub-Recipients. Reminders have been sent out. Another reminder will be sent out to remind the Sub-Recipients and Council members to take the survey.

Adjournment:

With no further business to discuss, a motion was moved by Meyoni and seconded by Ashley to adjourn the meeting. The motion passed

Respectfully Submitted

Jerome Cuffee-P.C. Co-Chair

Ashley D.D. Brown – P.C. Co-Chair