

Planning CHATT Webinar Transcript: Building Resilience in the “Next Normal”

Alexandra BONNET: Hello, Hello, everyone! Welcome to today's Webinar. Before we begin, we want to make sure you can hear us today. So let's check for any audio issues. The audio is being shared via your computer speakers or headset. If you have any difficulty hearing us, please be sure to check that your headphones are plugged in correctly, or your speaker volume is all the way up.

Alexandra BONNET: If you're still having trouble, you can dial in by phone to listen. If you need any assistance, please chat the host, and we'll try to help you out. Hello, everyone! You're chatting in where you are from, and your name. Welcome, welcome. [Spanish 00:01:40 – 00:02:19]

Alexandra BONNET: And now we want to welcome everyone. I'll have pass it to Travis.

Travis Barnhart: Thank you, Alexandra. Hello everyone! Welcome to today's planning CHATT webinar, titled “Building Resilience in the “Next Normal” Adjusting Your PC/PB Operations in an Ever-Changing World.” This Webinar features 2 jurisdictions with different experiences, adapting their planning group operations and activities during COVID-19 and other major disruptive events. Stay with us for an engaging discussion. We're very happy that you chose to join us today.

Travis Barnhart: Today's webinar will have simultaneous Spanish translation.

Alexandra BONNET: So, before we begin, [Spanish 00:03:04 – 00:03:24].

Travis Barnhart: So please choose a desired language and remain on the same channel for the duration of the meeting. If you look at the bottom of your zoom screen. you'll click on the globe button and select the language that you'd like to listen in. And then, once you have selected a language click once again, and select on mute original audio in order to hear only the selected language. [Spanish 00:04:05 – 00:04:18]

Travis Barnhart: Next slide, please. All right, as we begin today's Webinar, please note that you're in Listen Only mode. Towards the end of the Webinar, we will have a question and answer session. So feel free to drop your questions in the chat box at the lower left of your screen during the Webinar. We'll compile the questions and address them during the time that we do the question and answers.

Travis Barnhart: If you have questions after the Webinar or have a very specific question you'd like us to consider in detail, feel free to email us at planningchatt@jsi.com, with CHATT havint 2 T's. Next slide.

Travis Barnhart: So on today's agenda we will cover the objectives for the session, and then we'll have a some brief introductions. After that we will go over establishing, reworking, and maintaining operations, a couple of jurisdictional spotlights, monitoring operations in the next normal. and then we'll follow up with our questions and answers. Next slide.

Travis Barnhart: So now we have our learning objectives. By the end of today's Webinar, you will be able to 1) describe 3 characteristics of successful planning council or planning body and committee meetings. 2) explain the importance of having an established process for running meetings and making decisions. 3) describe 3 practices for adopting your planning council/planning body operations when outside events disrupt regular operations.

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Travis Barnhart: My colleague Amishi will chat out the evaluation to you all. We're gonna go and do that up front here early so you have it handy and you're ready to get your feedback. We'll also remind you about the evaluation at the end. We really appreciate and welcome your feedback. It's extremely important to us in your comments to help us make all the improvements in our work. So please, if you will take a moment to open the evaluation link that gets chatted out, just have it sitting there and available, and we appreciate you completing that, and we will again remind you at the end of the Webinar.

Travis Barnhart: I'll pass it back to Alexandra now.

Alexandra BONNET: Thank you, Travis, and now we will do some introductions. And as we have already announced, we have Spanish translation today. Our interpreters for today's Webinar are Grisel and Adriana. They are part of Donatti translation team, who are certified by the federal government and have worked with numerous national and international agencies. Their work with HIV/AIDS began in the mid-nineties, and it has been their passion ever since. They have dedicated time and resources to ensure that languages, language services, are available when needed. We thank you, Grisel and Adriana, for being here today.

Alexandra BONNET: And we also want to start off our discussion, and I'm going to thank HRSA and our PO, Lennie Green, for all the support given to this project Planning CHATT.

Alexandra BONNET: And for today's Webinar, I would like to welcome our presenters. First. We have Carissa Weisdorf. She is the Lead HIV Service Planner for the Minneapolis Saint Paul TGA Part A Grant recipient. Prior to starting her new role with the Hennepin County Ryan White program, she provided staff support for the Minnesota Council for HIV/AIDS care and prevention from 2014 to 2022. Carissa also participated in the Planning CHATT Webinar “Positive intentions, effective communication and relationship building strategies for planning council and planning bodies” in June 2021.

