

**Greater Hampton Roads HIV Health Services Planning Council
Minutes of the Membership and Nominations Committee/
Executive Committee Meeting**

Thursday, June 24, 2021: 3:30 p.m.

Call to Order: The virtual Membership and Nominations Committee and the Executive Committee meeting held via Zoom Services on June 24, 2021, was called to order at 3:35 p.m.

Roll Call:

The roll was called, as follows:

Present:

Membership/Nominations Committee:

Lynea Hogan
Rachael Artise
Jerome Cuffee
Ashley Brown
Lisa P. Laurier
Jonathan Albright Williams

Executive Committee

Lynea Hogan
Rachael Artise
Jerome Cuffee
Ashley Brown
Lisa P. Laurier

Absent Members:

Membership/Nominations Committee:

Meyoni Beale
Cindy Walters
Syretta Dawkins
Lexus Walker
Rhonda Russell
Terry Carrington

Executive Committee

Meyoni Beale
Cindy Walters
Syretta Dawkins

Planning Council/Recipient Staff -Present

Membership/Nominations Committee

Christine Carroll
Robert Hargett
Thomas Schucker
Deryk M. Jackson
Teresa T, Malilwe
Marsha Butler

Executive Committee

Christine Carroll
Robert Hargett
Thomas Schucker
Deryk M. Jackson
Teresa T. Malilwe

Moment of Silent Reflection:

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

Confirmation of Notice of Meeting Posting:

The confirmation of notice of meeting was posted on the Norfolk TGA website: www.ghrplanningcouncil.org. However, there was no response to the notice of meeting posting.

Approval of Minutes of Previous Meeting:

A motion was moved by Ashley and seconded by Lisa to approve the minutes from the last Membership/Nominations Committee and the Executive Committee meetings as written. The motion passed.

Recipient's Report:

- There was no report presented by the Recipient.

Review the Planning Council Activity Timeline P-CAT) for Progress:**Committee Reports:****Community Access Committee:**

The committee met on Wednesday, June 9th. The committee reviewed and revised the Consumer Survey that the committee has been working on for some months. Some changes were recommended, and Support Staff was tasked with implementing the revisions. The revised draft has been sent out to the committee for further and final review. The committee will discuss and review the recommended changes at the next committee meeting before it is administered to the public. The Consumer Survey will be in a Survey Monkey format.

The committee continued planning for the virtual Town Hall meeting and agreed to hold the event in August. A flyer was created for distribution to the community. An ad hoc committee was appointed to go through some of the topics and to create presentations for the topics. The committee is still working to find speakers to present at the Town Hall.

Donation request letters for assistance were sent out to Pharmaceutical Companies for the upcoming Statewide Retreat during the weekend of 9th and 10th October. The committee is still waiting for responses from the Pharmaceutical Companies.

There were some announcements made at the committee meeting, one of which was in regard to Medicaid opening up dental services in July. The committee also discussed the appointment of a new Committee co-chair in place of Lynea who, due to other commitments, will be stepping down from the position of Co-Chair. This is still open for discussion at the next committee meeting.

The next committee meeting will be Wednesday, July 14th at 6:00 p.m.

Quality Improvement/Strategic Planning Committee:

The committee met on Tuesday; June 14th as scheduled. However, the committee did not have a quorum. The Service Standards of Care were emailed to the committee, prior to the June meeting, for review and final discussion. The committee will review and discuss the Service Standards at the July committee meeting.

Priorities, Allocations and Policies Committee:

The committee met prior to the Executive Committee/Membership and Nominations Committee meeting. The committee discussed the Priority Setting and Resource Allocations Session. The committee voted to accept a recommendation to change the date for the PSRA Session from July to August. The new dates are as follows:

- **Thursday, August 19th @ 9:00 a.m. to 12:00 noon:**
Mandatory PSRA Training and data sharing session.
- **Thursday, August 26th @ 9:00 a.m. to 12:00 noon:**
 - The PSRA Process

A motion from the Priorities, Allocations and Policies Committee was seconded by Jerome to change the PSRA Session dates from July to August 19th and 26th. The motion passed.

The committee reviewed the monthly expenditure summary report. The overall expenditure at 14% is fairly close to the target expenditure rate at 17%.

New Business:

Co-Chair Nominations:

Gwendolyn, the Planning Council Co-Chair was rotating off the Planning Council at the end of June. A list of Planning Council eligible nominees was emailed to the committee for review. Four responses were received. The eligible nominees were as follows:

1. Lynea Hogan : Declined
2. Jerome Cuffee : Accepted
3. Ashley D.D. Brown : Accepted
4. Lisa P. Laurier : Accepted
5. Meyoni Beale : Not present
6. Cindy Walters : Not present
7. Syreeta Dawkins : Not present

The committee accepted a motion which was moved and properly seconded by Lynea to move the following nominees forward to the Planning Council for a final vote:

1. Jerome Cuffee
2. Lisa P. Laurier
3. Ashley D.D. Brown

Review and Manage Planning Council Training:

The Membership and Nominations Committee usually decides what training topics will be presented at the Planning Council meeting. No training was slated for the upcoming June Planning Council meeting.

Review and Manage Membership Application Process:

There is one application on file for the committee's review. However, his nomination to the Planning Council, currently, would adversely affect compliance with the Federal Mandate requirement. After some discussion, it was agreed to schedule the applicant for an interview at the next July meeting. The candidate will be placed to participate on a committee in line with his qualifications and/or profession.

Review Membership Matrix of Compliance with the Federal Mandate:

After one member rotated off the Planning Council at the end of May, the Council is currently below the required minimum membership number, at fourteen (14). However, the Council is at 35% in compliance with the Federal mandate.

Going forward, meetings will be conducted as follows:

- **Membership and Nominations Committee business:**
3:30 p.m. to 4:00 p.m. Marsha, the staff member on the committee will be in attendance.
- **Executive Committee business:**
4:00 p.m. to 5:00 p.m. The Program Manager and Robert will be in attendance.

Announcements by Members:

There were no announcements by members.

Public Comment and Discussion:

There was no public comment or discussion.

Adjournment:

With no further business to discuss, a motion was moved by Ashley and properly seconded by Lisa to adjourn the meeting.

Respectfully Submitted

Rachael Artise-P.C. Co-Chair