Executive Committee Meeting
February 10, 2014
CHOICES
1726 Poplar Avenue
4:00 PM

Attendance	Committee Members	Attendance	Committee Members
P	Paul Eknes-Tucker*	A	Amanda Chandler
P	Chris Mathews*	P	Jimmie Samuels
P	Duan Gill**	A	Joseph Mitchell

**Denotes Co-Chair* ***Secretary* *A=Absent* *P=Present*

Others Present: Nycole Alston, Marilyn Lyles, Jennifer Pepper, Benjamin Ward, David Weatherford, Dorcas Young, Fatimah Stout,

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I. Call to Order **Committee Co-Chairs**

Christopher Mathews called the meeting to order at 4:03 P.M.

II. Statement of Confidentiality/Conflict of Interest

Paul Eknes-Tucker read the Statement of Confidentiality and Conflict of Interest policy. No committee members had any new conflicts of interest to disclose.

III. Welcome/ Introductions/ Moment of Silence and Remembrance

Paul welcomed everyone to the meeting and a moment of silence and remembrance was observed.

IV. Roll Call

Duan Gill called roll and a quorum was present to conduct business.

V. Approval of Agenda

The agenda was approved by unanimous consent, no objections.

VI. Approval of Minutes

The minutes were approved by unanimous consent, no objections.

VII. Grantee and Lead Agent Report **Dorcas Young, Administrator**

- Dorcas Young, Administrator, gave a brief summary of the Grantee report.
- The new Data Analyst will start March 17th.
- The Grantee's office has received a partial notice of grant award for FY2014.
- The Grantee's office is working hard to develop allocations and funding recommendations for each agency.
- Everything is on course with contracts. All service providers should be awarded by April.
- Prevention contracts have been signed. All purchase orders should be in within a week or two.
- There will also be a HRSA site visit April 21st.
- Clients Satisfaction Surveys are still being worked on.
- Site visits are done for prevention and care. There was one prevention agency with findings and

two Ryan White agencies. One has completed their corrective action plan, and the other one is working on their corrective action plan. Overall the monitoring visits for 2013 were successful.

- There are requests from three providers wanting to reallocate some of their existing funds.

VIII. Planning Group Report **Nycole Alston, Planning Group Manager**

- Nycole Alston, Planning Group Manager gave a general overview of the Planning Group Report.
  - There was a vote to merge the Consumer/Affected Communities Committee and Membership Committee and a name has not been developed.
  - The Grantee has been working with both committees to see when will be a good day to meet as well as meeting locations.
  - The Planning Group is challenged with membership. There are currently 22 members.
  - There are three voluntarily resignation letters to be sent. Those three members are Maurice McClendon, Duan Gill, and Jerry Ivery. Duan Gill expressed he cannot continue with the Planning Group because of his commitment to school.
  - During the Consumer Input meeting held February 10th, Nycole invited Consumers to do interviews. Nycole spoke with Rachel Brooks over the Advocacy Academy and they both feel it will be a good idea to conduct interviews one day after their meeting.

IX. Committee Summary Report **Committee Co-Chairs**

A. Executive Committee

- **New committee name**
  - Suggested names for the merged committees are Community Partnership Committee and The Community Voice Committee. Members will vote on the name at the next H-CAP meeting.
- **Committee Chairs (Evaluation, Priorities, and new committee)**
  - Suggested members for chairmen positions are Shearlean Dowell, Benjamin Ward, and Andrea Williams. Paul Eknes-Tucker and Christopher Mathews will assign chairs and committee members as needed. Nycole will contact the suggested names to see if members are interested in serving as committee chair.
  - The Membership committee suggested maintaining its meetings on the 3rd Thursdays at 3 P.M., but would be flexible if it had to occur on Thursdays. Members from the Consumer committee suggested maintaining its meetings on the 1st Tuesday at 3 P.M. Only a few members were not able to commit to attending meetings on other days. The Grantee will try to hold meetings at a facility close to Friends for Life for the convenience of Consumers.
  - Pastor Paul has offered his church to be a meeting facility. Church Health Center and the Urban Child Institute were also suggested.
  - Jimmie Samuels will no longer be able to serve as chairman of the Evaluation committee; there is a need for an Evaluation committee chair.
  - Robert Wilkins has accepted the position to chair the Priorities committee.
  - The Planning Group Co-Chairs will seek those interested in serving as chair for the merged committee and the Evaluation Committee.
- **Facilitation of February Planning Group Meeting**
  - Pastor Paul Eknes-Tucker and Christopher Mathews will start the Planning Group meeting on February 26th.

B. Membership Committee

- There are membership applications on file. The goal is to interview at least three applicants.
- Edward Wiley has submitted his application. He is interested in serving on the Membership Committee. He also lives in West Memphis, Arkansas.

C. Priorities and Comprehensive Planning Committee

- The Priorities Committee will review the goals and objectives in the 2012-2014 Comprehensive Plan. Jennifer Pepper, Program and Quality Manager, will bring an update on the Food Pantry/Home Delivered Meals policy review.

D. Evaluation and Assessment Committee

- The Evaluation and Assessment Committee went over documentation of FY12 monitoring

summary. There will also be an update from Jennifer about Quality Management. The committee will also look at the Standards of Care for Oral Health Care.

E. Consumer/Affected Communities Committee

- The Consumer/Affected Communities Committee was held during the Consumers Input meeting on today. There was good representation from Consumer members.

F. Prevention Planning Committee

- Nycole has made contact with all new the TCPG representatives. The next Prevention meeting is March 20th.

G. New Business **Committee Co-Chairs**

- Vote to reappoint Shearlean Dowell, Tonya King, Andrea Williams, and Melissa Wright.
- Vote for the new name of the merged committees.
- Vote on a Secretary for Planning Committee.
- Vote on the Resource Reallocations

H. **Other Business/Public Comment** **Committee Co-Chairs**

There was no other business/public comment.

I. Announcements **Committee Co-Chairs**

There were no announcements.

J. Adjournment **Committee Co-Chairs**

The meeting adjourned at 4:48 P.M.

Next Meeting: March 10, 2014 at 4PM (CHOICES, 1726 Poplar Avenue).

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Paul Eknes-Tucker, Committee Co-Chair Date Approved

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Chris Mathews, Committee Co-Chair Date Approved

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Nycole Alston, Planning Group Manager Date