

Lynea Hogan, Meyoni Beale - Co-Chairs

Community Access Committee Monthly Meeting

MEETING MINUTES

Wednesday, August 16, 2023 – 6:00-7:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan	P				
Meyoni Beale	P				
LaQuasia Cotton	P				
Michael Bane (Dr.)		A			
Cora Robinson		A			
Yasmine Black	P				
Gregg Fordham		A			
Ruth Fordham		A			
Denise Owens		A			
Travis Tucker	P				
Sheila Belin		A			
Mishell Whitaker		A			
PC Support Staff					
Deryk Jackson	P				
Cliff Barnett	P				
Teresa Malilwe	P				
Guests: None					

AGENDA

Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Community Access Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Wednesday, August 16, 2023, was called to order at 6:06 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	The Co-Chair welcomed participants to the meeting.
(3.0) <u>Moment of Silent Reflection</u>	A moment of silent reflection was observed for those affected and infected with HIV/AIDS.

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(4.0) <u>Confirmation of Notice of Meeting Posting</u>	There was no confirmation of the meeting posted. However, the notification was posted to the Part A Norfolk TGA Website.
(5.0) <u>Public Comment And Discussion</u>	There was no public comment.
(6.0) <u>Approval of Minutes of the Previous Meeting</u>	Due to a low number of participants, the committee did not have a quorum to vote on the minutes.
(7.0) <u>CAC Mission Statement</u>	
(8.0) <u>Review Planning Council Activity Timeline</u>	
(9.0) <u>Review P-CAT for Progress</u>	
(10.0) <u>Recruitment Efforts</u> (10.1) <u>Planning For New Grant Year Town Hall Meetings/Sponsors</u>	<p>Updates: Town Hall Meeting: The Community Access Committee Town Hall is scheduled for September 20, 2023 at the Jordan Newby Anchor Branch Library in Norfolk from 3:00 to 7:00 p.m.</p> <p>Request for Refreshments/Meals: The Co-Chair talked with a ViiV Representative who indicated that the Pharmaceutical Company would provide meals to the participants of the Town Hall. Because the company would fly out an Ambassador to the Town Hall, the stipulation was for the Committee to have, at least, twenty (20) community members attend the event. Each and every committee member was, therefore, tasked to work really hard to ensure that, at least, twenty people attend the meeting.</p> <p>The Flyer: The flyer was completed and reviewed by the Committee. Because of the transition with ViiV, the Co-Chair is waiting for the ViiV Representative to confirm if they want Company add Ons/pictures added to the flyer before it's distributed to the public. A QR Code will be added to the flyer. On completion, the flyer will be emailed to Support Staff for distribution.</p>

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	<p>Registration: The Registration link was completed and was reviewed by the committee for input.</p> <p>Transportation to the Town Hall Location: At the last meeting, the Co-Chairs were tasked to:</p> <ul style="list-style-type: none"> • Lynea: Reach out to the Recipient’s Office, and • Meyoni: Reach out to one of the Providers for transportation. <p>Meyoni: Reached out to the LGBT Life Center who indicated that clients could reach out to the Case Manager to request for transportation. Clients that receive services from a different Provider will be made aware that transportation to the event will be provided by the LGBT Life Center. No reimbursement will be required for the service by the Recipient’s Office.</p> <p>Lynea: Will email the Transportation Supervisor at the LGBT Life Center to ensure that the agreement is solid and that all the other Agencies are aware that transportation referrals should be sent to the Life Center.</p> <p>Presentations: Food Voucher Presentation: The Co-Chair received confirmation from the Food Voucher Coordinator. However, she is still waiting for authorization from her Supervisor. A Food Voucher presentation has already been developed.</p> <p>Housing: The Co-Chair reached out to the Lead Housing Coordinator at the LGBT Life Center. Still waiting for a response. She will talk with the Supervisor to find a way forward.</p> <p>The Co-Chair noted that it might be easier for presenters who cannot make the in-person Town Hall, to have the option to present virtually.</p>

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	<p>Support Staff will make arrangements for a hybrid meeting. This will initially be for Presenters who cannot make it for in-person presentation. The committee will resort to Zoom as a last resort, for participants, to encourage attendance.</p> <p>Panel Discussion: There is some concern about the Panel Discussion. The Co-Chair is still waiting for confirmation from the Providers that she has contacted. The Co-Chair will reach out to Dr. Webster to see if she can assist with this segment of the Town Hall. The last option is to reach out to Case Managers and have the conversation lean towards Case Management and <i>How to get the Most out of your Visit with Your Case Manager</i>.</p> <p>Transportation: The presentation is done. However, the Transportation Coordinator cannot attend the event. Meyoni volunteered to present the Transportation piece. Lynea will email slides to Meyoni for review.</p> <p>Committee Members Roles at the Town Hall: Some roles, such as the Clean Up Crew, have already been established. Lynea will Facilitate Timekeeper: Travis was given the responsibility of Timekeeper.</p> <p>Agenda: The Co-Chair revamped some items on the Agenda. The committee reviewed the agenda and provided feedback on the presentations, such as the length of time to give to the:</p> <ul style="list-style-type: none"> • Food Voucher Presentation, • Transportation Presentation, and • Housing Presentation, including the • Panel Discussion. <p>It was noted that for the provision of food, ViiV will give an hour's presentation.</p> <p>The Co-Chair will draft an agenda based on the committee discussion.</p>

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	<p>Evaluation: A copy of the evaluation is available and will need some revisions for the Town Hall.</p> <p>Call Meeting: Due to time constraints to the Town Hall date, the committee scheduled a Call Meeting for Wednesday, September 13th, a week prior to the Town Hall meeting, to tie up the loose ends and finalize all the details.</p> <p>Ideas to Boost Attendance: Besides reaching out to people on committee members' contact lists, the committee discussed ideas how to increase attendance. Some of the ideas included:</p> <ul style="list-style-type: none"> • Reaching out to individuals that might be interested in participating • Visit different agencies and interact with Case Managers to make sure that they have all the information to encourage their clients to participate. • Request Recipient's Office to follow up with official notification of the Town Hall for their clients.
(11.0) <u>New/Old Business</u>	
(12.0) <u>Announcements by Members</u>	
(13.0) <u>Adjournment</u>	<p>With no further business to discuss, a motion was moved by Meyoni and seconded by LaQuasia to adjourn the meeting. The motion passed.</p>

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