

## EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

**THURSDAY, FEBRUARY 27, 2020 5:00PM TO 6:00PM**

**GALLAUDET UNIVERSITY - KELLOGG CONFERENCE CENTER  
 800 FLORIDA AVENUE, NE; WASHINGTON, DC 20002**

### ATTENDEES/ROLL CALL

COMMISSIONERS	PRESENT	ABSENT	COMMISSIONERS	PRESENT	ABSENT
Adkins, Sarcia	X				
Hickson, DeMarc	X				
Holley, Nathaniel	X				
Hutton, Kenya		X			
Massie, Jenné		X			
Morse, Ka'leef	X				
Padmore, Gerald	X				
Zoerkler, Jennifer	X				
RECIPIENT	PRESENT	ABSENT			
Barnes, Clover	X				
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION STAFF	PRESENT	ABSENT
Fox, Anthony		X	Bailey, Patrice	X	
			Clark, Lamont	X	

### HIGHLIGHTS

*This is a draft version of the February 27, 2020 Executive Operations Committee, (EOC) Meeting Minutes which is subject to change. The final version will be approved on March 26, 2020.*

### AGENDA

Item	Discussion
<b>Call to Order Welcome and Introductions Roll/Call</b>	Kaleef M. called the meeting to order at 5:11 pm, followed by a moment of silence and introductions.
<b>Review and Adoption of the Agenda</b>	DeMarc H. motioned to approve the February 27, 2020 Agenda for the Executive Operations Committee (EOC). Nathaniel H. seconded the motion. The agenda was adopted.

<b>Review and Approval of the Minutes</b>	<p>DeMarc motioned to approve the January 23, 2020 Executive Operations Committee (EOC) Meeting Minutes. Gerald P. seconded. The minutes were approved.</p>
<b>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</b>	<p><u>Ryan White HIV/AIDS Program (RWHAP) Reports &amp; Financial Oversight presented by Clover Barnes</u></p> <p>Part A expenditures are at 59% and should be at 83%. The unprocessed invoices will increase some of it; however, there is underspending in Regional Early Intervention Services because of the provider/s not being able to spend the money they thought they could spend; and Outreach Services, due to high staff turnover. We are actively reprogramming the funds to be spent.</p> <p>Underspending in MAI is because there was no MAI provider in Virginia for half of the year and the Maryland provider, that was defunded, had a large MAI award. Some of that money was redistributed but not enough. However, Maryland providers were found who have MAI in DC that can expand their MAI into Maryland moving forward. That grant should be fully awarded when the new grant year begins. The Virginia pilot has been successful and will carry on into the new grant year.</p> <p>Nathaniel asked if there had been an estimate of how much capacity building is needed to take on the extra amount of carryover from MAI. Clover B. indicated that there was a discussion with three (3) providers in Maryland. Two (2) could take on more and one (1) could not. Money was awarded to them to start the new grant year with.</p> <p>Unit-Based cost is spending at 73% and should be at 83%. The only underspending is in Substance Abuse Services because there is so much money in that category. Money will be moved around probably to Rapid ART drugs. There was discussion about where, when and how the money should be moved in light of the saturation of funds for the substance use category. Clover will bring suggestions to the next CPC meeting.</p> <p>Clover indicated that the new grant year award has been received in the amount of \$6,237,977. It is a partial award, which represents 30% of the formula award, 20% MAI and none of the supplemental. The awards will be distributed in the following order: partial Part A, ETE award, a full Part B then the rest of the Part A. The remainder of Part A is anticipated in May.</p>
<b>Commission Administrative Business</b>	<p><u>Review and adoption of the COHAH Agenda for February 27, 2020</u></p> <p>Naomi Seiler is scheduled to speak on the draft position papers as part of the ISC updates in Item 6 on the agenda. Kaleef asked to move the presentation up on the agenda because the presenter has a personal emergency. Jennifer suggested moving Item 6 to follow Item 4 and allow ISC to be the first instead of the last committee to report. The committee can then allow Naomi to present before any</p>

	<p>other updates. Gerald motioned to approve the agenda with the necessary changes. Nathaniel seconded. The motion was approved.</p> <p><u>Attendance Letters</u></p> <p>Warning letters will be sent to Lakisa Blocker and Charles Shazor regarding their attendance. Further discussion is needed about Charles, considering he has already received a letter.</p>
<b>Standing Committee Updates/Concerns</b>	<p><u>Research and Evaluation Committee (REC) reported by DeMarc H.</u></p> <p>The committee reviewed the REC description and discovered they were not performing many tasks listed therein (i.e. position papers, data informed policy, reviewing expenditures and utilization data (only been looking at expenditures and not capturing the service utilization), quality management, and evaluating grant services and outcomes).</p> <p>DeMarc asked, other than the AEAM and the Needs Assessment, what else is the REC responsible for evaluating? Clover indicated that the Needs Assessment should be informing what happens along the way (i.e. PSRA). In evaluating it, review what was asked and what you got; what worked, what did not, and how the information will be used to inform the process next time. Clover further indicated that maybe the scopes of the committees need to be redefined for clarity.</p> <p><u>Integrated Strategies Committee (ISC) update presented by Kaleef.</u></p> <p>The edited documents are included in the packet and will be presented to the COHAH today. COHAH has 30 days to review and respond. A special sentence was added yesterday on page 3 of the U=U position paper. The addition and the topic of stigma will be part of the conversation next month.</p> <p><u>Community Education and Engagement Committee (CEEC) update presented by Jenne.</u></p> <p>A report was not given in the absence of the Chair. Kaleef indicated that the next Community Listening Session would be April 30 in Maryland. The September 23<sup>rd</sup> date for the Virginia Community Listening Session may change. It will be discussed at next month's meeting.</p> <p><u>Comprehensive Planning Committee (CPC) update presented by Gerald.</u></p> <p>No report was given.</p>
<b>Old Business</b>	None
<b>New Business</b>	None
<b>Announcements and Adjournment</b>	None

## HANDOUTS

- Executive Operations Committee Agenda for February 27, 2020
- Executive Operations Committee Minutes for January 23, 2020.
- Recipient Report Monthly Recipient Report
- Planning Commission (COHAH) General Body Meeting Agenda, Thursday, February 27, 2020
- Draft position paper Statement of the DC Regional Planning Commission on Health and HIV: U=U
- Draft position paper Statement of the DC Regional Planning Commission on Health and HIV: Trauma-Informed Approaches to HIV Prevention and Care Services

<b>MEETING ADJOURNED</b>	5:55 PM
<b>NEXT MEETING</b>	<b>THURSDAY, MARCH 26, 2020</b> <b>5PM-6PM</b> <b>JUDICIARY SQUARE – CITYWIDE</b> <b>CONFERENCE CENTER</b> <b>441 4<sup>TH</sup> ST., NW; 11<sup>TH</sup> FLOOR</b> <b>WASHINGTON, DC 20001</b>

**I, as Planning Commission Government Co-Chair, hereby certify the accuracy of the above minutes:**

**Signature of:**  
**Kaleef Stanton Morse, MHS**  
**Government Co-Chair**

**Date:**

**Date the Minutes were  
 approved by the  
 Executive Operations  
 Committee:**