Alexandra BONNET: And next, we have Christina Bontempo. She has as a Ryan White planning Ryan White Program Planning Council Project manager for more than 15 years. She serves as the principal staff to the Miami Dade HIV Aids Partnership the recruitment committee, and the prevention and integrated planning committees. She is co-developer and co-facilitator of new Member Orientation Training and the Virtual Planning Council Training Series get on board. She has participated as a trainer and presenter at provider agencies community events, and the 2022 National Ryan White Conference, and as a Co-Facilitator on the JSI Recruitment Training Series. Thank you both for being here today.

Alexandra BONNET: We also have on today's Webinar, my colleague, Travis Barnhart, a senior consultant and Webinar co-lead for the planning CHATT and I am Alexandra Bonnet, senior consultant for JSI and a Webinar lead at planning CHAT. Before we move on, I would like to provide you with a brief glossary of common words that will be we will be using throughout the presentation.

Alexandra BONNET: We will go over them quickly and briefly. So we have EMA: eligible metropolitan area. TGAs: the transitional grant area.

Alexandra BONNET: PC/PB. We'll see throughout the whole Webinar. So those are planning Council and planning body.

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Alexandra BONNET: HRSA: Health Resources and Service Administration. H.A.B. or HAB is HIV Aids Bureau, PCN: Policy Clarification Notice. PO is Project Officer.

Alexandra BONNET: PSRA: priority setting and resource allocation, and last, but not least. RWHAP Or Ryan White HIV/AIDS program.

Alexandra BONNET: And now I will pass it to Travis.

Travis Barnhart: Thank you. Next slide, please.

Travis Barnhart: So let's get started with the content of our Webinar. We're going to kick off with some pointers on establishing, reworking, and maintaining your planning operations.

Travis Barnhart: Next slide.

Travis Barnhart: So a good place to start when looking at your planning operations, of course, is with HRSA's HIV/AIDS Bureau HAB's expectations around any expectations. And it really is important to make sure you're aware of what the Ryan white legislation and the Ryan White Part A manual have to say about planning council and planning bodies.

Travis Barnhart: What some of the most important expectations are that any meetings and materials are meant to be available to the public and that there are committees in place to take care of the work of your planning council or planning body. We're going to talk about the importance of committees quite a bit later on next slide.

Travis Barnhart: So continuing on with some HRSA/HAB expectations. HRSA does give us guidance on who is responsible for what in planning councils and planning bodies. So it's important to have clearly defined roles for your leadership for your support staff, and for the recipients office. It's also important that we have by laws in place, and that those bylaws don't just sit on a shelf as we'll discuss later. It's important to make sure your bylaws aren't creating any barriers, especially when something major happens that interrupts regular planning council operations.

Travis Barnhart: Next slide

Travis Barnhart: So operations during what we might call normal times with planning councils of planning bodies. As we mentioned before, there are legislatively defined tasks that must be completed each time for each year.

Travis Barnhart: One thing we all know is that even though there are those legislative requirements, resources are limited for planning groups. There's not a lot of money put aside for those and those limitations limitations can make it really seem like it's impossible to get your operations where they ideally need to be, even in normal times.

Travis Barnhart: So it's important to think through what would be the best way for my planning group to work.

Travis Barnhart: Think about that for normal times. But then that also helps you think about what needs to go in place when something disrupts your normal operations.

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Travis Barnhart: One of the best ways is to make efficient use of committees that can help your make your planning operations run much more smoothly. Be mindful of how those those committees need to work together and coordinate their work. And again we'll discuss committees more in depth here in just a minute

Travis Barnhart: next slide.

Travis Barnhart: So let's talk about bylaws for a little bit. These are very important to help. Make sure that you have a smooth, flowing and and well operating planning council operations next slide.

Travis Barnhart: So this slide lays out some important key elements your bylaws should include. Describe your planning group structures and policies we're going to always here is talking about those legislative responsibilities. That's what mandates, planning councils and planning bodies. Excuse me, but it's also important to think about things like the having a diverse community and consumer participation in planning. Helping provide your overall. The point of any councils of any bodies is to help provide a comprehensive accessible system of care in your jurisdiction, and also to reduce those HIV-related health disparities.

