

End HIV 901 CAB Monthly Meeting


MINUTES

WEDNESDAY, AUGUST 6, 2025

2:00 PM – 3:30 PM

MICROSOFT TEAMS

TYPE	Virtual
PRESENTER / FACILITATOR	Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org) N/A Nancy Brownlee, Prideworks (prideworksagency@gmail.com) * No Conflict
TRANSCRIBER	Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org) N/A
CAB MEMBERS PRESENT	Brandon Allen, Community Member (brandonjallen681@gmail.com) * No Conflict Chasity Bolton, Christ Community Health Services (chasity.bolton@christchs.org) * No Conflict Cristobal Valdebenito, Friends for All (cristobal.valdebenito@friendsforall.org) * Conflict DeMarcus Jones, SisterReach (demarcus@sisterreach.org) * No Conflict Jenieya Peterson, Score Health (jenieya.peterson@scorehealth.org) * No Conflict Kayihura Manigaba, University of TN Health Sciences Center–Pharmacy (kmanigaba@gmail.com) * No conflict Krista Wright Thayer, Shelby County Health Department (krista.wright-thayer@shelbycountyttn.gov) * Conflict Nancy Brownlee, Prideworks Foundation (prideworksagency@gmail.com) * No Conflict Nate Boutte, Amgen (drnateboutte@gmail.com) * No Conflict Nicole Brewer, A Betor Way (nicole@abetorway.org) * No Conflict Sharmain Mayes Winston, TN Dept of Health (sharmainmayes@gmail.com) * Conflict
OTHER PARTICIPANTS	Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org) N/A Karrie Reed, St. Jude Children’s Research Hospital (karrie.reed@stjude.org) N/A Latrice Pichon, University of Memphis—Public Health, (lcpichon@memphis.edu) N/A Linda Razany, St. Jude Children’s Research Hospital (linda.razany@stjude.org) N/A Robin Bell, St. Jude Children’s Research Hospital (robin.bell@stjude.org) N/A Wanda Wallace, Community Advocate (wwallace50@gmail.com) N/A Yasser Yusef, Shelby County Health Department (yasser.yusuf@shelbycountyttn.gov) * No Conflict
CAB MEMBERS ABSENT	Kayla Collins, OUTMemphis (kcollins@outmemphis.org) * Conflict

AGENDA	<div style="text-align: center;">  <p>Ending the HIV Epidemic Shelby County</p> </div> <p style="text-align: center;">Community Advisory Board (CAB) Meeting Wednesday, August 6, 2025 Virtual, Microsoft Teams 2:00 PM, CST</p> <ol style="list-style-type: none"> I. Call to Order II. Disclosure Statement: The meetings and activities of the End HIV 901 CAB Meeting are a matter of public record. Each meeting will be recorded, and a transcript of the meeting minutes will be kept. Each member will receive copies of recordings and meeting minutes for their personal record keeping. Discussions associated with End HIV 901 CAB are not considered private or confidential. III. Roll Call/Conflicts of Interest: Reminder: Conflicts of interest are for organizations who receive direct funding from Tennessee Department of Health (TDH) or United Way of Greater Nashville (UWGN) as a continuation of EHE related work. Those who do not receive such funding from either TDH and/or UWGN, please indicate "no conflicts" during roll call. IV. Old Business: <ol style="list-style-type: none"> A. Bylaws <ul style="list-style-type: none"> • Current Membership: Voting members vs. non-voting members based on attendance • Meeting format (virtual vs. in-person) V. New Business: <ol style="list-style-type: none"> A. Begin to review and discuss Prevent Pillar B. Vote on current secretary nomination, Sharmain Winston C. Review and vote on pending applications for Aramis Jones and Wanda Wallace D. Holiday give back to the community (Team Building) E. Agenda items for next meeting VI. Announcements/Public Comments: Announcements should be submitted to the executive team no later than 1 week prior to End HIV 901 CAB monthly meeting to be printed on the agenda. C2P Memphis Coalition Quarterly Meeting – Wed., September 17, 2025, 10:00 AM to 1:00 PM, location pending. Upcoming PrEP Navigator Position – At St. Jude VII. Adjournment <p style="text-align: center;">Next Meeting: Wednesday, TBA</p>
--------	---

