

Lynea Hogan, Meyoni Beale - Co-Chairs

Community Access Committee Monthly Meeting

MEETING MINUTES

Wednesday, March 08, 2023 – 6:00-7:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan	P				
Meyoni Beale		A			
LaQuasia Cotton	P				
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			
PC Support Staff					
Deryk Jackson	P				
Teresa Malilwe	P				
Guests:					

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, March 8, 2023, was called to order at 6:07 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	There were no guests in attendance
(3.0) <u>Moment of Silent Reflection</u>	A moment of silent reflection was observed for those affected and infected by HIV/AIDS.
(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.

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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(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 from both the January 11 th and February 8 th Committee meetings.
(7.0) <u>CAC Mission Statement</u>	The Committee’s Mission Statement was read by Lynea.
(8.0) <u>Review Planning Council Activity Timeline</u>	<ul style="list-style-type: none"> • Review P-CAT for Progress • Compile Unresolved Issues in Parking Lot • Host Quarterly Consumer Forum • Conduct Consumer Satisfaction Survey • Planning for New Grant Year Town Hall Meetings/Sponsors
(9.0) <u>Review P-CAT for Progress</u>	The committee reviewed the committee’s P-CAT for the month of March. The committee is on track with monthly activities.
(10.0) <u>Recruitment Efforts</u>	<p>Updates:</p> <p>Recruitment Efforts:</p> <ul style="list-style-type: none"> • Brochures: The Co-Chair reached out to EVMS and Riverside and found out that the brochures need to be in the intake room. Copies of the brochures will be sent out to EVMS and Riverside in the coming days for information of their clients. • The Co-Chair created a version of the Newsletter as discussed at the last committee meeting. The version of the Newsletter, which the committee reviewed, included upcoming scheduled events in the area, including the Community Access Committee meeting and the Consumer Summit. The Newsletter is still a work in progress. The draft Newsletter will be emailed to the Community Access Committee membership for input, feedback, updates, and comments. Comments to the Newsletter to be sent back to the Co-Chair by Monday, March 12th. • The Newsletter will be downloaded to another platform as a calendar, and will be sent to the Co-Chair’s email network.

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<p>(10.1) Planning For New Grant Year Town Hall Meetings/Sponsors</p>	<p>The Co-Chair will seek direction from Council Co-Chairs on how to move forward with distribution of the Newsletter.</p> <p>Town Hall Meeting: Timeline:</p> <ul style="list-style-type: none"> • March/April – The committee to start finalizing • speakers. • Reaching out to Speakers to ensure that they have their PowerPoints and getting them reviewed. • Reaching out to a Pharmaceutical for food and some event logistics. • Estimated Event budget • Work on Transportation • Distributing of the event flyer. <p>Some topics for the Town Hall were supposed to come from the Listening Session scheduled for March. However, due to funding issues with the sponsors, the date for the Listening Session is yet to be determined.</p> <p>In this regard, the Committee agreed to use data from the Triennial Needs Assessment to pick topics for the Town Hall Meeting.</p> <p>Transportation for Town Hall Meeting: The Recipient’s Office has requested for more information and a breakdown of pricing, number of attendees, venue, etc... The Co-Chairs are working on the logistics. The response, which will include an estimated event budget, will be sent to Support Staff with a deadline of March 15th.</p> <p>The committee will, at the next meeting, review the Triennial Needs Assessment for topics for the upcoming Town Hall Meeting.</p> <p>The committee brainstormed on how to increase committee participation. The Co-Chair’s thoughts were that maybe the committee would benefit from new leadership that might have new ideas on how to grow the committee.</p> <ul style="list-style-type: none"> • One option to increase Planning Council/committee participation, it was felt, could be in-person meetings. The

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	Co-Chair will reach out to Dr. Kearney for a space for in-person meetings. When that is confirmed, the Co-Chair will discuss with the Recipient's Office regarding the committee's decision, including the recommendation of having hybrid meetings.
(11.0) <u>New/Old Business</u>	There was no New Business
(12.0) <u>Announcements by Members</u>	There were no announcements by members.
(13.0) <u>Adjournment</u>	With no further business to discuss, a motion was moved by Denise and seconded by LaQuasia to adjourn the meeting.

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