



Ashley Brown, Jerome Cuffee- Co-Chairs

Greater Hampton Roads HIV Health Services Planning Council Monthly Meeting

MEETING Minutes

Thursday, May 25, 2023 - 5:00 – 6:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Planning Council Members			
Ashley D.D. Brown	P	Meyoni Beale	A
Cindy Walters	A	Michael Bane	A
Clay Porter	A	Nathaniel Myers	P
Davon L. White	A	Yasmine Black	A
Jerome Cuffee	P	Rhonda Russell	P
Jonathan Albright Williams	A	Syreeta Dawkins	A
LaQuasia Cotton	P	Tonya Pacelli	P
Lynea Hogan	P	Vonda McKeithan	A
		Rachael Artise	A
Recipient Staff			
Christine Carroll, Mary Mills-Collins, Shatorya Evans			
Support Staff			
Deryk Jackson, Cliff Barnett, Teresa Malilwe			
Guests			
Doris McNeill, Heather Harris, Sharon Scott, Tanya Kearney			

AGENDA


Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, May 25, 2023, was called to order at 5:04 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	Guests introduced themselves to the Planning Council.
(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, a notice of meeting was posted to the Norfolk TGA website: www.ghrplanningcouncil.org .
(5.0) <u>Public Comment and Discussion</u>	There was no public comment at this time.
(6.0) <u>Approval of Minutes of the</u>	An up or down vote was not taken because the meeting did not have a quorum.

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<u>Previous Meeting</u>		
(7.0) <u>Review/Update of the Planning Council Activity Timeline (P-CAT)</u>	May	<ul style="list-style-type: none"> • Receive reports of standing committees • Program updates and collaboration with the Recipient's office • Review and resolve parking lot items • Approval of new Planning Council members • Planning Council Nominations and Elections • <i>Receive Award from HRSA/HAB for Grant Year.</i> • <i>Review and Approve final allocations based on actual award amount.</i>
Review Committee Reports	<p>Community Access Committee (CAC): At the May 17th meeting, the committee:</p> <ul style="list-style-type: none"> • Agreed to change the meeting schedule in order to encourage participation. The committee will meet every other third Wednesday of the month. • Discussed the upcoming Town Hall Meeting. • Used data from the Triennial Needs Assessment to pick topics for the Town Hall. That is: <ol style="list-style-type: none"> a. Transportation b. Food Vouchers c. From the Triennial Needs Assessment, the committee incorporated Housing d. Getting the most from Provider visits • Created an Ad Hoc Committee. The Ad Hoc committee will meet on May 31st to continue planning for the Town Hall. The Ad Hoc Committee will work to complete the transportation budget for submission to the Recipient's Office. • Rescheduled the Town Hall meeting date to Wednesday, September 20th in the evening to be held at one of the two local Libraries. • Secured a Speaker for one of the meeting topics. <p>Membership & Nominations Committee: The committee met on Thursday, May 25th, prior to the Council meeting. The committee discussed:</p> <ul style="list-style-type: none"> • The Planning Council training. A Planning Council training was conducted last month. More trainings will be scheduled during the grant year as orientation for new members and as refreshers for long serving members. • Planning Council/Sub-Committee membership attendance: The committee identified members who have not attended meetings for some time. Efforts will be made to reach out to those members to encourage them to come back and attend meetings. • Management of the Application Process: There were no new applications on file • Management of the Part A Norfolk TGA Membership Matrix for Compliance with the Federal Mandate: Discussion for the Membership Matrix was deferred to the next committee meeting to get accurate data. 	