<p style="text-align: center;">CALL TO ORDER / CONFLICTS OF INTEREST</p>	<p>Welcome and Call Meeting to Order – Nancy Brownlee – 2:03 pm</p> <p>Disclosure Statements</p> <p>Roll Call / Conflict of Interests</p> <p>Roll call completed by End HIV 901 Program Coordinator, Elizabeth Propst. The Board met quorum for this meeting.</p> <p><i>* CAB members are responsible for verifying that their attendance is accurately recorded in the meeting minutes each month for the official record.</i></p>
<p style="text-align: center;">OLD BUSINESS</p>	<p>A. BYLAWS</p> <ul style="list-style-type: none"> • CURRENT MEMBERSHIP: VOTING MEMBERS VS. NON-VOTING MEMBERS BASED ON ATTENDANCE <ul style="list-style-type: none"> ○ The Co-Chair reviewed the concerns about board capacity decreasing due to attendance. Decisions made today regarding amending Bylaws. ○ Board members discussed executive members being the only members involved in voting procedures. ○ Overview of the members comprising the executive committee. The Executive Board members proposed a strengthened executive team to include a Parliamentarian and one Voting member. Existing positions are Nate Boutte as Chair, Nancy Brownlee as Co-Chair, and pending voting in Sharmain Winston as the Secretary. <ul style="list-style-type: none"> ▪ Parliamentarian is an expert in parliamentary procedure, offering guidance on the rules and procedures for meetings and deliberative assemblies. They advise the presiding officer and members on how to conduct meetings effectively, ensuring fairness, order, and adherence to established protocols. Applying Robert Rules of Order to meeting facilitation. ▪ The Board confirmed interest in creating an additional role as a <i>Voting Member</i>. This member would serve as a neutral party and would not hold an elected position. This new role would allow for an odd number of executive committee members. ○ The definition and importance of quorum were reviewed to highlight its role in decision-making processes that require a vote. The quorum is based on membership and is calculated by comparing the number of individuals present to the total capacity of the Board. Specifically, a quorum is met when the number of attendees equals at least half of the Board’s capacity plus one. ○ The Board accepted the creation of two new executive roles, parliamentarian and voting member. ○ The Board cast votes utilizing polls and chat through <i>Microsoft Teams</i>. Brandon Allen nominated himself as the <i>Parliamentarian</i>. Chasity Bolton nominated Krista Wright-Thayer as <i>Parliamentarian</i>. Krista yielded her nomination and motioned a second toward nominating Allen. Chair acknowledged Wright-Thayer’s resignation and nominated Wright-Thayer as the <i>voting member</i>. Brandon Allen was voted in as <i>Parliamentarian</i>. ○ Co-chair initiated voting for Sharmain Winston as Secretary. Winston ran uncontested. The majority voted Winston as <i>Secretary</i> by <i>Microsoft Teams</i> polling. ○ The Board accepted the creation of a new executive role known as a <i>voting member</i>. Krista Wright-Thayer was nominated by default for <i>Voting Member</i> as she yielded her nomination as parliamentarian to Allen. Wright-Thayer accepted her nomination. Due to complications with virtual polling, voting was collected by voice roll call. There were 11 yays and 0 nays. Wright-Thayer was accepted as the <i>Voting Member</i>. • MEETING FORMAT (VIRTUAL VS. IN-PERSON) <ul style="list-style-type: none"> ○ The Board members also expressed a continued interest in hybrid opportunities. ○ Co-chair and chair reviewed feedback presented at July’s board meeting regarding the proposal of hybrid meetings and most of the Board noting if given a hybrid option, they would not attend the meetings in-person. From this feedback, Co-Chair and Chair reviewed the idea of having one quarterly meeting in-person and all remaining meetings virtual. The board accepted and approved utilizing <i>Microsoft Teams</i> polling. All 12 members voted in favor. ○ Co-chair stated meeting format was the only concept being altered and meeting dates and times remain in effect. The next in-person meeting was in November.

A. BEGIN TO REVIEW AND DISCUSS *PREVENT PILLAR*

- “Prevent Pillar is aimed at preventing new transmissions using proven interventions such as pre-exposure prophylaxis (PrEP). The Tennessee Department of Health (TDH) applied for and received funding to improve PrEP uptake in the Memphis MSA (Memphis Shelby County Grant Area). Four Memphis community-based organizations and the Shelby County Health Department (SCHD) applied for and were awarded funding from the TDH to provide PrEP navigation services during this 4-year demonstration project, Project PrIDE, which was conducted from 2016 through 2019...” **Co-Chair** read first paragraph introducing the landscape of the *Prevent Pillar* published in the End HIV 901 Community Action Plan.
- **Co-Chair** mentioned combining *Prevent Pillar* with *Holiday Giveback*. This was mentioned about representation and awareness.
- The **Community Outreach and Engagement Manager** detailed the responsibilities of the CAB as it relates to the plan, noting that the plan was developed 5 to 6 years ago and has an outdated epidemiological profile. **Manager** acknowledged continued funding scarcity and changes within the political climate, noting this being a prime opportunity to take a thorough look at the 10 strategies that are listed under the *Prevent Pillar*. **Manager** suggested the Board assess each strategy within the plan and determine if the community has completed or made any strides in each strategy. If strategies are kept, consider rewording, and determining who all should be involved. Additional thoughts shared included putting together a proposed budget correlating with the strategies and activities in preparation for potential funding opportunities that may become available in the future.
- **Chair** suggested narrowing down the top 3 strategies with the manager adding the need for more innovative strategies to attract funders. Additional thoughts shared included comparing EHE plans from other jurisdictions and assessing if strategies would be applicable for the Greater Memphis area. **Co-chair** emphasized the need for the full commitment of the Board to progress forward.
- A Board member noted the importance of awareness of End HIV 901 in the community and the awareness of the strategies and action items of the plan.
- The **program coordinator** underscored no event being planned and the *Holiday Giveback* being team building. Coordinator further emphasized the importance of focusing on action plan updates, which include developing new ideas, correcting old ideas, and potentially drawing traction for funders.
- Board members noted a way of increasing awareness through doing a *Holiday Giveback* and bring awareness to PrEP within conversation at selected opportunity. The importance of educating providers of PrEP is due to many providers not knowing about PrEP.

