# AGENDA

**Thursday, September 26, 2024**

**3:30 – 5:00 pm**

**Executive Committee**

GREATER HAMPTON ROADS HIV HEALTH SERVICES PLANNING COUNCIL

## Zoom Info

**Join at:** Executive Committee Zoom Link:

ZOOM link:: https://us02web.zoom.us/j/86087490344

Meeting ID: 860 8749 0344

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1. *Items on this agenda may be taken out of order;*
2. *Two or more items may be combined;*
3. *Items may be removed from agenda or delayed at any time;*
4. *Public comment is limited to 3 minutes per person and comments cannot be restricted based on viewpoint.*

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1. **Call to order and roll call.** The Chair will call the meeting to order and establish quorum by roll call.

2. **Welcome and introduction of guest(s).** The Chair will welcome everyone to the meeting and remind attendees to silence their mobile devices. The Chair will ask guests of the committee meeting to announce their first and last name for the record.

3. **Moment of silent reflection.** A moment of Silent Reflection will be observed for those both living and deceased who are infected or affected by HIV/AIDS

4. **Confirmation of notice of meeting posting.** The Chair will request from Planning Council Support Staff the total number of confirmed Notice of Meeting postings.

5. **Approval of minutes of previous meeting.** *(For possible action)*
   The Chair will entertain a motion and a second to approve the previous meeting minutes.

6. **Receive Reports of Standing Committees**
   Community Access Committee
   Strategic Planning and Assessment (SPA) Committee

7. **Program Updates and Collaboration with the Recipient's Office**

8. **Review and Resolve Parking Lot Items**:
   - Review and Update Policies and Procedures Manual – Moved to Basecamp for Review. To be finalized by March 1, 2025.
   - Review and Update Memorandum of Understanding (MoU) – Moved to Basecamp for Review. To be finalized by March 1, 2025.
   - Planning Council Training (date for second Orientation of the year) – Confirm tentative Date for December 6th, 2024.

9. **Regular Business**:
   - Review and Manage Planning Council Training
   - Review and Manage Membership Attendance
   - Review and Manage the Membership Application Process – 4 New Membership Applications
   - Review the Membership Matrix for Compliance with the Federal Mandate
   - Conduct Renewal/New Member Interviews
   - Review Feedback/Feedback Form

10. **New Business**:
    - Administer the results of the assessment of the efficiency of the administrative mechanism (AEAM)
    - Review Results from HRSA Site Visit – Recommendation from PO to develop Ad Hoc Membership Committee

11. **Announcements by Members.** *(Discussion, all matters in this item are informational only).* This is a period devoted to comments and discussion by the general public about items listed on this agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken. Comments will be limited to three minutes per person**. If you wish to make a comment:** *Please stand, clearly state your name, and address, and please spell your last name for the record.*

12. **Adjournment.** *(Action)* The Chair will entertain a motion and a second to approve the adjournment.

*Anyone desiring supporting documentation or additional information is invited to call Deryk Jackson, Planning Council Support Staff at (888) 571-0001 x107 or via email at* [deryk@collaborativeresearch.us](mailto:deryk@collaborativeresearch.us).

**Upcoming Planning Council/Sub-Committee Meetings:**
- Community Access Committee BBQ Park Event – Saturday, September 28th, 2:00 pm – 6:00 pm
- Community Access Committee – Wednesday, October 16th, 6:00 pm
- Strategic Planning and Assessment Committee Meeting – Thursday, October 31st, 5:00 pm

*This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at* [https://www.ghrplanningcouncil.org](https://www.ghrplanningcouncil.org)