

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

<b>Purpose of Meeting:</b> Executive Committee	<b>Date/Time:</b> May 07, 2025 – Virtual via Microsoft Teams	
<b>Members Present:</b> <b>Members Absent:</b> <b>Others Present:</b> <b>Staff:</b>	Kaley Garza, Marci Watkins, leisha Bailey  John Adams, Latrice Thomas Sean Ryan, Bryan Davenport	
<b>Item</b>	<b>Discussion</b>	<b>Motions</b>
Call To Order	leisha Bailey called the meeting to order at 3:06PM.	
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 May 7, 2025, agenda was approved as written.	Kaley Garza made a motion to approve the May 7, 2025 agenda, Marci Watkins seconded the motion. Agenda was approved as written.
Approval of the Minutes	The March 5, 2025, minutes were approved as written.	John Adams made a motion to approve the March 5, 2025 minutes. Kaley Garza seconded the motion. Executive committee minutes were approved.
Attendance Review	<b>Bryan Davenport:</b> <ul style="list-style-type: none"><li>• All members are in compliance.</li></ul>	
Remarks from The Chair	N/A	
Remarks from the Vice Chair	N/A	
Action Items	Review and approve final unobligated balance – Tabled until July	
Unfinished Business		
New Business	Review membership term limits, open membership categories, and reflectiveness for the Planning Council	
Planning Council Support Report	<b>Bryan Davenport:</b> <ul style="list-style-type: none"><li>• Recruitment is going well—we currently have 21 seated members.</li></ul>	

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	<ul style="list-style-type: none"><li>• Thank you to everyone who participated in the AIDS Walk; we had a great turnout.</li><li>• Orientation went smoothly. Attendance was lower than expected, but feedback from attendees was very positive.</li></ul>	
Recipient Report	<b>Sean Ryan:</b> <ul style="list-style-type: none"><li>• Still awaiting the second partial award for Part A and MAI from HRSA; we've received notice that it's forthcoming, but no funds yet.</li><li>• Currently working on the Ryan White Annual Progress Report, which includes information on Planning Council reflectiveness. We will need that data by the end of the month. HRSA is requesting additional data and outcome measures this year.</li><li>• Last week, we hosted an STI Summit with local public health organizations and metro-area providers to review STI/HIV trends.</li><li>• Preparing for several upcoming outreach events, including Health on the Block (Saturday, May 17 at Central HS, hosted by the Health Department) and the Health Village at PRIDE.</li></ul>	
Committee Report	<b><u>Assessment &amp; Comprehensive Plan Committee</u></b> <ul style="list-style-type: none"><li>• <b>Kaley Garza:</b> Discussed sharing needs assessment findings with service providers and the Planning Council (PC).</li></ul>	

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	<ul style="list-style-type: none"> <li>• Agreed to begin reviewing and updating the administrative mechanism assessment.</li> <li>• Reminder: Complete your self-assessment after PC meetings.</li> </ul> <p><b><u>Community Advocacy Committee</u></b></p> <ul style="list-style-type: none"> <li>• Discussed social media presence. If CAC manages the Facebook page, it will operate independently of City communications, with the CAC Chair overseeing it.</li> <li>• Considered reviving the Planning Council (PC) newsletter.</li> <li>• Reviewed the CAC's scope of work.</li> </ul> <p><b><u>Prevention Committee</u></b></p> <ul style="list-style-type: none"> <li>• <b>Latrice Thomas:</b> Currently discussing the formation of a Youth Subcommittee.</li> <li>• At the next meeting, we plan to explore creating a task force to initiate and support its development.</li> </ul> <p><b><u>Finance Committee</u></b></p> <ul style="list-style-type: none"> <li>• <b>Marci Watkins:</b> Reviewed budgets at the last meeting. Awaiting Part A funding from HRSA.</li> <li>• The Finance Forum Task Force met to discuss securing a facilitator for the forum.</li> </ul>	
Standing Items	NA	
Next Meeting/Agenda Items	Next meeting is scheduled for <b>June 4, 2025</b>	
Announcements	NA	
Adjournment	The Executive Committee Meeting was adjourned at 4:11PM.	
Handouts	<ul style="list-style-type: none"> <li>• May 7, 2025, Executive Committee Meeting Agenda</li> </ul>	

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	<ul style="list-style-type: none"><li>• Planning Council/Committee Meeting Ground Rules</li><li>• March 5, 2025, Executive Committee Meeting Minutes</li></ul>	
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Certified by the Chair

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Date