

EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING AGENDA

THURSDAY, February 24, 2022 – 5:00PM

ELECTRONIC MEETING VIA MICROSOFT TEAMS CONFERENCING

ELECTRONIC – ONLINE MEETING

Note: all times are approximate

5:00 pm	1. Call To Order and Moment of Silence for HIV and COVID-19 2. Welcome and Introductions/Roll Call
5:10 pm	3. Review and Adoption of the Meeting Agenda for February 24, 2022 4. Review and Approval of the Meeting Minutes from January 27, 2022
5:15 pm	5. Ryan White HIV/AIDS Program (RWHAP) Recipient - Updates/Concerns
5:20 pm	6. Commission Administrative Business <ul style="list-style-type: none"> Review and adoption of COHAH Agenda for February 24, 2022
5:35 pm	7. Standing Committee Updates <ul style="list-style-type: none"> Research & Evaluation Committee (REC) {Next mtg.: Tue. Mar 15th @ 5pm Community Engagement and Education Committee (CEEC) {Next mtg.: Thur. Mar 17th @ 3pm Comprehensive Planning Committee (CPC) {Next mtg.: Wed. Mar 23rd @ 11am Integrated Strategies Committee (ISC) {Next mtg.: Wed. Mar 23rd @ 1pm
5:45 pm	8. Old Business <ul style="list-style-type: none"> Membership 9. New Business <ul style="list-style-type: none"> Community Co-Chair
5:50 pm	10. Announcements and Adjournment
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p style="text-align: center;"><u>NEXT EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING:</u></p> </div> <div style="width: 50%; background-color: yellow; text-align: center;"> <p>THURSDAY March 23, 2022 5PM-6PM ELECTRONIC MEETING (ONLINE)</p> </div> </div>	

EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

THURSDAY JANUARY 27, 2022, 5:00PM

ZOOM CONFERENCE AND VIDEO CALL

ELECTRONIC – ONLINE MEETING

ATTENDEES/ROLL CALL					
COMMISSIONERS	PRESENT	ABSENT			
Adkins, Sarcia	X				
Cauthen, Melvin	X				
Clark, Lamont (<i>Gov. Co-Chair</i>)	X				
Hutton, Kenya	X				
Massie, Jenné	X				
Mekonnen, Betelhem	X				
Padmore, Gerald	X				
Wallis, Jane	X				
RYAN WHITE RECIPIENT STAFF	PRESENT	ABSENT			
Lago, Lena (<i>Interim</i>)	X				
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION SUPPORT STAFF	PRESENT	ABSENT
			Bailey, Patrice	X	
			Johnson, Alan	X	

HIGHLIGHTS

NOTE: This is a draft version of the January 27, 2022, Executive Operations Committee (EOC) Meeting Minutes which is subject to change. The final version will be approved on February 24, 2022.

AGENDA

ITEM	DISCUSSION
Call to Order Welcome and Introductions Roll/Call	Lamont C. called the meeting to order at 5:04 pm, followed by a moment of silence and introductions.
Review and Adoption of the Agenda	There were no corrections or additions to the January 27, 2022, CPC Agenda. The agenda was adopted as presented.
Review and Approval of the Minutes	There were no corrections or additions to the December 16, 2021, CPC Meeting Minutes. The meeting minutes were approved as presented.

<p>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</p>	<p>Lena Lago reported for the Recipient The RFA review process closed a few weeks ago. The decision document has been forwarded through the approval chain. Hopefully, the providers that have been funded will be notified by next week at the latest.</p>
<p>Commission Administrative Business</p>	<p>Review and adoption of the COHAH Agenda for January 27, 2022. Gerald P. motioned to adopt the COHAH General Body Agenda for January 27, 2022. Kenya H. seconded. The agenda was adopted unanimously.</p> <p>Lamont discussed how the committees will move forward with approval of agendas and minutes. Waiting for quorum had binded many COHAH committees, many times. To circumvent this issue moving forward, the more formal, parliamentary procedure method of adopting agendas and minutes will be used. He indicated that the Chair could assume the motion to adopt the agenda or approve the minutes, then a second is not required. The Chair assumes the motion, places the agenda/minutes before the assembly, and asks if there are any corrections. If there are, those are included in the minutes. Then the minutes can be approved with corrections without a vote. If no corrections are necessary, minutes can be approved as presented. This will be the process for the committee meetings. However, a motion still requires a quorum and vote. The General Body Meeting will remain the same.</p>
<p>Standing Committee Updates/Concerns</p>	<p><u>Research and Evaluation Committee (REC) reported by Lamont C.</u> The committee continues to work on the Consumer Needs Assessment. The GW team will put the survey tool into RedCap over the next week or two. After the survey is loaded, the committee will test it to see if it's working properly and how long it takes to complete under different circumstances. Then Leah Varga will pass the information on to DCHealth IRB for approval. Leah V. is also working with GW to obtain some students to help when it's time to roll it out.</p> <p><u>Community Education and Engagement Committee (CEEC) reported by Jenné M.</u> The committee spent most of the meeting discussing a podcast that CEEC will be helping with.</p> <p>The committee discussed the DMV History Project and next steps. Jenné provided two (2) research assistants from GW to assist with the project. Some social media pages will be launched to officially start collecting the names of people and places, via the form, that people want to suggest for the project launching on February 7, 2022.</p> <p><u>Comprehensive Planning Committee (CPC) reported by Gerald P.</u> The committee discussed PSRA. The tentative date for the meeting is August 27, 2022. It won't be the full PSRA meeting but a light meeting to</p>

