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**Kansas City Transitional Grant Area (TGA)
Comprehensive HIV Prevention and Care Planning Council**

Purpose of Meeting: Executive Committee	Date/Time: March 05, 2025 – Virtual via Microsoft Teams	
Members Present: Members Absent: Others Present: Staff:	John Adams, Kaley Garza, Dr. Samantha Hughes Debra Guilbault, Erika Emerson Cole Riley, Katie Vides Sean Ryan, Bryan Davenport, Chloe Strong	
Item	Discussion	Motions
Call To Order	John Adams called the meeting to order at 3:07PM.	
Introductions	Introductions were made by members and staff present.	
Review of Planning Council & Committee Meeting Ground Rules	The Planning Council and Committee Meeting Ground Rules were reviewed.	
Approval of the Agenda	The March 5, 2025, agenda was approved with revisions.	Dr. Samantha Hughes made a motion to approve the March 5, 2025 agenda, Kaley Garza seconded the motion. Agenda was approved with revisions.
Approval of the Minutes	The February 5, 2025, minutes were approved as written.	Dr Samantha Hughes made a motion to approve the February 5, 2025 minutes. Kaley Garza seconded the motion. Executive committee minutes were approved.
Attendance Review	Bryan Davenport: <ul style="list-style-type: none">• Four members were removed due to noncompliance; all other members remain in good standing.• Several members will term out at the end of this month, leaving six seated members.	
Remarks from The Chair	John Adams: <ul style="list-style-type: none">• This will be my final Executive Committee meeting as facilitator. Thank you all for your dedication and hard work during my time as chair.	
Remarks from the Vice Chair	N/A	
Action Items	<ul style="list-style-type: none">• Review and revise planning council ground rules	Dr. Samantha Hughes made a motion to approve the

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		revised Planning Council ground rules. Kaley Garza seconded. The motion carries and will be voted on at the next Planning Council meeting.
Unfinished Business		
New Business	Discussion around PC chair	
Planning Council Support Report	Bryan Davenport: <ul style="list-style-type: none">• Recruitment for new members is ongoing.• One individual has been accepted as a seated member and is awaiting contact with the City Manager's office to be sworn in.• The Planning Council seated member retreat is scheduled for Friday, the 14th.• Fifteen "Let's Talk About It" videos were completed from last week's ASSET Black Expo event.	
Recipient Report	Sean Ryan: <ul style="list-style-type: none">• Our Project Officer was let go due to HRSA cuts. During a webinar last week, we learned that 20 other POs were also affected. We have been reassigned to an interim PO, Crystal Hilton, and will be meeting with her tomorrow.• We need a solution from HRSA regarding Kansas Part B switching to a new system administrator. Kansas Part B will buy us out for the provision of services.• We have received a partial award for funding, covering a little over two months. Budgets are complete, and contracts	

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	<p>are expected to go out tomorrow and Friday.</p> <ul style="list-style-type: none"> • We have not yet received any updates regarding another partial or full award for the remainder of the grant year, so we will be waiting for further information. • We will be presenting at the Assessment Committee an updated fee-for-service schedule. • The department is undergoing a realignment, and my title is changing. I will now be part of the STI/HIV Integrated Program Division. 	
<p>Committee Report</p>	<p><u>Assessment & Comprehensive Plan Committee</u></p> <ul style="list-style-type: none"> • Kaley Garza: Looking forward to reviewing the updated fee-for-service schedule and SOCs. • The needs assessment is now closed, with no further updates at this time. • We will be working on creating a recruitment committee for individuals to be involved in our integrated plan. <p><u>Community Advocacy Committee</u></p> <ul style="list-style-type: none"> • N/A <p><u>Prevention Committee</u></p> <ul style="list-style-type: none"> • Dr. Hughes: We previously discussed forming a youth subcommittee to identify a candidate who can represent the target demographic in a community seat on the Planning Council. • We will discuss forming a task force to see what that process will look like. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> • N/A 	

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Standing Items	NA	
Next Meeting/Agenda Items	Next meeting is scheduled for April 2, 2025	
Announcements	NA	
Adjournment	The Executive Committee Meeting was adjourned at 3:55PM.	
Handouts	<ul style="list-style-type: none">• March 5, 2025, Executive Committee Meeting Agenda• Planning Council/Committee Meeting Ground Rules• February 5, 2025, Executive Committee Meeting Minutes	

Certified by the Chair

Date