



**Community Partnership Committee Meeting**

**January 8, 2015**

**Church Health Center**

**1115 Union Avenue**

**3:00 PM**

<b>Attendance</b>	<b>Committee Members</b>	<b>Attendance</b>	<b>Committee Members</b>
P	Shearlean Dowell*	A	Frannie Mion
P	Elizabeth Anderson	P	Trevor Rawls
P	Rachel Brooks	P	Chris Sinnock
P	Paul Eknes-Tucker	P	Benjamin Ward
P	Denford Galloway	P	Edward Wiley
A	Anthony Hardaway	P	Eric Wilson

*\*Denotes Chair*

*A=Absent*

*P=Present*

**Others Present:** Nycole Alston, Jesse Dubard, Kenneth Lewis, Jacqueline Matthews, Fatimah Stout

**I. Call to Order**

The meeting was called to order at 3:09 PM by Chris Sinnock.

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

Chris 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**

Everyone was welcomed to the meeting. A brief moment of silence and remembrance was observed.

**IV. Roll Call**

Denford Galloway called roll and a quorum was present in order to conduct business.

**V. Approval of Agenda**

The agenda was approved by common consent. There were no objections.

**VI. Approval of Minutes December 11<sup>th</sup> (attached)**

Trevor Rawls moved to approve the December 11<sup>th</sup> minutes. Benjamin Ward seconded the motion. Motion Carried.

**VII. Unfinished Business**

**A. Attendance**

Nycole Alston, Planning Group Manager, reviewed the attendance with the committee.

- Per the attendance policy, a member misses three or more committee meetings or three or more H-CAP meetings would have voluntarily resigned from the Planning Group.
- Every month there will be a review over attendance.

## **B. Reflectiveness and Membership Categories Review**

- As of today there are 31 Full Members.
- The By-laws state there should be 36 Full Members.
- There is a need for four White males, and one Hispanic male.
- There is still a need for a representative from the Veterans Administration as well as a State Medicaid Agency.

## **C. New Member Orientation**

- New member orientation is Friday, January 23<sup>rd</sup> at 12PM at the Junior League of Memphis.
- Nycole has contacted all the new members and they suggested this date would work out best from them.
- Any committee member is welcome to attend.

## **D. H-CAP Retreat 2015**

- Fatimah Stout, Clerical Specialist, has been following up with the facilities that were suggested.
- Nycole and Fatimah toured the National Civil Rights Museum on December 11<sup>th</sup> for a potential retreat location.
- Nycole asked the committee to suggest a day to hold the retreat, which the committee agreed upon Friday, February 27<sup>th</sup>.
- Nycole has a call with the Grantee Project Officer on next Friday and is looking to get feedback on a facilitator. She will keep the committee informed by e-mail.
- Nycole asked the committee is there any particular topics they would like to cover at the retreat.
  - Elizabeth Anderson stated she would like to learn more about the Robert Rules of Order.
  - Benjamin Ward added he like the game of Jeopardy.
- Nycole asked the committee if a representative came down from HRSA what topics are they interested in covering.
  - Paul Tucker-Eknes stated what are the changes happening to the ACA?
  - Shearlean Dowell stated ways to make the committee stronger, what is HRSA looking for from the H-CAP committee, and how the committee can better serve the community.
  - Paul suggested team building.

## **VIII. New Business**

### **A. Food Bank/Home Delivered Meals and EFA Standards of Care review (attached)**

- Melissa Wright, Co-Chair of Evaluation & Assessment Committee gave an overview of the changes taking place with the Food Bank and EFA Standards of Care.
- Melissa's goal is to take the Standards to the H-CAP body to vote and hopefully have it approved by the new grant year March 1<sup>st</sup>.
- For the Food Bank Standards, one of the complaints received by a consumer is in reference of the food stamp letter.
- Under IV. Eligibility Determination/Intake/Screening
  - The Evaluation & Assessment committee is recommending if you receive \$149 or less, you are eligible for food.
  - The committee is proposing to look at 101-200% of the poverty guideline, eliminating the food stamp letter.
  - Clients, who have an annual income below 100% of the Federal Poverty Limit, must have documentation stating they are not eligible for food stamp.
  - Chris suggested all undocumented clients should be eligible regardless.

- Paul Eknes-Tucker suggested 100-200% to keep the percentages consistent or below 101%.
- The Evaluation & Assessment committee suggested the client is only eligible for food stamps unless there is someone else in the household that is also HIV positive.
- The Evaluation & Assessment committee suggested under the Standards, each agency need to make sure when they are giving the food vouchers to the consumers they have the option to receive personal hygiene items.
- **EFA Standards of Care**
  - The Evaluation & Assessment committee wanted to take another look at the Standards due to patients needing emergency housing.
  - Many wanted to know if EFA can be used for shelter, hotels, mission, etc. and the Grantee responded by yes.
  - On the first page under **Memphis TGA Definition** it states, “*must be directly related to HIV infection, essential utilities, and emergency short-term housing, including shelters, missions, hotels, and motels.*”
  - Melissa stated as Medical Case Managers, the idea is not to place a client in a shelter or hotel for two nights, there needs to be a transitional plan in place.
  - In specific emergency situations, an additional \$500.00 is available per client:
    1. Past due balances for utilities when directly prevents a client from obtaining permanent housing;
    2. Past due balances for utilities when it directly prevents a child from being taken from the home and/or
    3. Current housing situation is unsafe because of intimate partner violence.
  - There were concerns as to why the emergency \$500.00 cannot pay for mortgage.
  - Melissa stated she asked Jennifer Pepper, Program and Quality Manager, and she stated HRSA will pay for rent but not mortgage.
  - Melissa stated she will ask Jennifer again about the concern of paying a client’s mortgage one time for emergency.
  - Under VI. Standard B. for the additional \$500.00, *When additional emergency funds are used, supporting documentation must be presented. In the case emergency funds are used because past due balances for utilities directly prevents a client from obtaining permanent housing, the utility bill and pending housing agreement must be in the client’s name.*
  - The question was asked what if the utility bill is in the guardian’s name of a minor or a disabled client that has HIV.
  - Melissa stated this will need to be included in the Standards.

**B. Agenda items for next meeting**

- Update on the EFA and Food Bank Standards of Care

**IX. Other Business/Public Comment**

- Benjamin Ward wanted to know if the Grantee can check the Standards of Care pertaining to medical transportation.

**X. Announcements**

- Eddie Wiley stated LeBohneur is working on the texting grant and it should be finalized by mid-February.
- There is a Consumer Input Meeting January 29, 2015. The location TBA. There will be a flyer sent out.

**XI. Adjournment**

The meeting adjourned at 4:27 PM.

**Next Meeting:** February 8, 2014, at 3 PM (Church Health Center, 1115 Union Avenue).

\_\_\_\_\_  
Shearlean Dowell, Committee Co-Chair

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Nycole Alston, Planning Group Manager

\_\_\_\_\_  
Date