

## EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING AGENDA

**THURSDAY, March 25, 2021 – 5:00PM**  
**ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING**  
 ELECTRONIC – ONLINE MEETING

**Note: all times are approximate**

5:05 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 March 25, 2021 4. Review and Approval of the Meeting Minutes from February 25, 2021
5:15 pm	5. Ryan White HIV/AIDS Program (RWHAP) Recipient - Updates/Concerns
5:20 pm	6. Commission Administrative Business A. Review and adoption of COHAH Agenda for March 25, 2021 B. PSRA – Data Request
5:30 pm	7. Standing Committee Updates/Concerns A. Community Engagement & Education Committee (CEEC) {Next mtg.: Thur. April 22 <sup>nd</sup> @ 5pm B. Research & Evaluation Committee (REC) {Next mta.: Tue. April 20 <sup>th</sup> @ 3pm C. Comprehensive Planning Committee (CPC) {Next mtg.: Wed. April 28 <sup>th</sup> @ 11am D. Integrated Strategies Committee (ISC) {Next mtg.: Wed. April 28 <sup>th</sup> @ 1pm
5:40 pm	8. Old Business 9. New Business
5:50 pm	10. Announcements and Adjournment
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p><b><u>NEXT EXECUTIVE OPERATIONS            COMMITTEE (EOC) MEETING:</u></b></p> </div> <div style="width: 50%; background-color: yellow; text-align: center;"> <p><b>THURSDAY APRIL 29, 2021            5PM-6PM            ELECTRONIC MEETING VIA ZOOM            MEETINGS (ONLINE)</b></p> </div> </div>	

## EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

**THURSDAY FEBRUARY 25, 2021, 2020 - 5:00PM**

**ZOOM CONFERENCE AND VIDEO CALL**

ELECTRONIC – ONLINE MEETING

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMUNITY PARTNERS/GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Adkins, Sarcia		X			
Hickson, DeMarc	X				
Hutton, Kenya		X			
Massie, Jenné		X			
Padmore, Gerald	X				
Wallis, Jane	X				
Zoerkler, Jennifer	X				
<b>RYAN WHITE RECIPIENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>CONSULTANTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Barnes, Clover	X				
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
Pettigrew, Kenneth		X	Bailey, Patrice	X	
Fox, Anthony	X		Clark, Lamont	X	

### HIGHLIGHTS

*NOTE: This is a draft version of the February 25, 2021 Executive Operations Committee (EOC) Meeting Minutes which is subject to change. The final version will be approved on March 25, 2021.*

### AGENDA

<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order. Welcome and Introductions Roll/Call</b>	Jennifer Z. 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 adopt the February 25, 2021 agenda for the Executive Operations Committee (EOC). Gerald P. seconded. The agenda was adopted unanimously.
<b>Review and Approval of the Minutes</b>	Jane W. motioned to approve the January 28, 2021 Executive Operations Committee (EOC) Meeting Minutes. DeMarc seconded. The minutes were approved unanimously.

<p><b>Ryan White HIV/AIDS Program (RWHAP) Recipient Updates/Concerns</b></p>	<p><b>Clover Barnes reported for the Recipient.</b></p> <p>The Recipient had meetings yesterday and today with HRSA who issued a waiver of the penalties for unobligated balances for Parts A and B. Part B has a special clause that states you must obligate 75% of the grant by the end of August which was waived for GY30 and GY31. HAHSTA wasn't at risk of getting either penalty. HRSA also offered some nonobligated waivers for other legislative mandates that may be hard to meet because of the pandemic.</p>
<p><b>Commission Administrative Business</b></p>	<p><b>Review and adoption of the COHAH Agenda for February 25, 2021.</b></p> <p>Jennifer indicated that there will be a Rapid ART presentation and elections for the Community Vice Chair and an At Large Member at the General Body Meeting. Gerald motioned to adopt the COHAH Agenda for February 25, 2021. DeMarc seconded. The agenda was adopted.</p> <p>Lamont indicated that Derrick (Strawberry) Cox has withdrawn from his nomination as Community Vice Chair. There was discussion about how to proceed with elections with only one nomination for each position. It was decided to allow each nominee to speak and make elections by poll vote.</p> <p><b>PSRA Next Steps</b></p> <p>Jennifer indicated that we are finishing the process for the coming grant period. Gerald will give an update on the next PSRA process in the standing committee report.</p>
<p><b>Standing Committee Updates/Concerns</b></p>	<p><b><u>Community Education and Engagement Committee (CEEC) reported by Lamont C.</u></b></p> <p>The February CEEC meeting was cancelled. CEEC plans to have a virtual Community Listening Session (CLS) in lieu of the next CEEC meeting on March 18<sup>th</sup>. They are awaiting news from the videographer who is developing the 60 second advertisement. As soon as confirmation is received, the information will be disseminated.</p> <p><b><u>Research and Evaluation Committee (REC) reported by DeMarc H.</u></b></p> <p>The REC finalized the concept sheet with the different data elements that will be submitted to the DC Cohort and descriptive analytic plan to look at some of the data from the Cohort. They also discussed data that was available from Maryland and Virginia that would complement other data sources.</p> <p><b><u>Comprehensive Planning Committee (CPC) reported by Gerald P.</u></b></p> <p>CPC reviewed the fiscal reports from the Recipient.</p> <p>The CPC also discussed the plan for the next PSRA. The plan and items needed will be submitted to the Recipient team in April to keep the process on track for August/September.</p>

