

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

Thursday, June 30, 2022: 3:30 p.m.

Call to Order: The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on June 30, 2022, was called to order at 3:37 p.m.

Roll Call:

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

Present:

Executive Committee

Lynea Hogan
Meyoni Beale
Jerome Cuffee
Ashley D.D. Brown

Absent-Executive Committee:

Cindy Walters
Syreeta Dawkins
Jonathan Albright Williams

Recipient/PC Support Staff

Christine Carroll
Michael Dedeaux
Thomas Schucker
Deryk M. Jackson
Teresa T. Malilwe

Membership/Nominations Committee:

Lynea Hogan
Meyoni Beale
Jerome Cuffee
Ashley D.D. Brown
Welton Rouse
Yasmine Black

Absent-Membership/Nominations Committee

Cindy Walters
Terry R.J. Carrington
Lexus Walker
Syreeta Dawkins
Dr. Michael Bane
Clay Porter
Jonathan Albright Williams

Moment of Silent Reflection:

A moment of silent reflection was observed for those infected and affected by 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.

Approval of Minutes of Previous Meeting:

The Membership and Nominations Committee meeting did not have a quorum and, therefore, did not vote on the minutes.

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 list was compiled of new Council members that are required to undergo the Orientation Process. However, interested Council members are welcome to attend. The Orientation training materials are ready. Basically, the training will be a general overview of the Ryan White Program. It will also cover the roles and responsibilities of the Planning Council and the responsibilities of each Sub-Committee. It was recommended to schedule the Orientation training before the PSRA Session scheduled for end of August/beginning of September. Support Staff will send out a poll for convenient date/s and time for the training, to members who require to go through Orientation.

It was recommended that the Orientation training should be a peer led activity. The committee agreed to have an initial “*Train the Trainer*” session.

Develop Membership Recruitment Campaign:

The committee has been discussing various options and strategies for membership recruitment. This is an ongoing campaign. As part of the recruitment effort, Support Staff will include, on the Needs Assessment Survey:

- A brief summary of the Planning Council for respondents who might not know about the Planning Council.
- Add a question to see if a respondent would be interested in learning more about the Planning Council. If so, would they be willing for someone from the Planning Council to reach out to them.
- If a respondent is willing to join the Planning Council.

Review and Manage Membership Application Process:

There were, currently, no new applicants for Planning Council membership. However, it was agreed that the committee should review the application to freshen up some of the language and verbiage, including possible removal of the stigmatizing language, and to make sure that the application is written in plain language which can easily be understood.

Review Membership Matrix for Compliance with the Federal Mandate:

The committee reviewed the Part A Norfolk TGA Matrix, and moved around some members into vacant slots in accordance with their representation. Due to a job offer, one Sub-Recipient is out of compliance because there are, currently, three members on the Council from that Organization. In accordance with the current part A Norfolk TGA Bylaws, under:

- *Article III – Membership;*
Section 3.04 – Terms of Membership;
(f)- No more than two (2) members of a funded Ryan White Part A Sub-Grantee may serve on the Planning Council at any given time.

There was a recommendation for the committee to review the current Part A Norfolk TGA Bylaws. Some pieces of the Bylaws that can become Policy or Procedures can be taken out. This will make it easy to deal with if there is need for a change, exception, or amendment.

The Review and updating of the Bylaws will give the committee an opportunity to think about the Planning Council and Sub-Committee structure which will take into consideration, the time that members spend attending meetings. The committee discussed various options to combine committees and/or committees that can meet on which days months.

There was a recommendation not to take attendance at Community Access Committee. This will make it a true community forum; sort of a Community Advisory Committee of the Planning Council.

Review and Manage Planning Council Membership Attendance:

The committee agreed to hold off on recording attendance, and acknowledge that some people are out of compliance, until after the review and update of the current Bylaws.

Support Staff will submit recommended revisions to the Part A Norfolk TGA Bylaws for the committee's review and discussion.

Review of the Planning Council Feedback/Feedback Form:

The committee reviewed feedback from last month's meetings. There were only six respondents to the survey. The committee expressed concern at the low number of respondents to the feedback request. In this regard, the committee is not getting a full picture of how the Planning Council in full is feeling about meetings. The committee accepted a recommendation to revise the feedback form to allow for optional ways to administer the survey.

With regard to attending in-person meetings, the City has not yet changed the policy which was put in place during the COVID-19 pandemic. Therefore, in-person meetings are not yet allowed in City buildings. However, HRSA is highly recommending that if and when people start to go back in-person, that this should remain a hybrid methodology. That is, people will be allowed to attend meetings virtually or in-person, depending on their comfort level.

There was discussion regarding attendance. Because of concern that some members have not been to meetings for months, the committee agreed to review the Planning Council roster and remove members who have not been to meetings for so long. The Council should start looking for new people that are interested and would like to make a contribution.

