

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

Thursday, March 31, 2022: 3:30 p.m.

Call to Order: The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on March 31, 2022, was called to order at 3:34 p.m.

Roll Call:

The roll was called, as follows:

Present:

Executive Committee

Lynea Hogan
Meyoni Beale
Ashley D.D. Brown
Jerome Cuffee
Jonathan Albright Williams
Syreeta Dawkins

Membership/Nominations Committee:

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

Absent-Executive Committee:

Cindy Walters

Absent-Membership/Nominations Committee

Cindy Walters
Terry R.J. Carrington
Lexus Walker
Dr. Michael Bane

Recipient/PC Support:

Christine Carroll
Teresa Malilwe

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 Clay and seconded by Meyoni to approve the minutes as written. The motion passed.

Review P-CAT for Progress:

- Receive monthly reports from Standing Committees
- Hear Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items
- Receive Award from HRSA/HAB for Grant Year. Review and approve final allocations based on actual Award amount (*If a partial award is received, this process could take place again when another award is received*).
- Negotiation of PC budget amount with Recipient.

Committee Reports:

Community Access Committee:

The committee met as scheduled on Wednesday, March 9th. The committee discussed the upcoming virtual Consumer Forum/Town Hall. The dates for the two days event were changed from the original dates of April 20th and 21st to April 26th and 27th. This information was sent out to the committee with a request for a response to the revised dates.

Town Hall Evaluation:

The committee worked on the Evaluation which includes information about the upcoming Statewide Consumer Retreat, to gather data about people's interest to attend the Retreat.

Transportation:

The Committee's Co-Chair had a meeting with Part B regarding assistance with transportation to the event site. This is still an ongoing process and the information from the meeting with Part B has not yet been presented to the committee.

The committee is on track for:

- The Statewide Consumer Retreat in June 2022 and
- A date sometime in April for a practice run for presenters at the April two days Town Hall event/s.

The next committee meeting will be April 13th at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met as scheduled on Tuesday, March 15th. The committee did not do much at the meeting because most of the agenda items needed a lot of input from the Planning Council Support. The committee just went over the agenda items to keep the momentum going. The next meeting will be Tuesday, April 19th at 4:00 p.m.

Priorities, Allocations and Policies (PAP) Committee:

The committee met at 2:30 p.m. March 31st prior to the Executive Committee meeting. The committee:

- Reviewed and approved the Memorandum of Understanding between the Planning Council and the Recipient's Office in the previous meeting;
- The committee was slated to review the Planning Council Activity Timeline for 2022/2023. However, Planning Council Support who were in the process of revising the P-CAT to align with HRSA's updates and deadlines, and Planning Council annual activities, were not at the table to present the revised P-CAT for review.
- Reviewed and discussed the monthly Expenditure Summary Report for the period ending February 28, 2022. It was noted that there was an increase in the expenditures. The committee discussed the delays by providers in submitting their invoices and how the issue was being resolved. The final report will be presented to the committee at the May meeting.
- There was no applicant for the Drug Reimbursement RFP. The Recipient will, therefore, reallocate the funds from the Drug Reimbursement Service Category into other services. In over a year and a half, there has been no provider for Drug Reimbursement in the area.
- Reimbursements for all services have to be in by April 15 except for HIPCSA who will go up to the end of April.
- There are two more additional providers for Part A Norfolk TGA:
 - A provider for Mental Health on the Peninsula; and

- A Provider for Primary Care.

The next committee meeting will be Thursday, April 28th at 2:30 p.m.

New/Old Business:

Receive Award from HRSA/HAB for Grant Year. Review and approve final Allocations based on actual Award amount:

The Part A Norfolk TGA has not received the full award for the grant year. This might happen at the end of May. When the award is received, the Recipient's Office will come back to the Council for reallocations, either up or down. Currently, with funding assistance from the City of Norfolk budget, providers were funded at almost level funding. Adjustments will be made once a full award is received.

Negotiation of Planning Council Budget Amount with Recipient:

Negotiations are currently pending. Once Purchasing arranges a meeting, the negotiations will be between the Recipient's Office and Collaborative Research.

Review and Manage Planning Council Training:

The Co-Chairs will follow up and will update the committee on Planning Council Trainings at the next meeting, April 28th.

Review and Manage Membership Application Process:

There was one application for Planning Council membership on file. The applicant was scheduled for interviews at the March 31st Executive/Membership and Nominations Committee meeting. The Co-Chair gave a brief synopsis of the applicant's background. It was noted that the applicant is self-reporting of their status. They work for an agency as a community Health Navigator.

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 they have received.
- The ability to work as a team member of a large and diverse group.
- They were asked to describe a situation in which they had to deal with some people who were critical, rude and/or inappropriate and what they did to ensure a positive outcome for both themselves and everyone else involved.
- When asked, they discussed how they have managed confidentiality issues in the past.

After the committee explained the attendance requirements for Planning Council/sub-committee meetings/events, the candidate expressed their commitment to attending meetings and for the cause of the Planning Council. They stated that they love helping those without a voice. Devoting the time for a cause has never been an issue and the candidate stated that they have always been a good manager of their time.

After the interview, the committee thanked the applicant for their willingness to serve on the Planning Council. The committee took into consideration their readiness to attend Planning Council/sub-committee meetings.

There were a lot of positive words said about the applicant and their willingness to help. The committee felt that the applicant would be a good addition to the Council. However, the

committee felt that the applicant would benefit from the Planning Council New Member Orientation/Training and Mentorship. In terms of the demographics, the addition of the applicant to the Council would affect the mandated 33% non-conflicted consumers on the Council. In this regard, the committee recommended that the candidate be invited to participate on a Committee until after a suitable slot opens up on the Planning Council.

Review Membership Matrix for Compliance with the Federal Mandate:

Nothing has changed. The Planning Council is still at 23% unaligned with fourteen (14) members currently on the Council.

Public Comment and Discussion:

There were no visitors at the meeting.

Announcements by Members:

The committee was requested to look into tapping students, especially those in the Master of Public Health Program at EVMS, for assistance with data analysis at minimal or no payment. Especially with data coming from the Needs Assessment, this would be a project the students would do. This is a capacity building suggestion.

There was a recommendation to look into committees to integrate the students' participation. That way, the students' participation at committee level will not affect the Planning Council matrix for compliance with the Federal mandate.

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