Travis Barnhart: So it's important to create by laws that are detailed enough to adequately describe how your planning group operates. But still be flexible enough when unexpected changes might happen.

Travis Barnhart: Try to take that step back and look when looking at your bylaws, and say when someone who's completely are familiar with my planning group understand how my group works if they read through our planning, our bylaws and or other documentation, that we created. If it's not clear, you probably need to do some revisions to your bylaws

Travis Barnhart: next slide.

Travis Barnhart: So your bylaws again. Don't do much good if you just write them up, and you put them on the shelf, only to be referenced when HRSA comes along to do an audit. So they really should be used to answer questions about how your planning group is supposed to operate the structure of it. Leadership committees, those kind of things.

Travis Barnhart: They should also be reviewed and revised. We have a list here .Any time that Congress makes any changes to the Ryan White legislation which hasn't happened for a while but could always happen?

Travis Barnhart: We you to look at your bylaws when HRSA have issues, new requirements or guidance that might be through like policy, clarification notices or program letters that they send out periodically. And at least every 2 to 3 years, it's a good idea to at least look at your planning council, even if things seem to be going the same way every year all the time. It's a good idea to really make sure that you look at them again.

Travis Barnhart: And then that small there's a small little point in there that might seem small, but it became a big deal during Covid

Travis Barnhart: But when any any time the scope of activity changes or your operations are changing. That's also a good to time to update bylaws.

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Travis Barnhart: next slide. So we have a quick little scenario here that we'd like you to type in the chat your answers. So consider the following, and then thinking about your planning council, your planning body.

Travis Barnhart: Which of your planning committees spending group committees is responsible for reviewing and recommending amendments to your bylaws? So think of all the different committees your your group has, which one of those is responsible for that.

Travis Barnhart: You can go ahead. And actually, if you'll type in your jurisdiction and your and that answer that'll help us a little bit.

Travis Barnhart: The other question we want you to chat in your answer is when a question arises about your planning council or planning body, structure or rules, who usually checks the by walls to see what they say?

Travis Barnhart: and we're gonna give you just about a minute here 30 seconds, and we'll. I'll kind of read through what people are typing in the chat. So I see in Atlanta we have Council procedures. Tampa, St. Pete the Membership Committee, Portland. They have the Operations Committee. Los Angeles, the operations. Executive Director. DC. The Executive Operating Committee. As you can see, there's a lot of different names for committees that goes that we see there. Katherine is saying that the planning Council chair is the Parliamentarian in their group. Travis Barnhart: The Quality Advisory Committee and Sacramento looks at that. I know in a lot of groups like I from Kansas City originally. Generally, if there was a question about how things go, it might actually go to any council support to look at the bylaws, and of course any council support should be very familiar with your bylaws. But also, I think, one thing that's really coming through in the chat is that you're also your leadership folks who are voting members on your planning council or planning body should also be very familiar with your bylaws as well.

Travis Barnhart: So continue to type in those answers, and we'll continue to gather those. We are going to move on now to the next part, and I'll pass it back to it. Alexandra.

Alexandra BONNET: Thank you so much, Travis. So now we will be going over establishing a process for planning council and bodies, discussion and decision making

Alexandra BONNET: next slide. What are some of the benefits of an established process for planning council and bodies, discussion and decision making? First, we have that it provides an orderly process for meetings. It makes it fair and democratic. Everyone follows the same rules and has the same opportunities to participate Having an established process also supports open decision making. and by managing discussion it protects the organization from individuals who want to put their own interest first.

Alexandra BONNET: Now, how to choose a process for the planning council or body to manage discussion and decision making. Here are some options.

Alexandra BONNET: The planning council and body can choose from some form of parliamentary procedure usually based on Robert's rules of order. A consensus model can also be used or a combination with voting. If consensus is not reached. you can also choose your own process that usually includes basic elements of parliamentary procedure.

Alexandra BONNET: Next slide, please.

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Alexandra BONNET: Now, the majority of the planning Council and planning bodies have considered or established the Roberts rules of Order as a process for planning Council, planning body, discussion and decision making. Here are the key principles of Robert's rules of order.