	<p>get information. There will be a request sent to the Recipient team to make sure the committee has all the corrected information to distribute.</p> <p>The committee reviewed the Recipient Report and had discussion about the need and possibility of moving funds and the best way to perform that task.</p> <p><u>Integrated Strategies Committee (ISC) reported by Jane W.</u></p> <p>The committee had the first official EHE update. They will receive official program updates every three (3) months and data updates every six (6) months to see how the district is doing on the plan. Shabeen Ally and Ashley Coleman put the report together. The committee reviewed what was in the EHE plan and how the information will be presented to the committee. They also gave program and data specific updates.</p> <p>The committee reviewed the Health Equity position paper and gave some updates from housing that was worked on last month. This month the focus was on medical care and changes with covid and how people are accessing medical care. Next month the focus will be on stigma and medical mistrust. Ken Pettigrew will introduce an HIV stigma tool that can be used more in our EMA. There will also be more discussion about the childcare standard. HRSA had responded to the committee's request and gave their approval to proceed with local guidance meaning if OSSE gives the okay the committee can begin to work on next steps. That will be an agenda item for next month.</p>
Old Business	<p>Lamont indicated that there has not been any communication from MOTA about the two (2) additional commissioners.</p>
New Business	<p>Lamont discussed the General Body Agenda for January 27, 2022. He indicated that there will be a 5-minute presentation by Leah about the integrated plan that is becoming due again. Leah and Shabeen Ally will be working together to come up with a plan to bring back to the COHAH. They will need some volunteers to participate in drafting the newest integrated plan which is due in December.</p> <p>Lamont indicated that Board of Ethics and Government Accountability (BEGA) has created a new web portal called Robert's Rule of Order Made Easy. Lamont will present the first half of the web training tonight for about 30 minutes and the second half next month. In future months there will be a training on the use of Basecamp.</p>
Announcements	<p>None</p>



*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.*

HANDOUTS

- January 27, 2022, Executive Operations Committee Agenda
- December 16, 2021, Executive Operations Committee Minutes
- Monthly Recipient Report
- January 27, 2022, Planning Commission (COHAH) General Body Meeting Agenda

MEETING ADJOURNED	5:27 PM	NEXT MEETING	THURSDAY, FEBRUARY 24, 2022 5:00pm to 6:00pm ZOOM CONFERENCE AND VIDEO CALL
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IMPORTANT DATES – OCTOBER THRU DECEMBER 2021

DATE	MEETING	TIME
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Virtual USCHA – the United States Conference on HIV/AIDS Oct. 19-21, 2020 (<https://uscha.life>)

October	19	Research and Evaluation Committee (REC) Meeting Online	3p to 5p
October	21	Community Engagement & Education Committee (CEEC) Meeting Online	5p to 7p
October	27	Comprehensive Planning Committee (CPC) Meeting Online	11a to 1p
October	27	Integrated Strategies Committee (ISC) Meeting Online	1p to 3p
October	28	Executive Operations Committee (EOC) Meeting Online	5p to 6p
October	28	COHAH General Body Meeting Online	6p to 8p

November	16	Research and Evaluation Committee (REC) Meeting Online	3p to 5p
November	16	Community Engagement & Education Committee (CEEC) Meeting Online	5p to 7p
November	17	Comprehensive Planning Committee (CPC) Meeting Online	11a to 1p
November	17	Integrated Strategies Committee (ISC) Meeting Online	1p to 3p
November	18	Executive Operations Committee (EOC) Meeting Online	5p to 6p
November	18	COHAH General Body Meeting Online	6p to 8p