	<p><b><u>Integrated Strategies Committee (ISC) reported by Jane W.</u></b></p> <p>ISC sent out the Immigration Paper to the COHAH for comment. Receiving none, the ISC will move forward with the final draft.</p> <p>The ISC reviewed 3 service categories.</p> <ol style="list-style-type: none"><li>1. <u>Childcare</u>. Claire from GW was able to provide more context on how other jurisdictions are utilizing the service standard and discussed how providers could potentially utilize those funds but the ISC wants to know more before any recommendations can be made.</li><li>2. <u>Wellness</u>. ISC had one (1) small change but thought it looked good.</li><li>3. <u>Linguistics</u> also looked good.</li></ol> <p>The ISC discussed a plan to review the remaining three service standards (EFA and HERR and Housing) for next month.</p> <p>The ISC is also thinking through vaccine communication and recognizing how challenging it is and how COHAH can play a role in providing clear communication to the full COHAH.</p> <p>Finally, the ISC discussed additional white papers with GW about racial issues and housing and how it impacts the work we are all doing. There was a recommendation to have someone give a talk about the vaccine's availability and whether people should be getting it.</p>		
Old Business	Jennifer asked about the drafted position paper on racism and social justice and if it was moving forward. Anthony will follow up with Kaleef and/or Michael.		
New Business	None		
Announcements	Jennifer Zoerkler has resigned from COHAH as Community Chair, ISC member and EOC effective February 26, 2021.		
HANDOUTS			
<ul style="list-style-type: none"><li>• February 25, 2021 Executive Operations Committee Agenda</li><li>• January 28, 2020 Executive Operations Committee Minutes</li><li>• Monthly Recipient Report</li><li>• February 25, 2021 Planning Commission (COHAH) General Body Meeting Agenda</li></ul>			
MEETING ADJOURNED	5:34 PM	NEXT MEETING	THURSDAY, February 25, 2021 5:00pm to 6:00pm ZOOM CONFERENCE AND VIDEO CALL

**Date: March 24, 2021**

**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 30 - Reporting Period: January 1 – 31, 2021**

**Part A and Part A MAI.** The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 30 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. 1. The Part A GY 29 carryover request for \$938,440 was received on September 16, 2020 and has been added to the total award for GY30. **The GY 30 award has been received in the amount \$32,242,116. The total plus carryover is \$33,180,556.**

**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 January 2021, (38) of (41) invoices have been received.

## SERVICE DELIVERY CHALLENGES

**DC:** No challenges.

**MD:** No challenges.

**VA:** No challenges.

## PART A FISCAL SUMMARY

**Part A expenditures are 64% and should be 92%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

Regional Early Intervention Services (REIS)
---------------------------------------------

**Services 30% below expected:**

Early Intervention Services (EIS)
Emergency Financial Assistance (EFA)
Linguistic Services (LS)
Outreach Services (OS)

**Services 30% above expected:**

N/A
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## PART A MAI FISCAL SUMMARY

**Part A MAI expenditures are 73% and should be 92%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

N/A
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**Services 30% below expected:**

Outpatient/Ambulatory Health Services
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**Services 30% above expected:**

N/A
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## UBC FISCAL SUMMARY

**UBC expenditures are 74% and should be 92%.** (Overall Expenditure rates by funding source for the reporting period)

**Service areas affected by unprocessed invoices:**

N/A
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**Services 30% below expected:**

Outpatient/Ambulatory Health Services
Oral Health Care
Substance Abuse Services - Outpatient

Housing Case Management and Referral

Services 30% above expected:

N/A

## RECIPIENT REPORT

1. **GY 30 Closeout.** The Recipient and her team are working diligently to ensure funds are spent down as much as possible. HRSA anticipates significant underspending from Ryan White grants due to the COVID-19 pandemic. We do not anticipate having an unobligated balance large enough to cause the EMA to receive a penalty. HRSA has waived the underspending penalties for Parts A and B for FY 20 and FY 21.

