



# AGENDA

Thursday, February 27, 25, 2025

3:30 – 5:00 pm

Executive Committee

GREATER HAMPTON ROADS HIV HEALTH SERVICES PLANNING COUNCIL

## Zoom Info

**Join at:** Executive Committee Zoom Link:

ZOOM link:: <https://us02web.zoom.us/j/86278201355>

Meeting ID: 862 7820 1355

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.*

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. **Approval of minutes of previous meeting.** *(For possible action)*  
The Chair will entertain a motion and a second to approve the previous meeting minutes.
6. **Receive Reports of Standing Committees**  
Community Access Committee  
Strategic Planning and Assessment (SPA) Committee
7. **Program Updates and Collaboration with the Recipient's Office**

**8. Review and Resolve Parking Lot Items:**

- Review and Update Policies and Procedures Manual – Moved to Basecamp for Review. To be finalized by March 1, 2025.
- Review and Update Memorandum of Understanding (MoU) – Moved to Basecamp for Review. To be finalized by March 1, 2025.
- Review of Bylaws/Code of Conduct

**9. Regular Business:**

- Review and Manage Planning Council Training
- Review and Manage Membership Attendance
- Review and Discuss Report from the Ad Hoc Membership Committee
- Review the Membership Matrix for Compliance with the Federal Mandate
- Conduct Renewal/New Member Interviews
- Review Feedback/Feedback Form

**10. New Business:**

- Vote for new applicants that have gone through the Interview Process
- Vote for applicants that have gone through the Reappointment Interview Process.
- Review Scope of Work and P-CAT
- Review revised Directives to the Recipient
- Review Part A Norfolk TGA Formulary
- Co-Chair nominations

**11. Announcements by Members.** *(Discussion, all matters in this item are informational only).* This is a period 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.*

**12. Adjournment.** *(Action)* The Chair will entertain a motion and a second to approve the adjournment.

*Anyone desiring supporting documentation or additional information is invited to call Deryk Jackson, Planning Council Support Staff at (888) 571-0001 x107 or via email at [deryk@collaborativeresearch.us](mailto:deryk@collaborativeresearch.us).*

**Upcoming Planning Council/Sub-Committee Meetings:**

- Community Access Committee – Wednesday, March 19<sup>th</sup> – 6:00-7:30 p.m.
- Executive Committee – Thursday, March 20<sup>th</sup> – 3:30 p.m.-5:00 p.m.
- Planning Council – Thursday, March 27<sup>th</sup> – 5:00-6:30 p.m.

*This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at <https://www.ghrplanningcouncil.org>*