December	14	Research and Evaluation Committee (REC) Meeting Online	3p to 5p
December	9	Community Engagement & Education Committee (CEEC) Meeting Online	5p to 7p
December	15	Comprehensive Planning Committee (CPC) Meeting Online	11a to 1p
December	15	Integrated Strategies Committee (ISC) Meeting Online	1p to 3p
December	16	Executive Operations Committee (EOC) Meeting Online	5p to 6p
December	16	COHAH General Body Meeting Online	6p to 8p

EOC Agenda – September 30, 2021

Washington, DC Regional Planning Commission on Health and HIV (COHAH)

Date: February 23, 2022

To: Comprehensive Planning Committee (CPC)

From: Ryan White HIV/AIDS Program (RWHAP) Recipient Staff

**Re: Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding)
Year 31 - Reporting Period: December 1 – 31, 2021**

Part A and Part A MAI. The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 31 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. **The GY 32 partial award has been received in the amount \$10,168,601.**

Notes on Overview. The fiscal spreadsheets list the service categories by Part and jurisdiction and identifies the reported expenditure as a proportion of expected-to-date. The COHAH has requested an explanation of those service categories with a 30% variance from the target percentage.

FISCAL STATUS

For Part A and Part A MAI in December 2021, (29) of (39) invoices have been received.

SERVICE DELIVERY CHALLENGES

DC: N/A

MD: N/A

VA: N/A

PART A FISCAL SUMMARY

Part A expenditures are 53% and should be 83%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Early Intervention Services (EIS)
Regional Early Intervention Services (REIS)

Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
Home and Community-Based Health Services (HCBS)
Medical Nutrition Therapy (MNT)
Outreach Services (OS)
Psychosocial Support Services (PSS)

Services 30% below expected:

Early Intervention Services (EIS)
Regional Early Intervention Services (EIS)
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
Home and Community-Based Health Services (HCBS)
Medical Nutrition Therapy (MNT)
Psychosocial Support Services (PSS)

Services 30% above expected:

N/A

PART A MAI FISCAL SUMMARY

Part A MAI expenditures are 57% and should be 83%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Outpatient/Ambulatory Health Services (OAHS)
Substance Abuse Services –Outpatient (SASO)

Services 30% below expected:

Early Intervention Services (EIS)
Substance Abuse Services – Outpatient (SASO)

Services 30% above expected:

N/A

UBC FISCAL SUMMARY

UBC expenditures are 75% and should be 83%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

N/A

Services 30% below expected:

Oral Health Care (OH)

Substance Abuse Services –Outpatient (SASO)

Services 30% above expected:

N/A

RECIPIENT REPORT

1. **GY 32 RFA Awards.** The Part A awards were released on February 4, 2022. There are 28 sub-recipients that will be awarded funds in GY 32. The sub-recipient meeting was held on February 16, 2022
2. **GY 31 Closeout.** The Recipient and her team are working diligently to ensure funds are spent down as much as possible and notifications of any reprogrammings will be noted in next month's report. HRSA anticipates significant underspending from Ryan White grants due to the COVID-19 pandemic. HRSA has waived the underspending penalties for Parts A and B for FY 20 and FY 21. Carryover will be requested.

PLANNING COMMISSION (COHAH) GENERAL BODY MEETING AGENDA

THURSDAY, FEBRUARY 24, 2022 – 6:00PM TO 8:00PM

ZOOM CONFERENCE AND VIDEO CALL

Note: all times are approximate

6:05 pm	1. Call To Order and Moment of Silence for HIV and COVID-19
6:10 pm	2. Review and Adoption of the Meeting Agenda for February 24, 2022 3. Review and Approval of the Meeting Minutes for January 27, 2022
6:15 pm	4. Ryan White HIV/AIDS Program (RWHP) Recipient Report/ Updates
6:30 pm	5. Standing Committee Updates <ul style="list-style-type: none"> Research & Evaluation Committee (REC) {Next mtg.: Tue. Mar 15th @ 3pm} Community Engagement & Education Committee (CEEC) {Next mtg.: Wed. Mar 17th @ 5pm} Comprehensive Planning Committee (CPC) {Next mtg.: Wed. Mar 23rd @ 11am} Integrated Strategies Committee (ISC) {Next mtg.: Wed. Mar 23rd @ 1pm}
7:00 pm	6. Responsibilities and Expectations of Commissioners
7:05 pm	7. Commission Administrative Business – “Things to Do”
	8. New Business
7:15 pm	9. Announcements/Adjournment
<u>NEXT PLANNING COMMISSION (COHAH) MEETING:</u>	
THURSDAY MARCH 24, 2022 6PM-8PM ZOOM	