

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

Thursday, May 26, 2022: 3:30 p.m.

Call to Order: The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on May 26, 2022, was called to order at 3:33 p.m.

Roll Call:

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

Present:

Executive Committee

Lynea Hogan
Meyoni Beale
Jerome Cuffee
Jonathan Albright Williams
Ashley Brown

Membership/Nominations Committee:

Jerome Cuffee
Jonathan Albright
Lynea Hogan
Meyoni Beale
Welton Rouse
Clay Porter
Ashley D.D. Brown

Absent-Executive Committee:

Cindy Walters
Syreeta Dawkins

Absent–Membership/Nominations Committee

Cindy Walters
Terry R.J. Carrington
Lexus Walker
Syreeta Dawkins
Yasmine Black
Dr. Michael Bane

Recipient/PC Support:

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

Guest:

Tonya Pacelli – Attending for Interview

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 not posted and there were no responses to the notice of meeting.

Approval of Minutes of Previous Meeting:

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

Review P-CAT for Progress-Executive Committee:

- Review Reports of Standing Committees:
- Program Updates and Collaboration with Recipient’s Office
- Review and Resolve Parking Lot Items
- Design the Assessment of the Efficiency of the Administrative Mechanism (AAM)
- Review and Sign Annual Progress Report/Program Terms Report

Receive monthly Reports from Standing Committees:

Community Access Committee:

The Community Access Committee met on May 11th as scheduled. The committee discussed the following agenda items:

- **Statewide Consumer Retreat:**

The Retreat date was rescheduled to the weekend of August 27th and 28th in Wakefield, Virginia. The Co-Chair and Gregg will take a trip to Wakefield to check out the venue of the Retreat at the weekend. The committee finalized the Application for the Retreat and will be submitted to the Council for review and approval. The committee talked about transportation to the event location. The committee Co-Chair will discuss with the Recipient's Office for funding assistance when the full award is received. The committee discussed collaborating with VACAC because the Retreat is open Statewide.

- **Town Hall Meeting:**

The committee discussed the cancellation of the Town Hall which was scheduled for the end of April. However, the committee agreed to reschedule a Town Hall Meeting at a later date to be determined. Currently, the committee's focus will be on planning for the upcoming Retreat.

The next committee meeting will be June 8th at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on May 17th. The committee talked about the Needs Assessment plans and the logistics of how it will work. The committee will work on the Needs Assessment with assistance from Collaborative Research. Palm cards will be created as a marketing tool to be distributed to Providers and non-Ryan White Providers for information of their clients. The committee talked about the targeted number of people they want to reach for the survey. The purpose of the Needs Assessment is to identify needs, barriers and gaps. The committee reviewed and revised the Part A Norfolk TGA Service Standards based on the new Eligibility Policy.

Priorities, Allocations and Policies (PAP) Committee:

The committee met prior to the Executive Committee meeting on Thursday, May 26th at 2:30 p.m. The committee reviewed the monthly Expenditure Summary Report for the period through May 18, 2022. The report under review was the final for FY 2021. The target expenditure was at 100%. Overall, most Service categories were over 90% expended. Some categories' expenditures were a little low, such as Medical Transportation and HIPCSA. There will be a slight change to the expended percentage because one Sub-Recipient was still processing invoices. It was noted that the Part A Norfolk TGA was still waiting for the final award for FY 2022/2023.

There was extensive discussion regarding the monthly Summary Report, especially with regards to the left-over funds in Food Bank/Home Delivered Meals Service Category. In response, the Recipient's Office noted that this is the first year that, because of HRSA's insistence, the Recipient's Office has had to go through some changes with coding.

The committee expressed concern that over the years, funds have been sent back at the expense of the service needs of the consumers. It was of great concern because, in spite of numerous discussions, the issue still remains unresolved. The Recipient's Office will work closely with the Finance Department at the City of Norfolk to present the financial report as it stands during the period of reporting.

Review of the P-CAT for Progress-Membership and Nominations Committee:

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

Conduct Renewal/New Member Interviews:

Tonya, the applicant for Planning Council membership, was in attendance for interviews. Tonya is already an active participant on a committee.

