

Ashley Brown - Co-Chair

Membership & Nominations/Executive Committee Monthly Meeting

MEETING MINUTES

Thursday, February 22, 2024 - 3:30–5:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

| Members | Present | Absent | Recipient Representatives | Present | Absent |
|----------------------------|-------------|--------|---------------------------|----------|----------|
| Jonathan Albright Williams | P | | Jerome Cuffee | | A |
| Lynea Hogan | P | | Mary Mills-Colins | P | |
| Meyoni Beale | P | | Marsha Butler | | A |
| Ashley Brown | P | | Christine Carroll | P | |
| | | | | | |
| PC Support Staff | | | | | |
| Deryk Jackson | P | | | | |
| Clifford Barnett | P | | | | |
| Thomas Schucker | P | | | | |
| Teresa Malilwe | P | | | | |
| | | | | | |
| Guests: | None | | | | |

AGENDA

| Item | Discussion, Motions, and Actions |
|---|--|
| (1.0) <u>Call to Order and Roll Call</u> | The Executive Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, February 22, 2024 was officially called to order at 3:34 p.m. |
| (2.0) <u>Welcome and Introduction of Guests</u> | There were no guests in attendance at the meeting. |
| (3.0) <u>Moment of Silent Reflection</u> | A moment of silence and reflection was held, both for those deceased and those still living with, and those affected and infected by HIV/AIDS. |
| (4.0) <u>Confirmation of Notice of Meeting Posting</u> | One response was received to the Notice of meeting which was also posted on the Norfolk TGA website: www.ghrplanningcouncil.org |
| (5.0) <u>Approval of Minutes of the Previous Meeting</u> | A motion was moved by Lynea and seconded by Jonathan to approve the minutes as written. The motion passed. |

Mission Statement

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|--|--|
| <p>(6.0) <u>Business Items</u></p> | <p>Review Reports of Standing Committees:</p> <p>Community Access Committee:</p> <p>The committee met as scheduled on January 17th. The committee had a robust discussion about upcoming events, how to support members, and how to build recruitment through psycho-social events hosted by the Committee.</p> <p>The committee discussed requests for donations in the form of goods and services, such as tickets to movie theaters, or theme parks, for committee members/consumers. The requests will not be in monetary form. In this regard, the committee initiated a draft non-profit standard donation letter to present to different entities. The committee will review the draft donation letter at the next call meeting on February 28th. One individual is willing to donate about ten movie tickets to the committee and hopefully this will give consumers encouragement to joining the Community Access Committee.</p> <p>The committee talked about holding two events this grant year:</p> <ul style="list-style-type: none"> • A cookout, and • A Housing Summit. <p>The committee will draft Workplans and a Budget for the two events and will review them during the February 28th Call Meeting at 6:00 p.m. The Workplans and Budget will then be put it into a P-CAT format.</p> <p>Strategic Planning and Assessment (SPA) Committee:</p> <p>The last committee meeting was held on Thursday, October 26, 2023. The committee had a robust discussion on the expenditure report and the left-over funding. This triggered a discussion on having a Needs Assessment. With the Needs Assessment, the committee is looking to obtain data that will fund more services. Currently, data shows that there are more people aging with HIV and with aging, comes additional health complications. The committee, therefore, agreed to do an <i>HIV and Aging Needs Assessment</i> to assess the needs of those 55 and older who are living with HIV in the area. Part B is also currently working on HIV and Aging.</p> |
| <p>(7.0) <u>Program Updates and Collaboration with the Recipient's Office</u></p> | <p>The Recipient's Office is busy closing out the fiscal year. All reimbursements are expected to be in by April 15th except for HIPCSA that is given up to the end of April to submit their final reimbursement.</p> <p>The Staff are preparing for the HRSA Site Visit which will take place in April of this year. The visit will last four (4) days. There is a lot of documentation that is required which should be uploaded by March 29th. The HRSA Representatives will visit two different agencies; EVMS and M.A.S.S.</p> <p>It is also time for the Recipient's Office to send out Award Letters for the new coming fiscal year. The Norfolk TGA only received a partial award.</p> |