B. VOTE ON THE CURRENT SECRETARY NOMINATION, SHARMAIN WINSTON

- The Board conducted voting on secretary during **OLD BUSINESS**.

C. REVIEW AND VOTE ON PENDING APPLICATIONS FOR ARAMIS JONES AND WANDA WALLACE

- **Chasity Bolton** motion, proper second by **Brandon Allen**. Voting completed by voice roll call in a combined vote to accept both members to the Board. Motion passed.


D. HOLIDAY GIVEBACK TO THE COMMUNITY (TEAM BUILDING)

- Co-chair reviewed ways to tie Holiday Giveback to the Prevent Pillar.
- Ideas discussed included Hospitality Hub and plans for the Executive Committee to select a space to volunteer to present in September’s meeting.
- Many members began to associate holiday giveback with planning an event. Program Coordinator explained giving back to the community is an opportunity for the Board to do team building and bringing awareness of End HIV 901 with the chosen charity of the Board’s choice.

E. AGENDA ITEMS FOR NEXT MEETING

**Co-chair encouraged board members to follow Slack for additional communication that may occur.*

- Due to scheduling conflicts with the *NMAC United States Conference on HIV/AIDS* during the first week of September, the Board has collectively agreed to hold the next meeting on **Wednesday, September 10, 2025**, from **2:00 PM to 3:30 PM**. Additionally, the next *in-person* board meeting is confirmed for **Wednesday, November 5, 2025**, from **2:00 PM to 3:30 PM**. The location for this meeting will be announced later.

	<ul style="list-style-type: none"> • The Board will begin to review the Prevent Pillar within the <u>End HIV 901 Community Action Plan</u>. <i>All board members are encouraged to begin reviewing strategies and action plans to assess what has been achieved, what remains unaddressed, and what is currently in progress within the community.</i> • Before the next meeting, executive board members will convene to further evaluate plans for the Holiday Giveback initiative and determine the best ways to support the Board in revising the Community Action Plan, beginning with the Prevent Pillar. • Program Coordinator approaching previous members to return due to the changes agreed upon during this meeting.
ANNOUNCEMENTS	<p>Please submit any announcements for the next meeting <i>at least seven (7) days in advance</i> so they can be included in the agenda.</p> <p>Quarterly C2P Meeting – Wednesday, September 17th, 10:00 am – 1:00 pm, Location to be determined Register here (<i>Deadline: September 15th at 5:00 pm</i>)</p> <p>Southern HIV/AIDS Awareness Day – August 20th</p> <p>Overdose Awareness Day – August 31, 2025. A Betor Way is hosting their annual Overdose Awareness Day and Vigil Event. Sponsorships are available. <i>See flyer attached for details.</i></p> <p>Upcoming PrEP Navigator Position St. Jude – For inquiries or to share potential interest, please contact Karrie Reed, Community Outreach and Engagement Manager. Karrie.Reed@STJUDE.org or Cell: (901) 612 – 1742</p> <p>Overton Park Shell Concert Series – Come visit St. Jude's HIV Prevention and Treatment Team on August 23, 2025, from 5:00 PM to 8:00 PM. <i>This will occur periodically throughout this concert series.</i></p>
END HIV 901 SOCIAL MEDIA	<p style="text-align: center;">Follow us on Social Media: @endhiv901</p> <div style="text-align: center;">  </div>
RECORDING LINK	<p>Microsoft Teams Recording link: Recap: End HIV 901CAB Meeting (Virtual) Wednesday, August 6 Meeting Microsoft Teams</p>
NEXT MEETING	<p style="text-align: center;">Next End HIV 901 CAB Meeting: Wednesday, September 10th, 2025, 2:00 pm – 3:30 pm (CST) Virtual via Microsoft Teams <i>*Calendar event forthcoming</i></p>
ADJOURNMENT	<p>3:27 pm</p>