Alexandra BONNET: First up we have that all members have equal rights and obligations, even when this is high highlighted in the Roberts rules of order, HAB recommends re-reviewing the planning Council and planning body Expectations Program Letter released in 2022.

Alexandra BONNET: This program letter mentions that recipient staff cannot be voting members on the Planning Council.

Alexandra BONNET: Next, we have the majority rules. Meaning based on one person equals one vote. There is respect for the minority. Some decisions require a super majority.

Alexandra BONNET: Another key principle is that only one question or motion is considered at a time.

Alexandra BONNET: There is also a right of everyone to speak once before anyone speaks a second time, followed by the principal that no member can speak until recognized by the chair.

Alexandra BONNET: It is also important as a principal that the chairs should be impartial and last, the group's, bylaws, and other rules apply.

Alexandra BONNET: I know that some of you are thinking that Robert's rules of order can be a little bit confusing. But there is room for flexibility in this process for managing decision making and discussions. Some of the formality that is necessary in the largest assembly would hinder business in a small group. So this means that special rules can exist for small groups. The suggestion is that the group has less than 12 people. For example, the planning Council committees or the planning body committees.

Alexandra BONNET: Some examples of flexibility and provisions can include no limit to number of times member can speak to a question or no need for motions to close or limit debate. You could also have an informal discussion permitted, if no motion is pending and the chair can speak in a discussion and vote on all questions.

Alexandra BONNET: We will later on listen or hear an example from one of our jurisdictions, and how they did a Roberts rules quote, unquote like and after going through some options of processes for the planning council or body to manage discussions and decision, making

Alexandra BONNET: with special attention on the Roberts Rules of Order. We want you all to watch this brief explanation of how Newark EMA Implements, Robert's rules of Order, provided by AETC Training Center and HRSA. Enjoy! [Video 00:22:08- 00:25:24]

Alexandra BONNET: Thank you Amishi. So how was that? I read someone asking about the link of the video? We have chatted that out for you. and yes, you can use it in your planning council. So to continue. We have mentioned that when applying Roberts rules of order there is room for flexibility and special rules can access for small groups.

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Alexandra BONNET: For example, your planning Council are planning body committees. So let's talk a little bit more about committees.

Alexandra BONNET: Committees are important, because in most planning council and planning bodies the actual work happens at the committee level where legislative duties are assigned.

Alexandra BONNET: Committees are important because of a higher focus and more time dedicated to specific issues or tasks. Committee meetings generally allow more time for public input, consultation with outside experts and in depth discussions. Committees also provide an environment where members often participate more actively than in full planning council or planning body meetings. Committees can make recommendations to planning councils and planning bodies through the Executive Committee. The chair, Co-chair, are part of this committee

Alexandra BONNET: Also voting members and committees can include non-planning council and plenty body members. and finally, committees are great training ground for new and potential planning council or planning body members.

Alexandra BONNET: So what are the types or different responsibilities of committees. First, we have here the governance. The governance is responsible for internal operations. For example, membership, open nominations, member training by laws, policies, and procedures.

Alexandra BONNET: MOUs or memorandum of understanding with the Ryan White Party recipient and coordination of the planning Council and planning body task.

Alexandra BONNET: and we also have the the planning committee and the planning committee is responsible for carrying out legislative define responsibilities, for example, needs assessments, integrated comprehensive planning PSRA or priority setting and resource allocation, an assessment of the efficiency of the administrative mechanism.

Alexandra BONNET: This is an example of committee structures to the left. You will see, under planning section the Needs assessment and PSRA committee with roles that include activities in the PSRA process. For example, the needs assessment. We also see the Consumer Committee, who will be responsible for consumer outreach and engagement and the to the right under governance. We see the membership and Operations Committee with roles that include member, orientation and training by lost policies and procedures outcomes

Alexandra BONNET: Next slide, please.

Alexandra BONNET: Now for committees to succeed. Here are some strategies. You can consider. Limit the number of committees, and have clearly defined purposes for each

Alexandra BONNET: Use works, work, plans to spread out required tasks and determine which task can be completed by the same committee.

Alexandra BONNET: You could also do under roles and responsibilities a leadership structure that keeps things moving, even if some someone is out. For example, the chair the vice, chair the 2 co-chairs delineate between member Responsibilities and planning Council support responsibilities.

