

*Lynea Hogan, Meyoni Beale - Co-Chairs*

**Community Access Committee Monthly Meeting**

**MEETING MINUTES**

Wednesday, May 17, 2023 – 6:00-7:30 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan	P				
Meyoni Beale	P				
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			
<b>PC Support Staff</b>					
Deryk Jackson	P				
Cliff Barnett	P				
Teresa Malilwe	A				
<b>Guests:</b> None					

**AGENDA**

Item	Discussion, Motions, and Actions
<b>(1.0) <u>Call to Order and Roll Call</u></b>	The Community Access Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Wednesday, July 19, 2023, was called to order at 6:06 p.m.
<b>(2.0) <u>Welcome and Introduction of Guests</u></b>	The Co-Chair welcomed participants to the meeting.
<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.

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<b>(4.0) <u>Confirmation of Notice of Meeting Posting</u></b>	There was no confirmation of the meeting posted. However, the notification was posted to the Part A Norfolk TGA Website.
<b>(5.0) <u>Public Comment And Discussion</u></b>	There was no public comment.
<b>(6.0) <u>Approval of Minutes of the Previous Meeting</u></b>	Due to a low number of participants, the committee did not have a quorum to vote on the minutes.
<b>(7.0) <u>CAC Mission Statement</u></b>	The Community Access Committee Mission Statement was read by Lynea.
<b>(8.0) <u>Review Planning Council Activity Timeline</u></b>	<ul style="list-style-type: none"> <li>• Review P-CAT for Progress</li> <li>• Compile Unresolved Issues in Parking Lot</li> <li>• Host Quarterly Consumer Forum</li> <li>• Conduct Consumer Satisfaction Survey</li> <li>• Planning for New Grant Year Town Hall Meetings/Sponsors</li> </ul>
<b>(9.0) <u>Review P-CAT for Progress</u></b>	The participants reviewed the committee’s P-CAT for the month of July. The committee was on track with monthly activities.
<b>(10.0) <u>Recruitment Efforts</u></b>  <b>(10.1) <u>Planning For New Grant Year Town Hall Meetings/Sponsors</u></b>	<p>In spite of the best efforts put forward, the committee was still struggling with meeting the desired levels of participation.</p> <p><b>Updates:</b>  <b>Consumer Listening Session:</b>  The Co-Chair gave an update of the Consumer Listening Session that took place on the Pretlow Library in Norfolk on July 18<sup>th</sup> from 5:00 to 7:00 p.m. The event was conducted by VACAC. This is a functional arm of Part B and the Quality Management Advisory Committee.</p> <p>A presentation was made by the SERO Project in which they discussed criminalization, HIV Policy and information about some new regulations that are in the pipeline and how that will affect funding.</p> <p>There was a loose discussion about services. The goal of the Consumer Listening Session was to garner feedback about the Ryan White Services. This turned out to be a great conversation with</p>

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	<p>participants and gave clarity to individuals who do not know much about the Ryan White Program.</p> <p>Nine participants completed the Consumer Survey at the event which was like a Needs Assessment for Ryan White Services. A detailed report about the Consumer Listening Session will be presented at the next Planning Council meeting.</p> <p><b>Town Hall Meeting:</b> The Co-Chair reiterated that the Community Access Committee Town Hall was scheduled for September 20, 2023 at the Jordan Newby Library in Norfolk from 3:00 to 7:00 p.m.</p> <p>The committee reached out to a local HOPWA Representative inviting them to participate at the Town Hall and make a presentation. However, the committee is still waiting to hear from the Housing Assistance Representative.</p> <p>The presentation on Food Voucher is complete. Efforts will be made to connect with the new Food Voucher Coordinator to make the presentation.</p> <p>The Medical Transportation presentation is still being worked on in coordination with one of the Transportation Providers in the Region.</p> <ul style="list-style-type: none"> <li>• <b>Transportation to the Town Hall Location:</b> A request was put out for transportation quotes. A partial quote was received. The committee is waiting to hear from the Church that the committee used previously for the Retreat. The Committee will again, put out a request for quotes which will then be submitted to the Recipient's Office.</li> </ul> <p>Meyoni, the committee's Co-Chair, volunteered to call the Supervisor of Transportation at the LGBT Life Center to find out if they can provide transportation to the event.</p> <p>Lynea, the committee's Co-Chair will send an email to the Recipient's Office to find out if it is possible for a RW Transportation Provider can be reimbursed for providing</p>

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	<p>transportation to the event. The committee is experiencing difficulty in getting quotes for transportation and this is causing a barrier for a good attendance. Updates will be submitted by Friday, July 21<sup>st</sup>.</p> <ul style="list-style-type: none"> <li> <p>• <b>Refreshments/Food:</b> The Co-Chair reached out to Pharmaceutical Companies and will, again, reach out to the two Pharmaceutical Companies to source for food for the anticipated twenty-five participants at the Town Hall.</p> <p>In case the two Pharmaceutical Companies do not respond to the request by July the 28th, the Co-Chair will reach out to Thomas for assistance with one of his Pharmaceutical Company connections.</p> </li> <li> <p>• <b>Clean Up Crew:</b> Meyoni, and LaQuasia (tentatively) volunteered to be part of the clean up crew. The Co-Chair will reach out to someone to be the timekeeper.</p> </li> <li> <p>• <b>How to get the Most out of the Doctor/Provider Visit:</b> The Co-Chair has not reached out to anyone to present on the topic. However, the committee accepted the suggestion that this would be more meaningful as a panel discussion with a Doctor and a Case Manager. The Co-Chair will send out a request for a Case Manager for this portion of the event by July 28<sup>th</sup>.</p> </li> <li> <p>• <b>Registration:</b> The committee will use jackone and QR to register.</p> </li> <li> <p>• <b>Town Hall Flyer:</b> A flyer will be ready by next Wednesday, July 26<sup>th</sup>. It will be emailed to Support Staff and subsequently to the committee for feedback. Feedback should be received by Friday, July 28<sup>th</sup>. The flyer will go out one month to the event date, that is, August 20<sup>th</sup>.</p> </li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Save the Date Notice:</b> Save the Date will be sent out after the next Planning Council meeting, that is, Friday, July 28<sup>th</sup>.</li> <li>• <b>Facilitator:</b> A request was put out for anyone interested in facilitating the event. Lynea tentatively volunteered to be the Facilitator, with the understanding that if someone else is interested, she will step back and let that someone facilitate.</li> <li>• <b>Agenda:</b> Because of time constraints, the committee will meet on Wednesday, August 16<sup>th</sup> at 6:00 p.m. to continue working on the agenda.</li> </ul>
(11.0) <u>New/Old Business</u>	
(12.0) <u>Announcements by Members</u>	Part B, the VACAC Committee is conducting a Statewide call on Housing and HIV on Tuesday, August 15 <sup>th</sup> from 7:00 p.m. to 8:30 p.m. Information about the event will be going out.
(13.0) <u>Adjournment</u>	With no further business to discuss, a motion was moved by Meyoni and seconded by LaQuasia to adjourn the meeting. The motion passed.

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