

**THE GREATER HAMPTON ROADS HIV HEALTH SERVICE  
PLANNING COUNCIL  
Community Access Committee Meeting Minutes  
Meeting Held Via Zoom – Wednesday, February 09, 2022 – 6:00 P.M.**

**Call to Order:**

The Community Access Committee meeting, was called to order at 6:06 p.m. The following participants were in attendance:

**In Attendance:**

Travis Tucker  
Lynea Hogan  
Denise Owens  
Ruth Fordham

Dr. Michael Bane  
Yasmine Black  
Gregg Fordham

**P.C. Support Staff:**

Deryk M. Jackson  
Teresa Malilwe

**Moment of Silent Reflection:**

A moment of silent reflection was observed for those infected and affected by HIV/AIDS.

**Review Planning Council Activity Timeline:**

- Plan and Coordinate quarterly Consumer Forum
- Host Quarterly Consumer Forum
- Conduct Consumer Satisfaction Survey
- Compile unresolved Issues in Parking Lot

**Review and Approval of Minutes:**

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

**Old Business:**

- **Consumer Forum/Town Hall:**

The Consumer Forum was tentatively scheduled for April 20<sup>th</sup> and 21<sup>st</sup>. It will be a two-day virtual event. Each session will start at 6:30 p.m. for no more than one hour. The two-day event will cover the following topics:

1. COVID-19 and HIV
2. Aging with HIV (ages 50+)
3. From Women's Groups – Consumer Testimony on Support Groups. Denise accepted the invitation to give testimony on her perspective of the Support Groups. The committee agreed not to include a speaker from the Men's Group. *(This will give participants a consumer's perspective on peer Support Groups for people in the area).*

4. Soliciting for information from service providers and creating sessions at the Consumer Forum about how people can take ownership of their health. That is, introduce ways to navigate the Ryan White system. The Co-Chair is still working on the presentation and will have a draft ready for review by the committee at the next meeting.
5. A Medical perspective on Medication Adherence: By Dr. Bane
6. Planning Council overview – by the Planning Council Co-Chair. The committee Co-Chair will reach out to Jerome, the Planning Council Co-Chair about his availability to give a discussion on the Planning Council Overview.

In order to have enough time to cover other topics in the two-day event, the Committee agreed not to include the *COVID-19 and HIV* as a standalone topic. Rather Dr. Bane can incorporate a brief mention of it during his discussion of *Medication Adherence*.

**Tentative recommended Topics for each Event Day:**

- **1<sup>st</sup> Day:**
  - Aging with HIV (ages 50+)
  - Consumer Testimony on Support Groups
  - Planning Council Overview – A first day brief discussion by the Planning Council Co-Chair.
  
- **2<sup>nd</sup> Day:**
  - Taking Ownership of your Health and ways to navigate the Ryan White System.
  - A Medical Perspective on Medication Adherence
  - Planning Council Overview – A second day brief discussion by the Planning Council Co-Chair
  
- **Evaluation:**

An online Evaluation for the Consumer Forum/Town Hall for each of the two days event will be conducted either by a link or by survey monkey. The Co-Chair will work with the Support Staff about the best way to go about it to create a template for it.
  
- **Review of the Flyer:**

Lynea shared a draft flyer she prepared for the Consumer Forum. She asked the committee to discuss the wording content on the flyer because she intends to come up with a different design. The committee agreed:

  - To include a link where participants for the Forum can register ahead of the event. That will help the committee to determine the turnout. With regard to registration, Support Staff recommended creating one registration and provide links for both days of the event. However, the committee will continue to discuss the issue.
  - That the flyer should be broken down with topics that the Forum will cover for each of the two days event.
  - To work to create different options that participants can use to connect to the Forum and/or evaluation, including emailing the survey monkey to

participants as an alternative. This way, some people will not feel too overwhelmed by technology.

### **Application/Registration for the Statewide Consumer Retreat:**

The Co-Chair shared the draft copy of the Application for the Statewide Consumer Retreat for review, discussion, and input.

### **Transportation to the Venue:**

The committee has not yet figured out how some registered participants will travel to the venue for the Retreat. Some options included:

- Gathering information and arranging for individuals to share a ride.
- Before the advent of the COVID-19 pandemic, the committee had talked about using a van, locally, for transportation to the event. On the regional level, however, the Co-Chair will enlist the help of regional members during the Statewide Committee meeting to see if they can reach out to an agency in their region to provide transportation to participants.
- Chartering a bus to the event, but who would pay for the charter bus? With budget constraints at Part A, the committee felt that they would have better luck with Part B, who are the sponsors of the Retreat. The Co-Chair will reach out to Part B regarding the issue of regional transportation to the event.

### **Accommodation for Drivers:**

In view of limited accommodation, the committee discussed logistics for the drivers from regions. The Co-Chair will discuss with Part B regarding accommodation for drivers.

### **Questions on the Application Form:**

The committee reviewed the questions included on the Application Form and made some revisions to some of the questions. The committee wondered about the criteria that will be used for getting people to the event. Gregg talked about the accommodation arrangements. He also volunteered to reach out to Ms. Scott at VDH to see if she would like to give a presentation on any topic related to Part B at the Retreat. Ms. Scott at VDH gave her support to the planning and funding of the Retreat from the start.

However, the Co-Chair still expressed concern that applicants will be picked based on when they will get their application in, rather than things like demographics, etc... or some issues related to their HIV/AIDS status. This might make the planners to miss the opportunity to have people who really need to be at the Retreat, not be there.

The committee extensively discussed which regions will be able to fill up the spots and how the remaining spots from other regions will be repooled and distributed to other regions. They talked about how the applicants will be selected, and who will do the selection. The Co-Chair will discuss the issues at the V-CAC meeting and reach out to VDH for the transportation issue and seek guidance on the selection process of participants.

Due to time constraints, the committee will continue to discuss and plan for the upcoming Statewide Consumer Retreat. The rest of the agenda items were deferred to the March 9th committee meeting.

**Next Meeting Date:**

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

**Adjournment:**

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

Respectfully submitted,

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Lynea Hogan --Co-Chair