



**Executive Committee Meeting  
Virtual GoToMeeting**

**June 18, 2020**

**4:00 PM**

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

<b>Attendance</b>	<b>Committee Members</b>	<b>Attendance</b>	<b>Committee Members</b>
A	Dewayne Murrell*	P	Marshe Turner
P	Melissa Farrar**	P	Sherry Bougard
P	Rena Taylor		

\*Denotes Co-Chair

\*\*Secretary

A=Absent

P=Present

T=Telephone

**Other Present:** Denford Galloway, Sherry Cohen

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

Rena Taylor called the meeting to order at 4:09PM.

**II. Statement of Confidentiality/Conflict of Interest**

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

**III. Welcome/ Introductions/ Moment of Silence and Remembrance**

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

**IV. Roll Call**

Rena Taylor called the roll and a quorum was present to conduct business

**V. Approval of Agenda**

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

**VI. Approval of Minutes, February 20, 2020**

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

**VII. Planning Group Report** **Denford Galloway, Planning Group Manager**

- Reflectiveness
  - 34 Full members, 6 Alternates members
  - Discussed H-CAP Full members vacancy
  - Discussed 2020 PSRA cancellation
  - Discussed 2020 Needs Assessment cancellation
  - Discussed 2020 Administrative Mechanism planning
  - Discussed nominating chairperson policy and procedure
  - Discussed food for H-CAP meetings
  - Discussed training for joining virtual GoToMeeting

**VIII. Old Business**

- Tabled the additional questions for survey

## IX. New Business

- A. Discussed Professional Development, ref: training H-CAP members on virtual meetings
- B. Discussed Prevention: condom mail outs, PREP, HIV home testing
- C. Discussed how H-CAP will be proceeding with H-CAP meetings during COVID-19
- D. Appoint Evaluation Chairperson, motion by Latrina Galloway and proper second by Melissa Farrar
- E. to appoint Tarsha Taylor as the Chair person for Evaluation & Assessment Committee. Vote of 4 yay, 0 nay, 1 abstention by Renae Taylor. Motion passed
- F. Discussed cancelling 2020 Comprehensive Needs Assessment
- G. Discussed cancelling 2020 Pre-PSRA and 2020 PSRA
- H. Discussed 2020 Administrative Mechanism
- I. Tabled Bylaws update
- J. Tabled Policy and Procedures
- K. Agenda items for next H-CAP meeting
- L. Agenda items for next meeting
  - Discuss Professional Development
  - Discuss Prevention
  - Discuss Additional questions on survey
  - Discuss Administrative Mechanism
  - Discuss Policy and Procedures
  - Discuss By-Laws

## X. Executive Section (Closed Agenda)

- No Executive business

## XI. 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.*

*Renae Taylor announced that the personal video from the document is on Youtube.*

*Sherry Bougard announced that Holy Trinity Community Church food pantry is officially closed.*

### Announcements

- ✓ Announcements as printed on the agenda

## XII. Adjournment

The meeting adjourned at 5:33PM.

**Next Meeting: July 16<sup>th</sup>, 2020 4:00pm**