

Ashley Brown, Jerome Cuffee- Co-Chairs

**Executive Committee Monthly Meeting**

**MEETING MINUTES**

Tuesday, September 29, 2022, 2:30 – 3:30 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan	X		Christine Carroll	X	
Meyoni Beale	X		Michael Dedeaux	X	
Jerome Cuffee	X		Mary Collins	X	
Jonathan Albright-Williams	X				
Ashley Brown	X				
Cindy Walters		X			
Syreetta Dawkins		X			
<b>PC Support Staff</b>					
Teresa Malilwe	X				
Deryk Jackson	X				
Thomas Rodriguez-Schucker		X			
<b>Guests: Clay Porter</b>					

**AGENDA**

Item	Discussion, Motions, and Actions
<b>(1.0) <u>Call to Order and Roll Call</u></b>	The Executive Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, September 29, 2022, was called to order at 4:00 p.m.
<b>(2.0) <u>Welcome and Introduction of Guests</u></b>	The Chair welcomed everyone to the meeting. There was one guest, Planning Council member Clay Porter.
<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.
<b>(4.0) <u>Confirmation of Notice of Meeting Posting</u></b>	The notice of meeting was posted to the Part A Norfolk TGA website. Support Staff did not receive any other confirmations.
<b>(5.0) <u>Public Comment And Discussion</u></b>	There was none at this time.
<b>(6.0) <u>Approval of Minutes of the Previous Meeting</u></b>	A motion to approve the meeting minutes of was made by Meyoni Beale and seconded by Lynea Hogan  <b>VOTE:</b> All in favor
<b>(7.0) <u>Review Planning Council Activity Timeline</u></b>	The committee reviewed the activities for the month of September.

**Mission Statement**

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care, and support services.

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<ul style="list-style-type: none"> <li>Review Reports of Standing Committees</li> </ul>	<p><b>Community Access Committee:</b> Lynea gave a presentation on the Statewide Consumer Retreat. Overall, the retreat was well received with positive feedback. From the feedback, the committee is going to work on adding more structure, for future retreats. 16 participants were from the Eastern Virginia Region. 13 participants were from the Central Virginia Region. 4 participants were from the Southwest Virginia Region. 1 participant was from the Northwest Virginia Region. 3 participants were from the Northern Region.</p> <p><b>Quality Improvement &amp; Strategic Planning (QISP) Committee:</b> The committee met on Tuesday, September 20<sup>th</sup> at 4:00pm. The committee is scheduled to be reviewing the Service Standards, however since they were just voted on and approved earlier in GY22, the committee is doing a high-level review for GY23. The Triennial Needs Assessment will continue to run through October 2022.</p> <p><b>Priorities, Allocation, and Policies (PAP) Committee:</b> The committee met on Thursday, September 29<sup>th</sup> at 2:30pm. The committee did not have a quorum. The committee did review the expenditure report provided by the recipient's office. The data was through September 18<sup>th</sup> which captures 7 months of expenses. The current target goal is 58%. The current expenditure rate is 34%. The committee did bring up some concerns with service categories that are not being expended. Mental Health, Foodbank, and HIPCSA notably are all currently below 20% expended (Mental Health – 8%, Foodbank – 15%, HIPSCA – 14%). There was also discussion and concern with subrecipients submitting invoices late. There have been improvements with submission. Currently, 8 of the 9 subrecipients are up to date on their invoicing. There will likely be reallocations coming up in future meetings to expend the funds. The committee is going to be reviewing the Planning Council By-laws in the upcoming meetings.</p> <p><b>Membership &amp; Nominations:</b> Did not meet in September</p> <p><b>Executive:</b> The committee met earlier on September 29<sup>th</sup> at 4:00pm.</p>
<ul style="list-style-type: none"> <li>Program Updates and Collaboration with the Recipient's Office</li> </ul>	<p>The recipient's office has submitted the Program Progress Report. This is the first year of the non-competing continuation (NCC) Part A award. Traditionally, it has been a full grant application every year. The TGA has requested \$6.1 million in funding and increase from the \$5.8 million. The recipient's office is in the process of moving their office space due to reconstruction. The Recipient has hired new staff, Mary Mills-Collins. Catheryn Whitesell</p>
<ul style="list-style-type: none"> <li>Review and Resolve Parking Lot Items</li> </ul>	<p>There are no parking lot items at this time.</p>
<ul style="list-style-type: none"> <li>Administer the Results of the Assessment of the Efficiency of the</li> </ul>	<p>Support staff presented the results of the Assessment of the Efficiency of the Administrative Mechanism. There were concerns on the low response rate from subrecipients. Only 2 of 9 completed the survey in it's entirety. The Committee and recipient's office stressed the importance of getting higher responses next year.</p>

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Administrative Mechanism	A motion to accept and approve the results of the AEAM was made by Meyoni Beale and seconded by Lynea Hogan <b>VOTE:</b> All in favor.
<ul style="list-style-type: none"> <li>Review and Approve Carryover Request from the Recipient's Office</li> </ul>	There was no carryover request to review at this time.
<ul style="list-style-type: none"> <li>Preparation of Letter to Accompany Grant Application</li> </ul>	Due to the grant being under a Noncompeting continuation, there is no grant application this year.
<b>(8.0) <u>New/Old Business</u></b>	The committee briefly discussed changing the structure of the Planning Council into a Planning Body. The committee will continue to discuss in upcoming meetings.
<b>(9.0) <u>Announcements by Members</u></b>	There were no announcements at this time.
<b>(10.0) <u>Adjournment</u></b>	The meeting adjourned at 5:00 pm.

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