

HIV Community Planning Council

STEERING COMMITTEE

Thursday, August 15th, 2024

Zoom

3:00-4:30 pm

Committee Members Present: Bill Blum, Zachary Davenport, Reina Hernandez, Ron Hernandez, Thomas Knoble, Irma Parada, Richard Sullivan, Manuel Vasquez

Committee Members Absent: Elaine Flores [E]

Others Present: None

Support Staff Present: Mark Molnar, Kira Perez

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by CM Sullivan. Everyone introduced themselves and quorum was established.

2. Review/Approve August 15th, 2024 DRAFT Agenda – VOTE

The August 15th, 2024 DRAFT Agenda was reviewed and approved by consensus.

3. Review/Approve July 18th, 2024 DRAFT Minutes – VOTE

The July 18th, 2024 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Knoble acknowledges the other Co-Chairs efforts during the HRSA site visit and thanks them for the way they showed up.

5. Public Comment

- None.

6. Committee and Work Group Reports – VOTE

- Community Engagement Committee Update –
 - CM Sullivan updates the group that there were no HCAP updates this month due to Stephen Spano being out. He provides an update on the Needs Assessment and COLA, noting the target population for the Needs Assessment is the Black/African American community and the target population for the COLA is youth. There is a Needs Assessment focus group scheduled in August and so far there have been 16 total participants. There are no updates on the COLA as of yet.
- Council Affairs Committee Update –
 - CM Vasquez updates the group on the two presentations they reviewed. There was a Getting to Zero presentation from CS Molnar, on behalf of Susan Buchbinder, and a Housing update with CM Vasquez and Bill Musick. He notes there was robust conversation and discussion around the Housing update.
- Membership Committee Update –
 - CM Ron Hernandez updates the group that the Membership Committee reviewed another batch of renewal applications. He provides an update on current Leave of Absences (LOA), noting they approved an LOA for CM Kalamka and notes that CM Smith will be returning from her LOA at the end of August. The Committee reviewed two resignations from Council Members – Guilherme Sttellet and Pedro Felix. The Committee also reviewed an application from Marco Montenegro and they will be interviewing him at next month's meeting.

- ◆ CM Molnar notes that September’s meeting will be rescheduled from Thursday, September 12th to Thursday, September 5th.
- ◆ CM Parada asks why interviews are done in-person as opposed to virtual.
 - a. CS Molnar states that the Membership Committee decided that’s how they prefer to do interviews.
- Work Groups Update (PLWH) –
 - The group did not meet this month.

7. Staff Update

- CS Molnar provides an update on the HRSA site visit and reviews a few of the findings. He notes there are a few appointed seats missing, for example Ryan White Part B and Part C. There will also be shifts when it comes to prioritization and allocation, noting that Centers of Excellence will no longer be included as they are a service model and not a service category. HRSA found that the Council's policies and bylaws need revamping, which will be reviewed by the Steering Committee before going to the Full Council. HRSA also highlighted the need to establish term limits, which will be included in the bylaw review. Additionally, it was found that all Council Members must have current appointment letters to vote or make motions; some renewing members and all new members currently lack these letters. They can attend meetings and participate in discussions but cannot vote or make motions until they receive their letters. CS Molnar highlights that HRSA did highly praise the quality of the Council’s minutes.
 - CM Reina Hernandez asks if the folks who have not received their appointment letters are still required to attend meetings.
 - ◆ CS Molnar says this is up to the Membership Committee to decide but that he will make a case for them to be lenient in attendance requirements for the Council Members who have not yet received their appointment letters.
 - CM Parada inquires about the process for remedying the HRSA findings and asks if they’re going to follow back up with the Council or does the Council need to provide proof of completion?
 - ◆ CM Blum shares that HRSA takes about a month to finalize their report and findings, they will then schedule a meeting with HHS to share the findings, and then there is a 30-45 day window to respond. There does need to be a plan in place showing that there has been progress made towards resolving the issues HRSA found.

8. Meeting Evaluation

- CS Molnar shares the results from the last Full Council meeting and the average rating was 9.5.

9. Full Council Agenda

- CS Molnar shares and reviews the Full Council agenda for August 26th, 2024.

10. Next Meeting Dates & Agenda Items

The date of the next Steering Committee meeting is scheduled for Thursday, September 19th, 2024 via Zoom.

11. Adjournment

- The meeting was adjourned at 4:28 pm by CM Sullivan.

Steering 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)

Date: August 15, 2024	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Bill Blum	P								

2. Zachary Davenport(Council Co-chair)	P	Y	Y						
3. Elaine Flores (Mem Co-chair)	E	-	-						
4. Ron Hernandez (Mem Co-chair)	P	Y	Y						
5. Thomas Knoble (Council Co-Chair)	P	Y	Y						
6. Irma Parada (Council Co-Chair)	P	Y	Y						
7. Richard Sullivan (CE)	P	Y	Y						
8. Manuel Vasquez (CA)	P	Y	Y						
9. Reina Hernandez	P								
Ayes		6	6						
Nays		0	0						
Abstentions		0	0						
Recusals		0	0						
Total		6	6						