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Alexandra BONNET: Another good strategy that will set you up for success is the development of an annual work plan.

Alexandra BONNET: This helps ensure tasks are completed in a timely manner. It helps with setting agendas.

Alexandra BONNET: and finally consider a consensus process for decision, making. Lighten up on PC/PB more formal processes to encourage discussion and quicker movement on action items.

Alexandra BONNET: And now we are launching a quick poll for you all.

Alexandra BONNET: Please tell us the following. How much do you understand the purpose or responsibilities of all of your planning council or planning body committees.

Alexandra BONNET: and we have a few options here. I don't understand the purpose of any of the committees. I don't understand the purpose of. I understand the purpose of one or 2 of the committees. I understand the purpose of about half of the committees. I understand the purpose of almost all of the committees. I fully understand the purpose responsibilities of all committees. We've we've added an extra option. My planning Council does not have any committees. and last, not applicable, and I see the answers are coming in.

Alexandra BONNET: And about so, more than 70% of you fully understand all committees. We have 4% of folks that do not understand any committees.

Alexandra BONNET: and around a little bit more than 20 understands almost all the committees.

Alexandra BONNET: Let me give you a few more seconds to see if any more answers are coming in.

Alexandra BONNET: Okay, we could end the poll.

Alexandra BONNET: and here are the final results. So the majority of you fully understand all the committees, and we have around 21 of you that understand all the committees.

Alexandra BONNET: So that's great.

Alexandra BONNET: Next up.

Alexandra BONNET: And now I will thank you all for chatting your answers, and we will have our main spotlight of the moment of this Webinar, the jurisdictional highlight. First up we have Christina Bontempo from Miami Dade that will share with us their experience, managing disruptive event with special attention on Covid and hurricanes in their planning council. Christina.

Christina Bontempo: thank you so much. It's great to see everyone here today, so I do. We can move ahead to the next slide and I'll talk about some of what I'll be sharing today is based on our operations around COVID. Here in Miami we don't do a virtual platform anymore or a

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hybrid. But it really did teach us a lot. And a lot of those lessons that we learned we're we're still benefiting from.

Christina Bontempo: So the main thing here, you see on the side is that it really taught us to be proactive versus reactive and that goes back to a lot of the planning and structural organization that Travis and Alexandra have been talking about, and also being able to be in contact with our members so that we weren't, you know, scrambling around when we needed to contact someone.

Christina Bontempo: And then we also really did find that, especially during COVID, people were dealing with a lot of things which were quote on quote more important, if you will, than meetings, and even that the business that we needed to conduct. Of course, you know, people were themselves sick, people were out of work, people's families were sick, and and also members had lost family members. So there was a lot that people were going through, and this can be true. This can be true during a natural disaster in general as well, so it wasn't just focused on COVID again. It's something that we've been able to be sensitive to since COVID happened.

Christina Bontempo: And having the correct technology really is important. One of the things that we did. And I think we'll talk about it on another slide is about how we made sure that all of our members both had access to zoom access to the Internet access to a tablet or a desktop computer, because that can also be a challenge. And I know in some jurisdictions members were given tablets, and you know, just to make sure that everyone can't connect. So usually in the real world in the Pre COVID world we always met in person, so we never really thought so much about about how important the technology was until we were really forced to use it as the only thing.

Christina Bontempo: So that's something that probably planning councils have already addressed, but it's always a good thing to know when you're onboarding new people. Also to make sure if you're sending a lot of emails do they have access to email? Is it okay to text someone? Some people may have limited access to text, or they may just not respond to that. So those are all good things to know about your members. Certainly, if you don't know already about your current members, and then on new members as well.

Christina Bontempo: And as far as our policies go, we we did have a policy in our policy and procedure manual, so the policies were not broad enough for something. Of course we had never thought to write a policy for a new pandemic, so that really did throw a monkey wrench into how we did our business. So we really did go back and look at our policy and procedure Manual, which is separate from our bylaws. Our bylaws really talk about the structure of the the committees and the Planning Council itself. And then we have a separate document called Policy and Procedure Manual, which talks about these sorts of things.

Christina Bontempo: One of the benefits of having this broken the these. You know that dual policy and procedure, and by laws, is that our bylaws must be vetted by legal counsel, and that does become the the official rules of the how the planning council is run. But on a day to day basis policies may need to be changed more quickly than that. And so, having them in the policy and procedure Manual is a good guide. So ours was.

