

Lynea Hogan, Meyoni Beale - Co-Chairs

Community Access Committee Monthly Meeting

MEETING MINUTES

Wednesday, April 12, 2023 – 6:00-7:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan		A			
Meyoni Beale	P				
LaQuasia Cotton		A			
Michael Bane (Dr.)		A			
Cora Robinson		A			
Yasmine Black		A			
Gregg Fordham		A			
Ruth Fordham	P				
Denise Owens		A			
Travis Tucker	P				
Sheila Belin		A			
Mishell Whitaker		A			
PC Support Staff					
Deryk Jackson	P				
Teresa Malilwe	P				
Guests: Ertha, Antonio					

AGENDA

Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Community Access Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Wednesday, April 12, 2023, was called to order at 6:07 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	The two guests in attendance introduced themselves.
(3.0) <u>Moment of Silent Reflection</u>	A moment of silent reflection was observed for those affected and infected by HIV/AIDS.
(4.0) <u>Confirmation of Notice of Meeting Posting</u>	There was no confirmation of the meeting posted. However, the notification was posted to the Part A Norfolk TGA Website.

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(5.0) <u>Public Comment And Discussion</u>	There was no public comment.
(6.0) <u>Approval of Minutes of the Previous Meeting</u>	Due to a low number of participants, the committee did not have a quorum to vote on the minutes from the January 11 th , February 8 th , and the March 8 th Committee meetings.
(7.0) <u>CAC Mission Statement</u>	The Committee’s Mission Statement was read by Meyoni.
(8.0) <u>Review Planning Council Activity Timeline</u>	<ul style="list-style-type: none"> • Review P-CAT for Progress • Compile Unresolved Issues in Parking Lot • Host Quarterly Consumer Forum • Conduct Consumer Satisfaction Survey • Planning for New Grant Year Town Hall Meetings/Sponsors
(9.0) <u>Review P-CAT for Progress</u>	The participants reviewed the committee’s P-CAT for the month of April. The committee is on track with monthly activities.
(10.0) <u>Recruitment Efforts</u>	<p>Updates:</p> <p>Review of Newsletter template:</p> <ul style="list-style-type: none"> • The version of the Newsletter was emailed to the committee for input. However, there was no comment from the committee. In this regard, the first edition of the newsletter came out for the month of April. <p>Recruitment Efforts and Participation:</p> <p>In order to retain membership and encourage participation, the committee discussed agreed on the following recommendations:</p> <ul style="list-style-type: none"> • Monthly Meetings: The committee will meet every other month. Currently, the committee meets every second Wednesday second Wednesday of the month. • Meeting date and Time: Due to too many events on the second Wednesday of the month, the committee will meet on the third Wednesday of every other month at 6:00 p.m. • In-Person Meetings: With the easing of the COVID-19 restrictions, the committee accepted the recommendation to have in-person meetings. Arrangements will be made to conduct hybrid meetings for individuals who are not

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<p>(10.1) Planning For New Grant Year Town Hall Meetings/Sponsors</p>	<p>comfortable meeting in person. However, the committee felt that transportation to meeting location/s would be a barrier.</p> <p>In order to continue planning for the Town Hall meeting, an Ad Hoc committee of three or four committee members will be appointed. The Ad Hoc Committee will report to the full committee at scheduled meetings.</p> <p>Listening Session: The Listening Session will be held on the 18th of April from 6:00 to 7:00 p.m. More details and an invitation from VACAC will be emailed to the committee in the Eastern Region to participate in the Session. This will be a virtual session. The Listening Session will be included in the VACAC newsletter under social events calendar for the month of April.</p> <p>Town Hall Meeting:</p> <ul style="list-style-type: none"> • The committee agreed to use information gathered from the Listening Session to form topics for the Town Hall meeting. • The committee was scheduled to review the Triennial Needs Assessment at the meeting, to get data for the Town Hall Meeting; that is, gaps and barriers to care and services. <p>The review of the Triennial Needs Assessment was deferred to the next committee meeting so that the relevant parts of the Needs Assessment can be sent to the committee, prior to the meeting date, for review.</p> <p>Proposed Committee Budget: The Co-Chair was working on the budget requirements with the Recipient's Office. The Co-Chair who was not at the meeting, will update the committee, at the next meeting, on the outcome of the budget discussions with the Recipient's Office.</p>
<p>(11.0) <u>New/Old Business</u></p>	<p>The committee will meet on Wednesday, May 17th at 6:00 p.m. to finalize plans for the upcoming Town Hall and make a decision on how to move forward.</p>

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(12.0) <u>Announcements by Members</u>	Ruth requested any Community Access committee member to first consult with her formally before making an announcement at the Women’s Group that she chairs.
(13.0) <u>Adjournment</u>	With no further business to discuss, the meeting was adjourned.

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