

**THE GREATER HAMPTON ROADS HIV HEALTH SERVICE
PLANNING COUNCIL
Community Access Committee Meeting Minutes
Meeting Held Via Zoom – Wednesday, January 12, 2022 – 6:00 P.M.**

Call to Order:

The Community Access Committee meeting, via Zoom, was called to order at 6:05 p.m. The following participants were in attendance:

In Attendance:

Denise Owens

Dr. Michael Bane

Ruth Fordham

Lynea Hogan

Gregg Fordham

Lexus Walker

P.C. Support Staff:

Deryk M. Jackson

Teresa Malilwe

Moment of Silent Reflection:

A moment of silent reflection was observed for those infected and affected by HIV/AIDS.

Review Planning Council Activity Timeline:

- Plan and Coordinate quarterly Consumer Forum
- Host Quarterly Consumer Forum
- Conduct Consumer Satisfaction Survey
- Compile unresolved Issues in Parking Lot

Review and Approval of Minutes:

After review of the minutes, a motion was moved by Dr. Bane and seconded by Denise to approve the minutes as written. The motion passed.

The Co-Chair welcomed participants to the first meeting of the year and noted that, the committee had, at the last meeting, agreed to make some changes to the yearly agenda as follows:

Event:

Statewide Consumer Retreat

Consumer Forum/Town Hall

Cookout

Date/s

June 25th to June 26th

April 20th & 21st (Two-part event, one hour per session) 6:30 – 7:30 p.m.

September

- **Consumer Forum/Town Hall:**

For guidance on the purpose for the Consumer Forum, the main focus will be Engagement and Retention. In order to attract participation and bring in consumers, the Co-Chair asked the committee to come up with topics and ideas that have not been tackled at such fora before. Some such ideas included:

1. COVID-19 and HIV
2. Aging with HIV (ages 50+)
3. From Women's/Men's Groups – Consumer Testimony on Support Groups. *(This will be informative to participants about the various support groups in the area).*
4. Soliciting for information from service providers and creating sessions at the Consumer Forum about how people can take ownership of their health. That is, introduce ways to navigate the Ryan White system.
5. By Dr. Bane: a Medical perspective on Medication Adherence.
6. Planning Council overview – by the Planning Council Co-Chair.

The committee Co-Chair will reach out to Dr. Bane and the Planning Council Co-Chair for item (5) and (6), respectively.

Lynea will do some research on No. (4) and will create sessions for consumers to take up ownership of their health.

As a member of the Women's Group, Denise will take charge of No. (3) and give a short presentation on Support Groups and how they have inspired and impacted her.

The committee will reach out to someone to talk about Aging with HIV.

The presenters will be finalized by the next committee meeting, Wednesday, February 9th. That will give the committee enough time to support each other in developing the presentations.

At the March 9th meeting, the committee will do a run through of the presentations and presenters and get some feedback from committee members.

At the April 13th meeting, the committee will work on the final touches for the upcoming, two-part Consumer Forum scheduled for April 20th and 21st.

Speakers will be requested to make their presentations for not more than 15 minutes. This will give enough time for introductions, question/s and answer/s plus wrap up.

Consumer Survey:

the committee finalized the consumer survey at the December meeting and agreed to have it ready for distribution during the month of January 2022. However, the Survey tool has to be presented to the Planning Council for review and approval before it's distributed to the public. The Planning Council did not meet in the month of December. The Survey will, therefore, be presented to the Council for approval at the January 27th meeting. The survey tool will be brought back to the committee for a roll out date and, as agreed, will be distributed via survey monkey.

Committee Annual Budget Request:

The committee discussed the committee's budget for the grant year. However, the Co-Chair will coordinate with Support Staff and the former Committee Co-Chair in order to come up with an approximate figure to fund the cookout. The committee will discuss further the budget request/s at the next meeting.

Statewide Consumer Retreat:

The committee discussed the Retreat agenda and timeline. Some updates were made to the timeline, including the dates for the event, finalizing topics, finalizing the agenda and speakers. The event dates on the flyer should also be updated. It was noted that the committee did not complete work on the application. The committee agreed to have this finalized, at least, by April 13 for presentation to the Council for their information.

Lynea volunteered to work on the application and have it ready for review by the committee before the April meeting.

Lynea will contact the Part B Representative on the Council to discuss ideas about the distribution of the flyer and the application forms, including how the applicants will be picked, by region. This will be on first come first served basis. The committee will also want to know if there will be a link or method to collect the completed applications. Whether it will be a digital version of the application and where that will be located, and whether the committee will be able to get digital responses from applicants.

Live Promotional Video:

Originally, the committee talked about doing a live promotional video. However, the committee finally agreed to create doodle videos to promote the upcoming Statewide Consumer Retreat. The committee will, at the next meeting, start working on finalizing the script/s to make sure that it sounds good and flows well. The doodle videos will then be connected to the Norfolk TGA website by April 2022. The doodle videos will also be run at the Consumer Forum as a recruitment tool for participation at the Retreat.

Review of the Statewide Consumer Retreat Program:

The committee reviewed the Program for the upcoming Consumer Retreat and made minor changes which included the event dates and presenters. The committee will continue to review the Program in subsequent meetings prior to the event.

Lynea shared the PowerPoint she has been working on, on *HIV Then and Now* (The Evolution of HIV). This is one of the topics that will be presented at the Statewide Consumer Retreat. The presentation will discuss newer innovations and what the HIV population is looking forward to in the future.

Next Meeting Date:

The next committee meeting will be Wednesday, February 9th, at 6:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Lexus and seconded by Gregg to adjourn the meeting. The motion passed.

Respectfully,

Lynea Hogan --Co-Chair