

## **EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING AGENDA**

**THURSDAY, APRIL 28, 2019 – 5:00PM TO 6:00PM**

**JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER**

**441 4<sup>TH</sup> STREET, NW; 11<sup>TH</sup> FLOOR; WASHINGTON, DC 20001**

**Note: all times are approximate**

5:00 pm	<ol style="list-style-type: none"> <li>1. Call To Order and Moment of Silence</li> <li>2. Welcome and Introductions/Roll Call</li> </ol>
5:10 pm	<ol style="list-style-type: none"> <li>3. Review and Adoption of the Meeting Agenda for April 25, 2019</li> <li>4. Review and Approval of the Meeting Minutes from March 28, 2019</li> </ol>
5:15 pm	<ol style="list-style-type: none"> <li>5. Ryan White HIV/AIDS Program (RWHAP) Recipient - Updates/Concerns</li> </ol>
5:20 pm	<ol style="list-style-type: none"> <li>6. Commission Administrative Business           <ul style="list-style-type: none"> <li>• Review and adoption of COHAH Agenda for April 25, 2019</li> <li>• Commissioner Recruitment</li> <li>• Authoring of the “Integrated Planning Cycle”</li> <li>• Interview Panel Volunteers Needed</li> <li>• Nominations and Elections for Community Vice-Chair</li> </ul> </li> </ol>
5:35 pm	<ol style="list-style-type: none"> <li>7. Standing Committee Updates/Concerns           <ul style="list-style-type: none"> <li>• Research &amp; Evaluation Committee (REC) <span style="float: right;">{Next mtg.: Tue. May 14<sup>th</sup> @ 3pm}</span></li> <li>• Integrated Strategies Committee (ISC) <span style="float: right;">{Next mtg.: Wed. May 15<sup>th</sup> @ 1pm}</span></li> <li>• Community Engagement &amp; Education Committee (CEEC) <span style="float: right;">{Next mtg.: Thu. June 20<sup>th</sup> @ 5pm}</span> <ul style="list-style-type: none"> <li>○ “Speak Your Peace! Community Listening Session on May 16<sup>th</sup> @ Benning Library – 6pm</li> </ul> </li> <li>• Comprehensive Planning Committee (CPC) <span style="float: right;">{Next mtg.: Wed. May 29<sup>th</sup> @11am}</span></li> </ul> </li> </ol>
5:45 pm	<ol style="list-style-type: none"> <li>8. Old Business</li> <li>9. New Business           <p style="margin-left: 20px;"><i>MOTION: Citywide Expansion of Rapid Antiretroviral Therapy (ART) Initiation in the District of Columbia Project – Support Letter</i></p> </li> </ol>
5:50 pm	<ol style="list-style-type: none"> <li>10. Announcements and Adjournment</li> </ol>
<p><b><u>NEXT EXECUTIVE OPERATIONS          COMMITTEE (EOC) MEETING:</u></b></p>	
<p><b>THURSDAY MAY 30, 2019          5PM-6PM          JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER          441 4<sup>TH</sup> ST. NW; 11<sup>TH</sup> FLOOR          WASHINGTON, DC 20001</b></p>	

## EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

**THURSDAY, APRIL 25, 2019 – 5:00PM TO 6:00PM**

**JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER**

**441 4<sup>TH</sup> STREET, NW; 11<sup>TH</sup> FLOOR; WASHINGTON, DC 20001**

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Clay, Cyndee	<i>Sabbatical</i>				
Hickson, DeMarc	X				
Holley, Nathaniel	X				
Hutton, Kenya		X			
Massie, Jenné	X				
Morse, Ka'leef	X				
Padmore, Gerald	X				
Zoerkler, Jennifer	X				
<b>RECIPIENT</b>	<b>PRESENT</b>	<b>ABSENT</b>			
Barnes, Clover	X				
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
			Bailey, Patrice	X	
			Clark, Lamont	X	

<b>HIGHLIGHTS</b>	
<b>AGENDA</b>	
<b>Item</b>	<b>Discussion</b>
<b>Call to Order          Welcome and          Introductions          Roll/Call</b>	Kaleef M. called the meeting to order at 5:20 pm, followed by a moment of silence and introductions.



*The Washington, D.C. Regional Planning Commission on Health and HIV (COHAH) will invigorate planning for HIV prevention and care programs that will demonstrate effectiveness, innovation, accountability, and responsiveness to our community.*