One option for recruitment was that the Recipient's Office could request each Sub-Recipient to send one representative from each of their agencies to the Planning Council/Sub-Committee meetings. The Recipient will reach out to the City Attorney to see if that can be included in the contracts with Sub-Recipients. From the Planning Council perspective, in order to enforce the recommendation, this can be made into a Directive to the Recipient.

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
- Administer the Assessment of the Efficiency of the Administrative Mechanism

Review Reports of Standing Committees:**Community Access Committee:**

The Committee met as scheduled, on Wednesday, June 8th. The committee finalized the Application for the Wakefield *HIV Then and Now* Retreat scheduled for the weekend of August 27 and 28, 2022. The Ad Hoc committee met for further discussions regarding the Retreat. The Ad Hoc Committee's discussion focused on transportation to and from the event site, and also

touched on issues that needed to be completed, including a draft letter that will be sent to different Ryan White Agencies requesting assistance with marketing materials that can be added to the bags for participants. The Co-Chair attended a meeting with the Recipient's Staff. As a result, the committee is collecting quotes from transportation companies for transportation of individuals to the Retreat for, at least, the Eastern Region. The Co-Chair is still reaching out to VDH for transportation for the rest of the State.

The Application Form for the Retreat was distributed Statewide on June 28th. The deadline period for applying was extended to July 19th. The committee has worked with VDH to create a platform on which to digitally receive responses from the applications. Other outstanding issues will be discussed between the Ad Hoc Committee meetings and the next committee meetings, to round up the final details.

The next committee meeting will be Wednesday, July 13th, at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on June 21st and had a final review and discussion of the Triennial Needs Assessment tool. After discussion the committee voted to accept and move forward with the tool as presented in its final form.

With regard to the Service Standards, the committee voted to accept the Service Standards as revised. The Service Standards will be presented to the Planning Council for review and final approval.

Priorities, Allocations and Policies (PAP) Committee:

The Priorities, Allocations and Policies Committee met as scheduled, prior to the Executive Committee meeting. The committee discussed the Reallocation Request from the Recipient's Office reallocate \$33,233 from Drug Reimbursement into Medical Case Management. After extensive discussion, the committee agreed to delay a vote on the request. The committee would like to review further, the final FY 2021 expenditure report before a vote is taken on the Recipient's Reallocation Request.

There were, currently, no monthly expenditures for review. However, an expenditure report will be presented to the committee for review at the next meeting.

The committee reviewed and discussed:

- The Needs Assessment outcomes and data,
- The PSRA Framework and meeting Logistics for the PSRA Process
- Identified datasets for the PSRA Session

In July, Collaborative Research, on behalf of the Planning Council, will starting sending out requests for datasets to VDH and the Recipient's Office. The information requested for the PSRA Process, in the Service Utilization category, will include the three sub-populations of focus.

Membership/Nominations/Executive Committee:

The committee met on June 30th at 3:30 p.m. During meeting, the committee discussed the Planning Council Training/Orientation. A survey will be sent out to new members whether it should be an all-day training or a three days-two hours trainin sessions. The focus will be training for new members. However, Council members will be welcome to attend.

With regard to Planning Council Attendance, there was discussion about how to proceed with managing attendance.

The process of developing the recruitment campaign is ongoing. Support Staff will include, on the Needs Assessment survey, a section where respondents can indicate interest in obtaining more information about the Planning Council and/or would like to join the Planning Council.

The committee discussed the Part A Norfolk TGA Matrix for Compliance with the Federal Mandate. The committee will follow up on that at next month's meeting.

The committee also reviewed results from the Feedback survey from last month's Planning Council/Sub-Committee meetings.

Review the Assessment of the Efficiency of the Administrative Mechanism:

Planning Council Support Staff presented the survey tool for review and approval. It was noted that the Survey was edited to make it more comprehensive. Individuals will get a set of questions based on whether they are a member of the Planning Council, Sub-Recipient of Part A funds or a community member or if a person has no affiliation.

At the conclusion of the review of the Assessment of the Efficiency of the Administrative Mechanism, a motion was moved by Meyoni and properly seconded by Welton to approve the Assessment of the Efficiency of the Administrative Mechanism tool. Motion passed with:

- o-Nays
- o-Abstentions.

Announcements by Members:

The Community Access Committee Co-Chair asked members with a network of consumers, to send out the Retreat application. The Statewide Consumer Retreat is scheduled for the weekend of August 27th and 28th. Any questions or concerns should be directed to Lynea. Her contact information is listed on the email.

Adjournment:

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

Respectfully Submitted

Jerome Cuffee-P.C. Co-Chair

Ashley D.D. Brown – P.C. Co-Chair