Christina Bontempo: We. We made our policy and procedures actually sort of purposely vague, because every situation is different. But basically says that you know we're going to follow our county and State guidelines, and that may seem that that may seem obvious. But if

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you don't have that written down somewhere, people can be going back and forth, what should we do? What should we do okay, Someone else has already made that decision, and then you can move forward.

Christina Bontempo: So that's fine. We can go. Thank you to the next slide.

Christina Bontempo: So again, after, you know.

Christina Bontempo: Sometime we realized that this was the new normal. We went home for COVID, thinking that we'd be home for 2 weeks, and, you know, 2 months later we were looking at a whole new world. So so again, you know, one of the things that we did was we sent out a survey to our members to see you know, make sure that they have Internet access and phone and laptop and all that, as I said, but also just again, You know, it was less about services people needed, and more about what kind of support you know they needed, because we really had to go back and talk to people on a personal level, you know, because again, people are dealing with a lot of things. So that's something to consider in any kind of emergency, whether you have hurricanes or blizzards, or fires, or just, you know mass power outages or anything. You know how people are doing first in their personal lives, and then we can get to the business of of our business.

Christina Bontempo: So so then we we, we had some success of getting everyone together virtually so, while we were able to do that, it was really, when we were able to be in a strictly virtual world that did work out to be a good solution for us next slide.

Christina Bontempo: So before going virtual, we did establish some new routines, things that we hadn't done so much before we. We now have on our website all our meeting materials posted online, and that was something that we started during COVID. In the past we had been sending things directly to members, sometimes mailing them. But what we find is that if it's something is available online. If you have that ability then people can access it at any time. They don't even they don't have to particularly have access to their Internet or excuse me to their to their email.

Christina Bontempo: And we we've we've found that to be a pretty effective way. And again, even though we're now completely out of the virtual or hybrid world. This is something that we've kept going in back in the face to face world.

Christina Bontempo: And again making sure that everyone knows how to connect to it. We had a few people that we needed to walk through step by step on how to access documents, even how to use zoom. And so that was also a learning experience for us.

Christina Bontempo: And and again, you're just a way to connect to our members

Christina Bontempo: Again, having the right equipment is important. And then, when you're in the virtual world. You may really need to slow things down a lot, because the voting process and Q&A can take a lot longer if someone's chatting something, especially if you're in a hybrid situation and someone's chatting something. The the group that's there in person may not see that. And so staff may have to or a designated person in our case it would be staff myself and my colleague Marlin, who's here today. We would we would have to stop the meeting, and you know and read the chat, and then sometimes also type a a chatted answer back.

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Christina Bontempo: So just that's something to consider in the timing. And because we were doing that, we also really limited our meetings to strictly business items versus reporting and presentations and and that helped to manage our time as well. So that was, you know the the balance that we that we worked out for our meetings. Okay, next slide.

Christina Bontempo: So again the virtual meeting, our voting process and other people have used different voting processes, and that's gonna be discussed more later. But we did use the voting process of just if you're voting. If you're voting in favor, you don't have to say anything. You only have to vote opposed if you're opposed. And that way it was easier than trying to get everyone to to say yes, or to make sure that we're recording it. So we did ask that you chat the word opposed if you were against something. And so.

Christina Bontempo: you know, when when we someone was struggling, One of the things that we would do regularly is we would ask the meeting to stop we again we would read some, you know. We would read the motion back to the group that was on zoom during a hybrid or type it into the chat, because it's so important that in that in that world that you you know that you really are making sure that everyone understands what they're voting on like it said in the in the video that the chair would restate the motion.

Christina Bontempo: So that really is important. And and a lot of times people feel disconnected when they're in that virtual world. So it's really a way of making sure that they understand what it is that you're you're going forward with and we talked a lot. I saw a lot of comments, and I know we're gonna talk about that more at the end about Robert's rules of order. But I will just say, you know our the the light version that we use is, it's not strictly parliamentary procedures but what it means is that the conversation is guided by a chair. Person. Motions are made and seconded and discussed, and then voted on. So we do keep that process. We do follow an agenda, and and we record minutes for every meeting.

