

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

**Thursday, February 24, 2022: 3:30 p.m.**

**Call to Order:** The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on February 24, 2022, was called to order at 3:36 p.m.

**Roll Call:**

The roll was called, as follows:

**Present:**

**Executive Committee**

Jerome Cuffee  
Lynea Hogan  
Meyoni Beale  
Ashley D.D. Brown  
Rachael Artise  
Jonathan Albright Williams

**Membership/Nominations Committee:**

Jerome Cuffee  
Lynea Hogan  
Meyoni Beale  
Ashley D.D. Brown  
Rachael Artise  
Jonathan Albright Williams  
Clay Porter  
Rhonda Russell

**Absent-Executive Committee:**

Cindy Walters  
Syreeta Dawkins

**Absent–Membership/Nominations Committee**

Cindy Walters  
Syreeta Dawkins  
Lexus Walker  
Terry R.J. Carrington  
Dr. Michael Bane

**Recipient/PC Support:**

Christine Carroll  
Michael Dedeaux  
Marsha Butler  
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](http://www.ghrplanningcouncil.org). However, there was no response to the notice of meeting posting from the Sub-Recipients.

**Approval of Minutes of Previous Meeting:**

After the committee made a quorum for the meeting:

- A motion was moved by Rachael and seconded by Jonathan to accept the minutes from November 18, 2021. The motion passed.
- A motion was moved by Rachael and seconded by Lynea to approve the minutes from January 27, 2022. The motion passed.

**Review P-CAT for Progress:**

- Receive monthly reports from Standing Committees

- Hear Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items
- Review Scope of Work and Planning Council Activity Timeline (P-CAT)
- Approval of Planning Council Support Staff Contract
- Development of Directives to the Recipient

### **Committee Reports:**

#### **Community Access Committee:**

The committee met as scheduled on Wednesday, February 9<sup>th</sup>. The committee discussed the upcoming virtual Consumer Forum/Town Hall. This will be a two-day event, tentatively scheduled for April 20<sup>th</sup> and 21<sup>st</sup>. Each day's event will start at 6:30p.m. for no more than an hour. The committee lined up the topics as follows:

- **Day 1 – April 20<sup>th</sup>:**
  - Aging and HIV
  - A Consumer Perspective on Support Groups
- **Day 2 – April 21<sup>st</sup>:**
  - Taking Ownership of your Health and Navigating the Ryan White Services
  - Medical Pharmacy Perspective/Medication Adherence

At the end of each day's discussion, the committee would like to have a brief discussion about the Planning Council; Advocacy and how people can get involved. The committee would like to invite the Council Co-Chair to talk about advocacy, recruitment and how people can get involved. He will also be asked to give a brief perspective of the Ryan White Program.

The committee will run a doodle video at the Town Hall to promote the upcoming Statewide Consumer Retreat. A zoom evaluation will also be taken at the end of each day's activities.

The committee is still working out the details of how to get people registered for the Consumer Forum. The committee will work with the QISP Committee to find ways of collaborating with each other for the best outcome of the Forum.

The next committee meeting will be March 9<sup>th</sup> at 6:00 p.m.

#### **Quality Improvement/Strategic Planning (QISP) Committee:**

The committee met as scheduled on Tuesday, February 15<sup>th</sup>. As noted from the last meeting, conducting the Needs Assessment was included in the scope of work for the Planning Council Support RFP. The committee, therefore, agreed to pause work on the Triennial Needs Assessment until after the award of the contract.

The committee reviewed and finalized the Part A Service Standards and were approved at committee level.

The committee worked on the Committee Annual Budget Request Form and will be submitted to the Recipient's Office. The committee will work in collaboration with the Community Access Committee on the Consumer Forum/Town Hall event, currently in the planning stage by the Community Access Committee.

The next committee meeting will be Tuesday, March 15<sup>th</sup> at 4:00 p.m.