The applicant responded to the following interview questions:

- The current and/or past volunteerism and community service experience.
- Experiences working with diverse groups.
- Any formal or informal HIV education that she has received
(Tonya, who works for VDH, has been in the field of HIV for many years, and has, therefore, received numerous trainings related to her field of work)
- The ability to work as a team member of a large and diverse group.
Tonya cited the Part A Norfolk TGA Ryan White Planning Council as one of the many diverse groups that she is participating on as a team member.
- She was asked to describe a situation in which she had to deal with some people who were critical, rude and/or inappropriate and what she did to ensure a positive outcome for both herself and everyone else involved.
- When asked, she discussed how she has managed confidentiality issues in the past.
- After the committee explained the attendance requirements for Planning Council/sub-committee meetings/events, the candidate expressed her commitment to attend meetings for the cause of the Planning Council. She stated that she already made arrangements to be present for Council/Sub-Committee meetings before she even submitted her application for membership.

After the interview, the committee thanked the applicant for her willingness to serve on the Planning Council. The committee took into consideration her readiness to attend Planning Council/sub-committee meetings. She indicated that she already serves on the Priorities, Allocations and Policies Committee.

The committee agreed that she is very knowledgeable and well versed about the subject of HIV. She will be a great asset to the Planning Council, especially, coming from VDH. The committee voted to include Tonya as an official committee member. When a suitable slot opens up on the Council, she will officially be appointed as a Planning Council member.

Review and Manage New Member Orientation:

Collaborative Research has created a comprehensive New Member Training. It is recommended that the New Member Orientation be conducted on a separate day from the Planning Council meeting. The committee were given two options for the training:

1. A three-two hours training format, or
2. One day training for all of the topics.

The committee agreed to include, for orientation, all new members who have been appointed to the Council in the last year. The committee recommended that individuals who have gone through the Interview Process and are actively participating on a committee should participate in the New Member Orientation when it is offered. Members who have already gone through this process but would like a refresher, will be welcome to attend.

Support Staff will send out a Doodle request for individuals to indicate what date/s in June, would be convenient to schedule the training.

Review and Manage Planning Council Training:

Collaborative Research developed an internal schedule of Trainings which is aligned with the work of the Planning Council and suggested timeline given by HRSA. It was recommended that the Planning Council starts the monthly trainings in the month of June. Planning Council members will take the lead in the Council trainings. Support Staff will put the training material together and do a coordination call with the lead member for that month, prior to the training.

With regard to the training topics, it was noted that when trying to determine training opportunities or learning lessons, Support Staff utilized the Planning Council Primer. The Primer has an outline of what trainings should be done during specific times.

Review and Manage Planning Council Membership Attendance:

During the COVID-19 pandemic when Planning Council/Sub-Committee meetings went virtual, the Attendance Policy was not enforced in accordance with the Part A Norfolk TGA Bylaws. However, at the last meeting, the committee agreed that going forward, attendance should be recorded, and members should be held accountable for violation of the Attendance Policy. However, it was noted that there was a motion to suspend the Attendance Policy during the State of Emergency due to the COVID-19 pandemic. The committee agreed to defer discussion of the Attendance Policy to the June Committee meeting with regard to the State of Emergency.

The committee came up with a few options to deal with the attendance problem, including initiating a questionnaire to find out each member's commitment and investment into the Council rather than just applying the Attendance Policy. It was noted that HRSA is recommending that all jurisdictions adapt a hybrid methodology so that memberships can attend virtually or in person, and that should continue outside the pandemic. With regard to how to get people to engage and stay engaged, the committee was also reminded that the Planning Council has the option to ask HRSA for Technical Assistance on recruitment and retention options. If the Council does not figure it out within a month or two, it was recommended asking HRSA for Technical Assistance.

After extensive discussion, the committee agreed that in order to move in the direction of advocacy and be the voice of those the Council is supposed to serve, Council/committee members who are in violation of the attendance policy should be requested to attend the Membership and Nominations Committee meeting to discuss barriers that are affecting their attendance and commitment to the Planning Council or what they intend to do going forward.

The committee agreed that it is important for the Planning Council to move forward with the mentorship program for new Council members as agreed in previous meetings.

Review Membership Matrix for Compliance with the Federal Mandate:

The committee reviewed and discussed the Part A Norfolk TGA Matrix. The committee moved around some members to fill the vacant slots on the Matrix.

Review Planning Council Feedback/Feedback Form:

The committee reviewed the Feedback Form. The committee was comfortable with the current questions as they are. However, a revision will be made, by Support Staff, to take into consideration that meetings are currently being held virtually.

Announcements by Members:

There were no announcements by members.

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