

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

Thursday, April 28, 2022: 3:30 p.m.

Call to Order: The Membership and Nominations Committee/Executive Committee meeting held via Zoom Services on April 28, 2022, was called to order at 3:33 p.m.

Roll Call:

The roll was called, as follows:

Present:

Executive Committee

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

Membership/Nominations Committee:

Clay Porter
Meyoni Beale
Dr. Michael Bane
Lynea Hogan
Ashley D.D. Brown
Jerome Cuffee
Jonathan Albright Williams

Absent-Executive Committee:

Cindy Walters
Syreeta Dawkins

Absent-Membership/Nominations Committee

Cindy Walters
Terry R.J. Carrington
Lexus Walker
Welton Rouse

Recipient/PC Support:

Christine Carroll-Program Manager
Michael Dedeaux-Recipient Staff
Marsha Butler-Recipient Staff
Teresa Malilwe-PC Support Staff

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 not posted and there were no responses to the notice of meeting.

Approval of Minutes of Previous Meeting:

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

Review P-CAT for Progress-Membership and Nominations Committee:

- Review and Manage Planning Council Membership Attendance
- Develop Membership Recruitment Campaign
- Review and Manage Membership Application Process
- Review Membership Matrix for Compliance with the Federal Mandate
- Review Planning Council Feedback/Feedback Form

- Planning Council Nominations and Elections

Review and Manage Planning Council Membership Attendance:

Prior to the COVID-19 pandemic, meeting attendance was tracked by Support Staff. During COVID-19 period, however, attendance was not tracked, and absence violations were not enforced. According to the Attendance Policy, A member is allowed three unexcused absences in a grant year (March 1 to February 28/29). After discussion, the committee accepted the recommendation for Support Staff to start recording members' attendance of Planning Council/Sub-Committee meeting/s.

Develop Membership Recruitment Campaign:

During past meetings, the Membership and Nominations Committee discussed with Support Staff, various options to implement a recruitment policy or campaign through the use of flyers or brochures. One option was to request Providers to put Planning Council flyers and/or brochures in their lobbies or waiting rooms for information of their clients.

The committee discussed various ways of recruitment, including:

- Access to Ryan White Program consumers. Without violating the individuals confidentiality, this could be done during the intake process. The committee agreed that this was a good suggestion. However, there was concern about how the information would be housed without violation of HIPPA
- Outside of Ryan White consumers, the committee discussed how to reach out to medical doctors, pharmacists, etc.... One suggestion was the use of a google doc. to share ideas with various doctors, health care workers, pharmacists, etc... in the area that the committee can reach out to.
- During the Sub-Recipient meeting/s, the Recipient Staff should include the education of Sub-Recipients about the Planning Council so that they; the Sub-Recipients, can in turn, educate their clients. However, it was noted by the Recipient Staff that this is something that is already being done. The Sub-Recipients are agreed and are willing to put up copies of the flyer and/or brochure in their offices, once received.

Review and Manage Membership Application Process:

One applicant was scheduled for an interview at the April committee meeting. However, the interview was deferred to the May meeting because of a scheduling conflict

The committee discussed the importance of new member orientation and mentorship. The committee also noted the need for refresher training/s for the entire Planning Council. Council members can, during refresher training, learn about guidelines and processes. This will ensure that all Planning Council members are on the same page and know how to move forward together. Webinars offered by the Planning CHATT were also recommended as a good source of education and knowledge.

Review Membership Matrix for Compliance with the Federal Mandate:

The committee reviewed the Part A Norfolk TGA Membership Matrix for compliance with the Federal Mandate. The committee also reviewed the vacant slots that need to be filled. The committee recommended moving some PC members into the vacant slots. With regard to the Medicaid slot, the committee agreed to restart the process of sourcing for a Medicaid Representative with the assistance of VDH. A request will be made to the new agency doing Primary Medical Care, to recommend someone to fill Category 7. The committee agreed to review and further discuss the Matrix at the May 26th Committee meeting.

Review Planning Council Feedback/Feedback Form:

During pre-COVID, the Planning Council used the Feedback survey to get feedback on how the Council and Sub-Committees were performing. It also provided an opportunity for Council members, who felt uncomfortable speaking out during a meeting, to request a conversation with the Planning Council Co-Chair when they had a question or concern, to address the issue/s outside a normal meeting. After review of the Feedback Form, the committee agreed that the feedback survey was helpful and should be restarted.

Planning Council Nominations and Elections:

Currently, no member was rotating off the Council and the committee did not need to vote on Co-Chairs.

Executive Committee:**Review of the P-CAT for Progress:**

The committee will:

- Review Reports of Standing Committees
- Review and Resolve Parking Lot Items
- Receive Award from HRSA-HAB for grant year. Review and approve final allocations based on actual award amount. *(If a partial award is received, the process could take place again when another award is received).*

Committee Reports:**Community Access Committee:**

The committee met as schedule. The committee agreed to send copy of the flyer for the Town Hall to the Executive Committee for an evote. With regard to transportation, the Co-Chair reached out to VDH for assistance with transportation of participants, who did not have the means get to the Statewide Consumer Retreat in Wakefield. The Co-Chair was advised to reach out to agencies to see if they had any left-over funds that could be used to cover this this request.

Due to time constraints, the Town Hall meeting scheduled for April 26th and 27th was rescheduled. However, the new date for the Town Hall is yet to be determined.

The next committee meeting will be May 11th, at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee did not meet as scheduled because the agenda items required input from the Support Staff.

Priorities, Allocations and Policies (PAP) Committee:

The committee met at 2:30 p.m. prior to the Executive Committee meeting. Besides reviewing the P-CAT, the committee:

- Reviewed the monthly Expenditure Summary Report for the period ending March 31st. HIPCSA was allowed up to the end of the month to submit their reimbursements. The final expenditure report will, therefore, be presented to the committee at the next committee meeting.
- With regard to the expenditure summary report, the target expenditure was at 100%. The majority of the service categories expended above 70%.

- The Recipient's Office is currently executing contracts for all services.
- HRSA received their full appropriations. The Part A Norfolk TGA will most likely receive the full award in the next few weeks.
- Collaborative Research was awarded the contract for Planning Council Support Staff and will start effective May 1st.

Membership and Nominations/Executive Committee:

The Membership and Nominations Committee met as scheduled and reviewed and discussed:

- Planning Council Membership Attendance
- Developing membership recruitment campaign
- Manage membership application process
- New Planning Council Member Orientation
- Membership Matrix for compliance with the Federal Mandate
- Planning Council Feedback/Feedback Form
- Planning Council Nominations and Elections

The next committee meeting will be Thursday, May 26th, at 2:30 p.m.

Announcements by Members:

There were no announcements by members.

Adjournment:

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

Respectfully Submitted

Jerome Cuffee-P.C. Co-Chair

Ashley D.D. Brown – P.C. Co-Chair