

HIV Community Planning Council  
COMMUNITY ENGAGEMENT COMMITTEE  
Wednesday, March 6<sup>th</sup>, 2024  
Zoom Meeting  
3:00-4:30 pm

**Committee Members Present:** Lee Jewell, Ed Chitty, Thomas Knoble, Derrick Mapp, Richard Sullivan, Laura Thomas  
**Committee Members Absent:** Juba Kalamka [A], Charles Siron [E], Gwen Smith [LOA], Paul Harkin [A]  
**Others Present:** Maria Lacayo, Stephen Spano  
**Support Staff Present:** Kira Perez, Mark Molnar

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## *Minutes*

### 1. Introductions and Welcome

The meeting was called to order at 3:03 pm by CM Jewell. Everyone introduced themselves and quorum was established.

### 2. Review/Approve March 6<sup>th</sup>, 2024 DRAFT Agenda – VOTE

The March 6<sup>th</sup>, 2024 DRAFT Agenda was reviewed and approved.

### 3. Review/Approve February 7<sup>th</sup>, 2024 DRAFT Minutes – VOTE

The March 7<sup>th</sup>, 2024 DRAFT Minutes were reviewed and approved.

### 4. Announcements

- None.

### 5. Public Comment

- None.

### 6. HCAP Report –Stephen Spano

- Stephen Spano reviews the HCAP report for February 2024. Stephen highlights a case where a client is experiencing housing instability and emphasizes how vital staying connected to care is for the client due to their health-related issues as well as how important it is for them to have this client want to stay connected to care. He notes that this could have been an unfortunate incident where a client was met with so many obstacles that they decided to not engage in their care. Stephen goes on to highlight a few more cases, emphasizing the importance of care for clients.

### 7. Co-chair Elections – VOTE

- The group discusses potential nominees for this year's co-chairs. CM Jewell nominates CM Mapp as a potential co-chair. CM Sullivan nominates himself for co-chair of this committee.

**Motion:** CM Jewell nominates CM Mapp for co-chair and CM Sullivan nominates himself for co-chair.

**Second:** CM Thomas and CM Jewell second this motion.

Motion passes through consensus, *refer to column (3)*.

### 8. Needs Assessment/ COLA Update

- CS Perez updates the group on Needs Assessment and COLA progress. She shares the Needs Assessment survey with the group to receive their input on if any changes need to be made. The group provides input as well as makes some changes to a few survey questions. She explains that the next steps for Needs Assessment is outreach and for COLA is the creation of a survey similar to the NA one and outreach for that as well.

**9. Next Meeting Date & Agenda Items – VOTE**

The next Community Engagement Committee meeting will be scheduled for April 3<sup>rd</sup>, 2024 via Zoom.

**10. Adjournment**

Meeting was adjournment at 3:54 pm by CM Jewell.

**Community Engagement Committee**  
**HIV Community Planning Council**

Roll Call: **P**=Present; **A**=Absent; **E**=Excused; **L**=Leave of Absence

Votes: **Y**=Yes; **N**=No; **B**=Abstain; **R**=Recused (deduct from quorum)

**March 6<sup>th</sup>, 2024**

roll [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]

1.	Lee Jewell	P	Y	Y	Y								
2.	Ed Chitty	P	Y	Y	Y								
3.	Juba Kalamka	A	-	-	-								
4.	Thomas Knoble	P	Y	Y	Y								
5.	Derrick Mapp (Co-Chair)	P	Y	Y	Y								
6.	Charles Siron	E	-	-	-								
7.	Gwen Smith	LOA	-	-	-								
8.	Richard Sullivan (Co-Chair)	P	Y	Y	Y								
9.	Laura Thomas	P	Y	Y	Y								
10.	Paul Harkin	A	-	-	-								

<b>Ayes</b>	6	6	6							
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<b>Nayes</b>		0	0	0						
<b>Abstain</b>		0	0	0						
<b>Recusal</b>		0	0	0						
<b>Total</b>		6	6	6						