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	<ul style="list-style-type: none"> • The Planning Council Feedback/Feedback Form: Support Staff presented the survey results to the Council. • Planning Council Nominations and Elections: The committee briefly discussed members on the Council that are currently eligible for the position of Planning Council Co-Chair. <p>Quality Improvement & Strategic Planning (QISP) Committee: The committee met on Tuesday, March 21st at 4:00 p.m. During the meeting, the committee:</p> <ul style="list-style-type: none"> • Reviewed the Monthly Expenditure Reports which included the: Ryan White Part A FY-22 Expenditure Report – Preliminary Final, and Ryan White Part A FY-23 Expenditure Report for the Period Ending 3-31-2023 • Reviewed the Framework and Meeting Logistics for the PSRA Session: Members were encouraged to complete a doodle which was emailed to Council members to identify a more convenient date for the PSRA Session this year. • Identified Datasets for the PSRA Process • It was noted that the Part A Norfolk TGA received the full Award from HRSA/HAB for the Grant Year and had an increase of \$259,000 from the previous award. 																					
	<p>Part A Program Manager’s Report: The Program Manager introduced Shatorya Evans who was attending the PC meeting for the first time, but has been in her position as a part time Accounts Technician for twelve years.</p> <ul style="list-style-type: none"> • The Fiscal Monitoring position has been filled. • The Norfolk Part A TGA has a new Interim Project Officer. A teleconference call with the new Project Officer will be held on June 16th and will include Planning Council Support (Collaborative Research), Planning Council Co-Chairs, and all Recipient’s Staff. • The Human Services building at 741 Monticello Avenue, Norfolk is still under construction. Currently, Ryan White Staff have no offices and will work, mainly, from home. <p>Part B Update: In the absence of the Part B Representative, there was no VDH Update.</p> <p>Part C Updates: Mr. Nathaniel Myers, the Part C Representative, provided updates covering the period between May 1, 2022 through April 30, 2023.</p> <table border="1" data-bbox="516 1581 1409 1900"> <thead> <tr> <th data-bbox="516 1581 865 1688">Service</th> <th data-bbox="865 1581 1138 1688">5/1/22 thru 04/30/23 Unduplicated Patients</th> <th data-bbox="1138 1581 1409 1688">5/1/22 thru 04/30/23 Service Units</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 1688 865 1724">Non-MCM</td> <td data-bbox="865 1688 1138 1724">246</td> <td data-bbox="1138 1688 1409 1724">1600</td> </tr> <tr> <td data-bbox="516 1724 865 1759">MCM</td> <td data-bbox="865 1724 1138 1759">13</td> <td data-bbox="1138 1724 1409 1759">229</td> </tr> <tr> <td data-bbox="516 1759 865 1795">HIPCSA</td> <td data-bbox="865 1759 1138 1795">56</td> <td data-bbox="1138 1759 1409 1795">85</td> </tr> <tr> <td data-bbox="516 1795 865 1831">Oral Health</td> <td data-bbox="865 1795 1138 1831">46</td> <td data-bbox="1138 1795 1409 1831">78</td> </tr> <tr> <td data-bbox="516 1831 865 1866">Office Visits/Labs</td> <td data-bbox="865 1831 1138 1866">244</td> <td data-bbox="1138 1831 1409 1866">895</td> </tr> <tr> <td data-bbox="516 1866 865 1900">Total Unduplicated Patients</td> <td data-bbox="865 1866 1138 1900">294</td> <td data-bbox="1138 1866 1409 1900">2887</td> </tr> </tbody> </table>	Service	5/1/22 thru 04/30/23 Unduplicated Patients	5/1/22 thru 04/30/23 Service Units	Non-MCM	246	1600	MCM	13	229	HIPCSA	56	85	Oral Health	46	78	Office Visits/Labs	244	895	Total Unduplicated Patients	294	2887
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	<p>HOPWA Update: In the absence of the HOPWA Representative, no HOPWA Update was presented. The LGBT Life Center is a recipient of HOPWA funds. Therefore, the Co-Chair will reach out to the LGBT Life Center for a Representative on the Council.</p>
<p>(8.0) <u>New/Old Business</u></p>	<p>Review and Resolve Parking Lot Items:</p> <ul style="list-style-type: none"> • Planning Council Nominations and Elections. • Review and approval final Allocations based on actual Award amount: The Planning Council Support together with the Recipient's Office are currently working on the percentages based on actual award amount. <p>Approval of New Planning Council Members: This is a Standing Agenda Item. There were no recommendations of new members from the Executive Committee.</p> <p>Planning Council Nominations and Elections: Support Staff will work to submit a list of eligible Council Members for Co-Chair positions. The list will be sent out to the Membership and Nominations committee for review and elections will be held at the May meeting.</p>
<p>(9.0) <u>Announcements by Members</u></p>	<p>Council members were requested to complete the Feedback Survey. The comments in the survey help committees and the Council to improve how they conduct their future meetings and present reports.</p>
<p>(10.0) <u>Public Announcements</u></p>	<p>There was no public announcement</p>
<p>(10.0) <u>Adjournment</u></p>	<p>With no further business to discuss, a motion was moved by Ashley and seconded by LaQuasia to adjourn the meeting. Vote: All in favor.</p>


ashley Brown (Jan 24, 2024 16:12 EST)

PC/PB Meeting Minutes Template

Final Audit Report

2024-01-24

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By:	Deryk Jackson (deryk@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAknZadZ2VMiuvTyKwBo604FGbRCbfbFNO

"PC/PB Meeting Minutes Template" History

-  Document created by Deryk Jackson (deryk@collaborativeresearch.us)
2024-01-24 - 9:07:46 PM GMT- IP address: 70.161.224.32
-  Document emailed to ashley Brown (abrown@massva.org) for signature
2024-01-24 - 9:07:50 PM GMT
-  Email viewed by ashley Brown (abrown@massva.org)
2024-01-24 - 9:12:33 PM GMT- IP address: 98.166.151.226
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