



Executive Committee Meeting

Hope House, 15 S. Idlewild St.

April 20, 2023

4:00P.M.

**KNOW NOW, LIVE LONGER, THRIVE!
THRIVE!**

Attendance	Committee Members	Attendance	Committee Members
P	Tarsha Taylor	P	Elizabeth Propst
A	Mia Cotton*	P	Ace Brooks*
P	Sharron Moore-Edwards**	P	Felicitas Bey-Yisrael

*Denotes Co-Chair

**Secretary

A=Absent

P=Present

T=Telephone

Others Present: Denford Galloway, Veronyca Washington

I. Call to Order:

Committee Co-Chairs

II. Elizabeth Propst called the monthly meeting to order at 4:22pm.

III. Statement of Confidentiality/Conflict of Interest:

Elizabeth Propst read the Statement of Confidentiality and Conflict of Interest policy. No committee members had new conflicts of interest to disclose.

IV. Welcome/ Introductions/ Moment of Silence and Remembrance:

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

V. Roll Call:

Elizabeth Propst called the roll and a quorum was present to conduct business.

VI. Approval of Agenda:

A quorum was present to accept and approve the agenda by common consent.

VII. Approval of Minutes:

A quorum was present to accept and approve the minutes by common consent.

VIII. Planning Group Report

Denford Galloway, Planning Group Manager

➤ Reflectiveness

- 31 Full members, 1 Alternate members
- Discussed cutting back on Committee meetings
- Mentorship Training / Refresher
- PSRA Mock Training
- Annual H-CAP Retreat 2023
- Outreach: Africa In April, Tri-State Black Pride, Mid-South Pride

IX. Old Business

- Discussed H-CAP Mentorship program
- Tabled discussing H-CAP Policy and Procedures

X. New Business

- A. Discussed Professional Development
- B. Discussed Prevention
- C. Discussed New Membership Orientation dates: May 11& May 12, 2023
- D. Tabled discussing Planning Council Budget
- E. Certification of Mentorship Program Completion Presentation
- F. Tabled H-CAP By-Laws Changes / Updates Review
- G. **Agenda items for next H-CAP meeting**
 - Discuss Professional Development
 - Discuss Prevention
 - Present the Memphis Ryan White TGA Part A & MAI Medical Case Management Service Standards to H-CAP for approval
- H. **Agenda items for next meeting.**
 - Discuss H-CAP By-Laws, Policies & Procedures
 - Discuss Professional Development:
 - Discuss Prevention
 - Discuss By-Laws
 - Discuss mock PSRA/Training
 - Discuss Mentorship program
 - Discuss New Membership Orientation

XI. Executive Section (Closed Agenda)

- No Executive business

XII. Other Business (Public Comment)

This part of the agenda is designed to provide those who are not Group Members the opportunity to address the Planning Group with issues related to the Group's legislative mandates. Each speaker's presentation will be limited to five (5) minutes. Any part of the five (5) minutes may be yielded by the speaker to another speaker but in no instance shall any one speaker be allowed more than ten (10) minutes regardless of the number of speakers who yield their time. The Co-Chairs will call the speaker's name when it is his/her time to speak. Speakers should stand and state for the record their name, address, and organization or group represented. The Planning Group expects that those who appear before it will conduct themselves in an orderly manner. Personal references, derogatory statements of a personal nature, obscenities, profanity, and name calling are not permissible. The Co-Chairs will have the authority to terminate the remarks of any individual who does not adhere to the above rules or chooses to be abusive to an individual Prevention Planning Group Member or the Planning Group as a whole.

Announcements

- ✓ Announcements as printed on the agenda

XIII. Adjournment: The monthly meeting adjourned by Ace Brooks @ 5:27PM.

Next Meeting: Thursday, May 18, 2023 @ 4PM, Hope House, 15 S. Idlewild St