

*Lynea Hogan, Meyoni Beale - Co-Chairs*

**Community Access Committee Monthly Meeting**

**MEETING MINUTES**

Wednesday, May 17, 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		A			
Michael Bane (Dr.)		A			
Cora Robinson		A			
Yasmine Black		A			
Gregg Fordham		A			
Ruth Fordham		A			
Denise Owens	P				
Travis Tucker		A			
Sheila Belin		A			
Mishell Whitaker		A			
<b>PC Support Staff</b>					
Deryk Jackson					
Cliff Barnett	p				
Teresa Malilwe	P				
<b>Guests:</b> None					

**AGENDA**

Item	Discussion, Motions, and Actions
<b>(1.0) <u>Call to Order and Roll Call</u></b>	The Community Access Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Wednesday, May 17, 2023, was called to order at 6:07 p.m.
<b>(2.0) <u>Welcome and Introduction of Guests</u></b>	The Co-Chair welcomed participants to the meeting.
<b>(3.0) <u>Moment of Silent Reflection</u></b>	A moment of silent reflection was observed for those affected and infected by HIV/AIDS.

**Mission Statement**

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Communicating the Consumers’ Needs and Concerns to the Planning Council.

To Provide a Forum where People Living with HIV/AIDS and their Caregivers feel comfortable raising and framing issues to bring before the Planning Council that directly affect their quality and quantity of Life.

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<b>(4.0)</b> <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.
<b>(5.0)</b> <u>Public Comment And Discussion</u>	There was no public comment.
<b>(6.0)</b> <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.
<b>(7.0)</b> <u>CAC Mission Statement</u>	
<b>(8.0)</b> <u>Review Planning Council Activity Timeline</u>	<ul style="list-style-type: none"> <li>• Review P-CAT for Progress</li> <li>• Compile Unresolved Issues in Parking Lot</li> <li>• Host Quarterly Consumer Forum</li> <li>• Conduct Consumer Satisfaction Survey</li> <li>• Planning for New Grant Year Town Hall Meetings/Sponsors</li> </ul>
<b>(9.0)</b> <u>Review P-CAT for Progress</u>	The participants reviewed the committee’s P-CAT for the month of May. The committee was on track with monthly activities.
<p><b>(10.0)</b> <u>Recruitment Efforts</u></p> <p><b>(10.1)</b> <u>Planning For New Grant Year Town Hall Meetings/Sponsors</u></p>	<p>In spite of the best efforts put forward, the committee was still struggling with meeting the desired levels of participation. The Town Hall event will, most likely, be a good point for recruitment efforts.</p> <p><b>Updates:</b> <b>Town Hall Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Triennial Needs Assessment:</b> The current Triennial Needs Assessment was emailed to the committee for review prior to the meeting. The committee discussed some data which was gleaned from the Needs Assessment.</li> <li>• <b>Transportation:</b> The committee was working on a transportation budget to submit to the Recipient’s Office for the Town Hall meeting. The committee was still waiting for a quote from a vendor who provided transportation services to the committee before.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Date and Time for the Town Hall:</b> Due to time constraints, the committee rescheduled the Town Hall meeting, tentatively, to Wednesday, September 20<sup>th</sup> from 3:00 to 6:00 p.m. at a local Library. The committee agreed to schedule an in-person event. However, Zoom services will be offered to individuals who will not be able to attend in person.</li> </ul> <p><b>Agenda for the Town Hall:</b> The committee worked on the agenda for the upcoming Town Hall. The agenda will include:</p> <ul style="list-style-type: none"> <li>• Food Vouchers</li> <li>• Transportation</li> <li>• Housing</li> </ul> <p>With additions from the Triennial Needs Assessment of</p> <ul style="list-style-type: none"> <li>• Relationship with The Case Manager/Provider</li> <li>• Access to Medical Services and Treatment</li> <li>• Co-morbidities</li> </ul> <p>The committee was working on locking down presenters for some of the Town Hall topics. It was noted as follows:</p> <ul style="list-style-type: none"> <li>• <b>Transportation</b> - the provider will make a slide for someone to present at the Town Hall.</li> <li>• <b>Housing</b> – the Co-Chair will reach out to LGBT Life Center for a representative to attend the Town Hall and make a presentation. The LGBT Life Center receives funding from HOPWA.</li> </ul> <p>The committee created an Ad Hoc Committee who will work outside the normal committee meeting days/time. The new Ad Hoc committee will conduct the first meeting on May 31<sup>st</sup> in the evening.</p>
(11.0) <u>New/Old Business</u>	After agreeing to changes to the new meeting dates and time, the next committee meeting will be Wednesday, July 19 <sup>th</sup> at 6:00 p.m.
(12.0) <u>Announcements by Members</u>	None
(13.0) <u>Adjournment</u>	With no further business to discuss, the meeting was adjourned.

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