

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

Thursday, January 27, 2022: 3:30 p.m.

Call to Order: The virtual Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on January 27, 2022, was called to order at 3:45 p.m.

Roll Call:

The roll was called, as follows:

Present:

Executive Committee

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

Membership/Nominations Committee:

Jerome Cuffee
Rachael Artise
Lynea Hogan
Dr. Michael Bane
Clay Porter
Walton Rouse

Absent Members:

Membership/Nominations Committee:

Cindy Walters
Syreeta Dawkins
Meyoni Beale
Lexus Walker
Rhonda Russell
Terry R.J. Carrington
Jonathan Albright Williams

Executive Committee

Cindy Walters
Syreeta Dawkins
Meyoni Beale

Planning Council/Recipient Staff:

Christine Carroll
Michael Dedeaux
Marsha Butler

Thomas Schucker-PC Support
Deryk M. Jackson-PC Support
Teresa Malilwe-PC Support

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 from the Sub-Recipients.

Approval of Minutes of Previous Meeting:

The committee did not vote on the minutes from the previous meeting because of lack of a quorum.

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, January 12th and:

- Discussed the upcoming Statewide Consumer Retreat tentatively scheduled for the weekend of June 25th/26th in Wakefield, Virginia.
- Discussed and started preparations for a virtual Consumer Forum/Town Hall scheduled for April 20th and 21st. This will be a two-day event with each session lasting for an hour in the evenings on the scheduled dates. Some of the topics that will be covered at the event include:
 - Aging and HIV (55+years)
 - Service Providers and taking ownership of your Health
 - Medical Perspective/Medication Adherence
 - Brief Consumer Testimony on Support Groups
 - Planning Council Overview
- The goal of the Town Hall is recruitment and Retention.
- The committee discussed the Consumer Survey which they finalized and will be presented to the Planning Council for final review and approval. If all goes well, the committee hopes to launch the survey on February 9th. Some revisions were made to reword some questions for clarity. It was agreed to label the document as *The Consumer Satisfaction Survey*. The Co-Chair noted that this will provide the Council with another dataset during the PSRA Session for the Council to make informed decisions about allocating funds to services.
- The committee discussed creating a budget for an in-person community Cookout for a date in September.
- The committee is currently focused on:
 - Creating a flyer for the Consumer Forum/Town Hall
 - Finalizing the promotional video
 - Completing the Statewide Consumer Retreat Application Form.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on Tuesday, January 18th. The committee:

- Reviewed the survey for the Triennial Needs Assessment. During discussion, the committee acknowledged the challenges of administering the survey, as volunteer members with full time jobs. The committee expressed concern at the Council's financial inability, to contract a professional and qualified organization to conduct the Triennial Needs Assessment who can administer the survey, analyze the data, and write a report that the TGA can use for the next three years.
- Agreed to continue working on the RFP so that they have an idea of how much funding the committee will need to contract a company before reaching out to the Recipient's Office. However, it was noted that conducting the Needs Assessment was included in the scope of work for the Planning Council Support RFP which will go out at the same time as all the other services.

The Recipient's Office noted that, currently, the Planning Council cannot afford funding for the Planning Council Support and contract another company to do the Triennial Needs Assessment.

- The committee received guidance from the Project Officer that Performance Measures should not be included in the Service Standards. Support Staff will make the necessary revisions and email the Service Standards to the committee for review, discussion, and approval at the next QISP Committee meeting.
- With regard to the committee Budget Request, the Co-Chairs will follow up with the Recipient's Office regarding the necessary form/s that require to be completed by each committee for the annual budget requests to the Recipient.

The vote on the Triennial Needs Assessment Survey was deferred to the February 24th Planning Council meeting after the RFP has gone out.

Priorities, Allocations and Policies (PAP) Committee:

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

- Discussed approval to reallocate funds between line items and noted that according to the Directive to the Recipient:
 - After October 30th of every year, the Recipient's Office may reallocate Service Category allocations without a 10% cap.
 - The Recipient's Office will report all reallocations to the Priorities, Allocations and Policies (PAP) Committee at the next scheduled committee meeting following the reallocation.
- Reviewed and discussed the Monthly Expenditure Summary Report by service category for the period ending December 31, 2021. Currently the target is at 83% for expenditures. The Report has been revised to the most current numbers through December 31, 2021.

Other agenda items were deferred to next month's committee meeting.

Part A Norfolk TGA Program Manager's Update:

- Part A Norfolk TGA received a partial grant, which is under Two Million Dollars (\$2,000,000). There is, currently, no indication of when the TGA will receive the rest of the grant.
- The Recipient's Office announced the departure, two weeks ago, of Ms. Wiggins as Contract Monitor for the Part A Norfolk Ryan White Program.

New/Old Business:

New Member Orientation Training Date:

The committee agreed to revisit the issue of Orientation for New Members at the February Committee meeting. It was noted that there are new changes to Support Staff with the addition of one staff member who will be attending Council meetings to assist with Planning Council operations. Support Staff are redesigning a broad scope orientation which will be three-two-hour long meetings for new members and will be broken down into three components:

1. Legislative Requirements
2. Planning Council Roles and Responsibilities
3. Jurisdictions-specific.

Planning Council Support will also work on beefing up trainings at regular Planning Council meetings. The suggestion is to have twenty-minute trainings at each Council meeting starting March. A calendar poll will be sent out to individuals interested in being part of the training process.

Review Scope of Work and Planning Council Activity Timeline (P-CAT):

The committee agreed to defer review of P-CAT to the February committee meeting.

Approval of Planning Council Support Staff Contract:

Review of this activity was also deferred to the February Committee meeting.

Development of the Directives to the Recipient:

The committee reviewed the current Directives from 2021 and recommended an addition to:

- *Directive 2.2: To Facilitate Service Utilization Data:* (Add)
 - 4) Sub-populations of Focus.

One of the new parts of the grant application this year was to start tracking sub-populations of focus. The data will assist the Council during the PSRA Session to identify services that are more specific to those populations and get them to viral suppression.

To familiarize members about Directives, especially the new members, the committee accepted the recommendation to defer review of the Directives to the February 24th meeting. Support Staff will send out copy of the Directives to members for review prior to the meeting. After review and discussion, and possible revisions, a vote will be called for the Directives.

Review and Manage Planning Council Training:

As discussed, the trainings will follow the established guidelines and the Planning Council Primer with activities that are relevant and current to the functions that the Council might be doing with the legislative requirements.

Review and Manage Membership Application Process:

A candidate was interviewed in November. The committee is still waiting for Planning Council approval and a vote. One applicant could not make the interview due to scheduling problems.

Review Membership Metrix for Compliance with the Federal Mandate:

It was noted that Lisa was rotating off the Council January 30th after three-two-year terms. Rachael's term ended in December. It was, therefore, recommended for the Council to hold a special election at today's or February Council meeting for a new Planning Council Co-Chair. The Co-Chair thanked Lisa for her commitment and service to the Planning Council.

Currently, the Council is under the mandated 33% unconflicted consumer member representatives on the Planning Council. Due to poor attendance and the inability to make a quorum at Council and Committee meetings, it was recommended for committee members to address, at a later date, the issue of recruitment and retention.

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

Jerome Cuffee-P.C. Co-Chair