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| <p>(8.o) <u>Review and Resolve Parking Lot Items</u></p> | <p>The Recipient’s Office is still in discussion with the Legal Department for the legal language to include in Sub-Recipients’ contracts for timely submission of the reimbursements.</p> <p>Review and Manage Planning Council Training: During the Strategic Planning and Assessment (SPA) committee meeting, it was recommended to include a training component at Planning Council meeting/s. In this regard, the March 28th Council meeting will have a training conducted on <i>How to Read the Monthly Expenditure Report</i>. The Recipient’s Office agreed to also include in the training, the process of how funds are moved from the Federal Government to Local. This will also answer concerns that are often expressed during committee meetings regarding invoicing and submission of reimbursements by Sub-Recipients. The Recipient will continue efforts to secure someone from the Department of Finance to attend the March meeting to assist with the training of the <i>Monthly Expenditure Report</i>.</p> <p>Orientation training for new Council members and long serving members in need of a refresher, was held in April last year, outside the Planning Council meeting. It was, therefore, recommended that as was the case in 2023, topics such as, the <i>Roles and Responsibilities of the Planning Council</i>, should be included in the Comprehensive Council Orientation for new Members and long serving members who would like a refresher.</p> <p>For future training topics, and May being the beginning of the summer months when the Council starts getting ready for the Annual PSRA, there was a recommendation to have a training on the importance of holding the Priority Setting and Resource Allocations (PSRA) Process, and the collection of data, to explain why the voice of PLWH matters and how it relates to the funding decisions that the Planning Council makes.</p> <p>In response to a question regarding the list of acronyms, Support Staff will create binders for new members that will hold information for reference purposes, which can readily be looked up. The binders will also incorporate the Orientation training. The binders will be presented to Executive Committee for review.</p> <p>Review and Manage Membership Attendance: The committee reviewed the revised draft letter in which Council members who were in violation of the Attendance Policy were informed of their status on the Council. Further revisions were made to the letter. A motion was moved by Jonathan and properly seconded by Lynea to send out the afore-mentioned letter with noted revisions to the Council members identified at the last meeting.</p> <p>Vote: All in favor</p> <p>The Executive Committee will review a new membership roster at the next committee meeting.</p> |

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| <p>(9.0) New Business</p> | <p>Review and Manage Membership Application Process: There were currently no new applications on file.</p> <p>Review Metrix for Compliance with the Federal Mandate: The committee agreed to defer conversation regarding Compliance to next month's meeting. However, the Planning Council welcomed two new Members to the Planning Council who will fill up the mandated slots on the matrix.</p> <p>Review Feedback/Feedback Form: No responses were received from the last Planning Council participants. Support Staff were requested to add the Feedback link in the Chat at the end of the Council meeting.</p> <p>Review Scope of Work and P-CAT Support Staff presented the committee's P-CAT. This is a living document which contains tasks that the Committee would like done throughout the year. The P-CAT is reviewed, and updated on an annual basis. The standard items are as follows:</p> <ul style="list-style-type: none"> • Receive Committee Reports • Program Updates and Collaboration with the Recipient's Office • Review and Resolve Parking Lot Items • Review and Manage Planning Council Training • Review and Manage Planning Council Meeting Attendance • Development Membership Recruitment Campaign • Review and Manage Membership Application Process • Review Metrix for Compliance with Federal Mandate • Conduct Renewal/New Member Interviews • Review Planning Council Feedback/Feedback Form • Receive Award from HRSA/HAB for Grant Year. Review and Approve Final Allocations based on actual Award amount. <i>(If a partial award is received, this process could take place again when another award is received).</i> • Negotiation of the Planning Council Budget amounts with the Recipient • Design of the Assessment of the Efficiency of the Administrative Mechanism • Review and Sign the Annual Progress Report • Administer the Assessment of the Efficiency of the Administrative Mechanism • Review of Bylaws/Code of Conduct • Administer the results of the Assessment of the Efficiency of the Administrative Mechanism • Review and Approve Carryover Request from the Recipient's Office • Preparation of the Planning Council Letter to accompany the Grant Application • Review and Sign Estimated Unobligated Balance by Co-Chairs • Review of the Memorandum of Understanding |

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PC/PB Meeting Minutes Template

Final Audit Report

2024-04-11

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|-----------------|--|
| Created: | 2024-04-04 |
| By: | Deryk Jackson (deryk@collaborativeresearch.us) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA-7THUaDDOwDYzt3ILdMTRM9Mvu7-TLID |

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