



Executive Committee Meeting

Hope House

15 S. Idlewild Street

January 19, 2023

4:00P.M.

KNOW NOW, LIVE LONGER, THRIVE!

Attendance	Committee Members	Attendance	Committee Members
P	Tarsha Taylor	P	Elizabeth Propst
P	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 and Dorothy Golden.

I. Call to Order:

Committee Co-Chairs

II. Ace Brooks called the monthly meeting to order at 4:14pm.

III. Statement of Confidentiality/Conflict of Interest:

Ace Brooks 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:

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

V. Roll Call:

Ace Brooks 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: December 9, 2022

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, 2 Alternates members
- Mentor Volunteers / Training
- Mentorship Training / Refresher
- PSRA Mock Training
- Annual H-CAP Retreat 2023

IX. Old Business

- H-CAP 5K Walk / Run April 2023 (Postponed until further notice)

X. New Business

- A. Discussed Implementing Mentorship Program Guidelines
 - Implementation of Mentor Training
 - Mentor / Mentee Checklist
- B. Discussed Mentee Training / Refresher 2023

- Robert Rules of Order Training
- Mentees to Provide Key Take Aways of Training
- Cultural / Sensitivity Awareness Training
- C. Tabled H-CAP By-Laws Changes / Updates Review
- D. H-CAP Member Application Modified / Updated by the Executive Committee
- E. Executive Committee Attend New Member Orientation Training
- F. Recommendation by HRSA for Planning Council to Oversee Budget Review
- G. Recommendation by HRSA for Planning Council to Oversee Non-Medical Case Mgmt Standards
- H. Recommendation by Executive Committee each Committee has Vice-Chair Representation
- I. Recommendation by Executive Committee Standard Requirements for Vice-Chair
 - Appointed by Executive Committee
 - Attend New H-CAP Membership Orientation
 - Attend Executive Committee Meetings **(Three Months Consecutively)**
 - One Year Full H-CAP Membership Required
- J. Public Comments Rule Acknowledged After the Welcome and Combined with Roll Call
- K. Public Comments / Q&A Held Until End of all Committee Meetings **(One Minute Limit)**
- L. **Agenda items for next H-CAP meeting**
 - Discuss Professional Development
 - Discuss Prevention
 - Discuss Policy and Procedures`
 - Discuss Committee Co-Chairs
 - Discuss New H-CAP Membership Orientation Rollout
- M. **Agenda items for next meeting.**
 - Discuss Presentation of Updated By-Laws to Full H-CAP Body
 - Discuss Professional Development:
 - Discuss Prevention
 - *Discuss Ad Hoc*

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 @ 5:38PM.

Next Meeting: Thursday, February 16, 2023 @ 4PM, Hope House, 15 S. Idlewild St