## **IMPORTANT DATES – FEBRUARY THRU APRIL 2021**

<b>DATE</b>		<b>MEETING</b>	<b>TIME</b>
<b>Virtual USCHA – the United States Conference on HIV/AIDS Oct. 19-21, 2020 (<a href="https://uscha.life">https://uscha.life</a>)</b>			
February	18	Community Engagement & Education Committee (CEEC) Meeting <b>Online via ZOOM</b>	5p to 7p
February	18	Research and Evaluation Committee (REC) Meeting <b>Online via ZOOM</b>	3p to 5p
February	24	Comprehensive Planning Committee (CPC) Meeting <b>Online via ZOOM</b>	11a to 1p
February	24	Integrated Strategies Committee (ISC) Meeting <b>Online via ZOOM</b>	1p to 3p
February	25	Executive Operations Committee (EOC) Meeting <b>Online via ZOOM</b>	5p to 6p
February	25	COHAH General Body Meeting <b>Online via ZOOM</b>	6p to 8p
March	18	Community Engagement & Education Committee (CEEC) Meeting <b>Online via ZOOM</b>	5p to 7p
March	16	Research and Evaluation Committee (REC) Meeting <b>Online via ZOOM</b>	3p to 5p
March	24	Comprehensive Planning Committee (CPC) Meeting <b>Online via ZOOM</b>	11a to 1p
March	24	Integrated Strategies Committee (ISC) Meeting <b>Online via ZOOM</b>	1p to 3p
March	25	Executive Operations Committee (EOC) Meeting <b>Online via ZOOM</b>	5p to 6p
March	25	COHAH General Body Meeting <b>Online via ZOOM</b>	6p to 8p
April	20	Research and Evaluation Committee (REC) Meeting <b>Online via ZOOM</b>	3p to 5p
April	22	Community Engagement & Education Committee (CEEC) Meeting <b>Online via ZOOM</b>	5p to 7p
April	28	Comprehensive Planning Committee (CPC) Meeting <b>Online via ZOOM</b>	11a to 1p
April	28	Integrated Strategies Committee (ISC) Meeting <b>Online via ZOOM</b>	1p to 3p
April	29	Executive Operations Committee (EOC) Meeting <b>Online via ZOOM</b>	5p to 6p
April	29	COHAH General Body Meeting <b>Online via ZOOM</b>	6p to 8p



## PLANNING COMMISSION (COHAH) GENERAL BODY MEETING AGENDA

**THURSDAY, MARCH 25, 2021 – 6:00PM TO 8:00PM**

**ZOOM CONFERENCE AND VIDEO CALL**

**A SAFE, SOCIALLY DISTANT, AND VIRTUAL LOCATION**

**Note: all times are approximate**

6:05 pm	1. Call To Order and Moment of Silence for HIV and COVID-19 (Ken) 2. Welcome and Introductions/Roll Call (Lamont)
6:10 pm	3. Review and Adoption of the Meeting Agenda for March 25, 2021 (Lamont) 4. Review and Approval of the Meeting Minutes from February 25, 2021 (Lamont)
6:15 pm	5. COVID-19 Vaccination Process in Virginia – Dr. Danny Avula, Virginia Department of Health – (Lamont)
6:30 pm	6. Ryan White HIV/AIDS Program (RWHAP) Recipient Report/ Updates (Sarcia)
7:00 pm	7. Standing Committee Updates (Sarcia) <ul style="list-style-type: none"> <li>Research &amp; Evaluation Committee (REC) {Next mtg.: Tue. April 20<sup>th</sup> @ 3pm}</li> <li>Community Engagement &amp; Education Committee (CEEC) {Next mtg.: Thu. April 22<sup>nd</sup> @ 5pm}</li> <li>Comprehensive Planning Committee (CPC) {Next mtg.: Wed. April 28<sup>th</sup> @ 10am}</li> <li>Integrated Strategies Committee (ISC) {Next mtg.: Wed. April 28<sup>th</sup> @ 1pm}</li> </ul>
7:25 pm	8. Commission Administrative Business – “Things to Do” (Ken)
7:30 pm	9. New Business (Ken)
7:35 pm	10. Announcements/Adjournment (Ken)
<div> <p><b><u>NEXT PLANNING COMMISSION (COHAH)            MEETING:</u></b></p> </div> <div> <p><b>THURSDAY APRIL 29, 2021            6PM-8PM            ZOOM CONFERENCE AND VIDEO CALL            A SAFE, SOCIALLY DISTANT, AND VIRTUAL            LOCATION</b></p> </div>	