### **Priorities, Allocations and Policies (PAP) Committee:**

The committee met at 3:00 p.m. prior to the Executive Committee meeting. The committee:

- Reviewed and approved the Memorandum of Understanding between the Planning Council and the Recipient's Office.
- Reviewed and approved the Code of Conduct. This document is signed by Planning Council members annually.
- Jonathan graciously stepped up to be the Co-Chair of the Priorities, Allocations and Policies Committee. Thank you, Jonathan.
- Reviewed and discussed the monthly Expenditure Summary Report for the period ending January 31, 2022. The target expenditure was 92%. Overall, the TGA was at 66%. EIS-Regular was over the target at 101%. In order to honor additional funding requests, funds were reallocated from the Grantee Administration and Quality Management into MAI and Regular EIS. As noted at the last meeting, the expenditure rate in the service categories has been affected as a result of some Providers who are months behind in submitting their invoices. The numbers should increase when the final expenditure summary report for the grant year comes out.

The next committee meeting will be Thursday, March 31<sup>st</sup> at 2:30 p.m.

### **New/Old Business:**

#### **New Member Orientation/Training Date:**

Traditionally, the Planning Council used to conduct orientation for new members outside of the Council meetings. There are discussions to reintroduce orientation for new members and also members who want to refresh. Collaborative Research is working on universal orientation materials, including the Ryan White Program and some TGA specific information regarding the Planning Council, roles and responsibilities. Support Staff asked the committee to weigh in for the convenient dates for orientation. The committee agreed to further discuss the issue of orientation at the next meeting.

#### **Planning Council Activity Timeline (P-CAT):**

Collaborative Research are working on a more comprehensive Planning Council Activity Timeline which will be aligned with HRSA's updates and deadlines. The P-CAT will be presented for review by the committee at the March 31<sup>st</sup> meeting.

#### **Approval of the Planning Council Support Staff Contract:**

The committee agreed to table discussion of the Planning Council Support staff Contract until after the RFP process.

#### **Development of Directives to the Recipient:**

The committee reviewed the current Directives and agreed to adapt the 2021 Directives for 2022. After discussion, a motion was moved by Ashley and properly seconded by Clay to adapt and approve the Directives as written. The motion passed with:

- o – Nays
- o – Abstentions

The Directives will be presented to the Planning Council for review and final approval.

**Review and Manage Planning Council Training:**

Collaborative Research are working on an annual training schedule. Planning Council trainings are different from the New Member Orientation. Planning Council trainings will take place at the end of Council meetings. The trainings will be aligned with the P-CAT when Council activities are due.

**Review and Manage Membership Application Process:**

- One applicant who went through the interview process is waiting for the full Council's vote before her application is sent to the Mayor for approval.
- One applicant from EVMS was interviewed and is currently serving on a committee until a slot opens up on the Council.
- Support Staff are still coordinating with one applicant to schedule an interview.
- An application for Planning Council membership was submitted by Tonya from VDH. Currently, the Council is in need of representation by unaligned consumers. Other applicants are encouraged to continue serving on a sub-committee of their choice until a slot opens up on the Planning Council. Support Staff will coordinate with Tonya for an interview date.

**Review Membership Matrix for Compliance with the Federal Mandate:**

The Planning Council is at 23% unaligned with fourteen (14) members currently on the Council. The following slots are vacant:

- Hospital Planning Agencies or Health Care Planning Agencies  
Support Staff reached out to a qualifying agency for applicants and are still waiting for a response.
- State Government – State Medicaid Agency  
Before the COVID-19 pandemic, Ms. Scott from VDH was going to help Part A identify an individual to fill the position. Support Staff will follow up with Ms. Scott.
- Unaligned consumers – in order to be in compliance with the federal mandate of 33% unaligned consumers on the Planning Council.

The committee discussed consumer engagement/participation and the barriers that have made it hard for them to stay engaged. A consumer survey, when it is approved by the Council and administered to the community, will provide some data and insight into those barriers.

**Announcements by Members:**

There were no announcements by Members.

**Public Committee/Discussion:**

There was no public comment or discussion.

**Adjournment:**

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

Respectfully Submitted

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Jerome Cuffee-P.C. Co-Chair