<p><b>Review and Adoption of the Agenda</b></p>	<p>Gerald P. motioned to approve the April 25, 2019 Agenda for the Executive Operations Committee (EOC). Jenné M. seconded the motion. The agenda was adopted.</p>
<p><b>Review and Approval of the Minutes</b></p>	<p>Jenné motioned to approve the March 28, 2019 EOC Meeting Minutes. Jennifer Z. seconded. The minutes were approved.</p>
<p><b>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</b></p>	<p><u><b>Jurisdictional reports</b></u>          No updates were presented on the Jurisdictional report; however, Kaleef reported that the HRSA site visit has been postponed until September.</p>
<p><b>Commission Administrative Business</b></p>	<p><u><b>Review and approval of the COHAH Agenda for April 25, 2019</b></u>          Jennifer motioned to approve the COHAH Agenda. Gerald seconded the motion. The agenda was approved.</p> <p><u><b>Commissioner Recruitment</b></u>          Kaleef indicated that the review of applications continues. DeMarc H. indicated that there was discussion at the last meeting about members that had not been attending the meetings and whose cycle will end in May. Two of the three members discussed, will not return to the commission leaving two more seats open. There are two (2) prospects from the Virginia Statewide Consumer Advisory Council. Logistics for proper placement will be determined.</p> <p><u><b>Authoring of the “Integrated Planning Cycle”</b></u>          Jennifer led the discussion about the Integrated Planning Cycle. She reported that most of the responses indicated clear majorities, but asked, just because the majority agreed on something, does that mean it is the right thing to do. Is the cycle presented in the order in which a plan would be put together or is it arbitrary? Jenné indicated that she would prefer to have the cycle presented in the order of milestones or due dates. Jennifer asked if there is an existing written plan. Kaleef indicated that there is no written formal plan, however, there is a suggested plan provided by the HRSA T/A.</p> <p>There was a review of the Integrated Planning Cycle.</p> <p><u><b>Integrated plan review and update</b></u> is a planning document; a research based tool, which probably should be the primary responsibility of the REC. However, the primary responsibility has been the Recipient. Leah Varga sends out the schedule of reviews and updates. The document is reviewed annually and updated every five (5) years.</p> <p><u><b>Annual Work Plan.</b></u> Establishing a work plan has been not been possible due to the ever-changing dynamics of the volunteerism and learning curve of the commission.</p> <p><u><b>Epi profile</b></u> is created by the Recipient in June/July. It is then distributed to all committees for purposes of the PSRA process. The Recipient has primary responsibility for this task and the CPC has secondary.</p>



	<p><u>Needs Assessment</u> is the primary responsibility of the REC. Secondary responsibility is the Recipient. The timeframe depends on what is going on. Usually around winter/spring/early summer in order to feed into the summer PSRA.</p> <p><u>Review All Data</u> is a combination of all activities. The CPC has primary responsibility. The General body has secondary responsibility. August/September is the timeline.</p> <p><u>Data Presentation</u>. The Recipient has primary responsibility. June/July is the timeline.</p> <p><u>Priority Setting</u>. General body has primary responsibility. The CPC has secondary. July/August is the timeline.</p> <p><u>Risk allocation</u>. General body has primary responsibility. The CPC has secondary. July/August is the timeline.</p> <p><u>Directives</u>. Modifications and reprogrammings are a couple of examples of a directive. Any committee can have primary responsibility. The General Body has secondary. The timeline is ongoing.</p> <p><u>Review Expenditures and Service Utilization Data</u> is done multiple times. CPC has primary responsibility. General Body and Recipient has secondary. The timeline is ongoing.</p> <p><u>Reallocation</u> can be done any time of the year. Primary responsibility can be on the CPC or the EOC. The timeline is ongoing.</p> <p><u>Evaluation and Planning</u>. The REC shares primary responsibility with EOC. The timeline is ongoing.</p> <p>See attachment</p> <p><b><u>Interview Panel Volunteers Needed</u></b>      Lamont C. will send out an email soon about coordinating a panel for interviews.</p> <p><b><u>Nominations and Elections for Community Vice-Chair</u></b>      Nominations should have been solicited last month but were not. Therefore, nominations, and the vote cannot take place until next month.</p>
<p><b>Standing Committee Updates/Concerns</b></p>	<p><b><u>Research and Evaluation Committee (REC)</u></b>  <b><u>No report given</u></b></p> <p><b><u>Integrated Strategies Committee (ISC)</u></b>      No report given</p> <p><b><u>Community Education and Engagement Committee (CEEC)</u></b></p>



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	<p>Kaleef directed everyone to get the word out and attend the Community Listening Session, at the Benning Road (Dorothy Height) Library on May 16, 2019, at 6:00 pm.</p> <p><b><u>Comprehensive Planning Committee (CPC)</u></b>          No report given</p>
<b>Old Business</b>	
<b>New Business</b>	
<b>Announcements and Adjournment</b>	
<b>HANDOUTS</b>	
<ul style="list-style-type: none"> <li>• Executive Operations Committee Agenda for April 25, 2019.</li> <li>• Executive Operations Committee Minutes for March 28, 2019.</li> <li>• Integrated Planning Cycle</li> <li>• Recipient Report Monthly Recipient Report</li> <li>• Planning Commission (COHAH) General Body Meeting Agenda, Thursday, April 25, 2019</li> <li>• Motion – Citywide Expansion of Rapid Antiretroviral Therapy (ART) Initiation in the District of Columbia Project – Support Letter</li> </ul>	

<b>MEETING ADJOURNED</b>	5:59 PM
<b>NEXT MEETING</b>	<p>Thursday, May 30, 2019          5PM-6PM          Judiciary Square – Citywide Conference Center          441 Fourth St. NW; 11th Floor          Washington, DC 20001</p>

<p><b>I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:</b></p>	
<p>_____</p>	
<p><b>Signature of:</b>  <b>Kaleef Stanton Morse, MHS</b>  <b>Government Co-Chair</b></p>	<p><b>Date:</b></p>
<p>Date the Minutes were approved by the Executive Operations Committee:</p>	