Christina Bontempo: One of the things that's worked for us forever pretty much, even before Covid was that we do have a standard agenda, so, regardless of what meeting you will go to. You'll see the same structure of the agenda. So you're not kind of you know what we this committee does it this way. This committee does it that way. Once you're in a partnership meeting

Christina Bontempo: you, you will recognize that agenda. You'll see it, and you'll know it. And the only other thing I wanted to say about the the Roberts rules of order is that again? This is, you know, the way our version has come is that you know a motion will come to the floor sometimes after discussion, and that's fine, too. That's really the process that we've adopted. So we'll have a lot of discussion and then say, okay, we need to make some make this concrete. We need to make a motion about it.

Christina Bontempo: So sometimes you might find that it goes that way. Sometimes you may bring the motion to the floor and then have the discussion. Sometimes you have the discussion that leads to a motion, and whatever works for your group, you know you, you can go with that. It's. It's not strictly that. That's the light version, if you will.

Christina Bontempo: I think that's it. I think that's all I have. Thanks. Okay,

Alexandra BONNET: Thank you so much, Christina, for sharing that it. It really paints a better picture of what we were trying to explain around Robert's rules of order. And now we have Christina Weisdorf. Carissa, I'm Sorry we have Carissa Weisdorf from Minnesota Council for

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HIV Aids Care and Prevention that will share with us their experience adapting to change during emergencies and parental leave in their planning council. Carissa.

Carissa Weisdorf: Yes, thank you, Alexandra. We can go to the next slide.

Carissa Weisdorf: So we did have a few policies already in place before the COVID-19 pandemic hit we had in our bylaws.

Carissa Weisdorf: We had to find that the Executive Committee can make decisions on behalf of the Council in the event of a crisis or emergency that prevents the full Council from meeting. We did start to utilize that we had to cancel I think 2 committee meetings right away when our governor issued a stay at home order, and then we went to the Executive Committee to ask them how they would like to proceed with virtual meetings, and if we felt that this was going to be a short term event which I think many of us in this country felt that it would maybe be a couple of weeks. But then, as we were hearing from our State health officials that this is going to be long term, we had to come up with a plan to continue to meet virtually.

Carissa Weisdorf: We also had a bylaw defining that what our quorum is, and stating that members participating in teleconference or other other electronic means, counts towards the presence of a quorum as long as the members can hear and be heard, so that also allowed us to continue to meet virtually and have our quorum established

Carissa Weisdorf: Just like my immediate. We also have a less formal document of policies and procedures, and this is really related to how our council operates and functions.

Carissa Weisdorf: This document had a procedure in place for electronic voting between meetings. So we had a a system that if urgent business came up and a committee was not meeting, or it had to happen before our Executive Committee and Council met, we could do an electronic vote, so that had been utilized as well.

Carissa Weisdorf: We also had a procedure in the event of a co-chair absence, and how we would choose a fill in Co-chair if needed, and that was definitely helpful as well. One of our State appointed council Co-chairs, was on leave from their typical duties with HIV for many, many months, and was reassigned to COVID, so we were able to use that procedure as well.

Carissa Weisdorf: We do regularly review and amend our bylaws, but we can also amend them in between our regular reviews. If there an urgent need comes up, and the policy and procedure document is much easier to change. It would just be a regular vote at a council meeting to make any changes to that, so as different circumstances come up, we can respond by first changing the policy and procedure document

Carissa Weisdorf: next slide, please.

Carissa Weisdorf: So we started by establishing virtual meeting norms for each committee and the council meeting. We did shorten our meetings. We had 3 hour in person Council meetings. We received guidance that, having no longer than 2 hours is probably what people can handle as we're online, I think that's starting to creep up past 2 hours again. But there's a lot of business always to discuss, but each committee set how they wanted to have their virtual meeting Norm. So we would have a slide that was displayed at the start of each meeting that indicated whether or not the committees wanted your videos to be on or off. If we're going to mute people automatically as well as instructions on how to mute and unmute yourself on both

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teams and on your phone. And the procedure for being recognized to speak by the chair, and how voting will take place, and then a link to virtual meeting tips which we had housed on our website.

Carissa Weisdorf: So for voting we we've tried many different things, and we have a couple of different procedures that we kind of utilize kind of depending on the situation.

Carissa Weisdorf: The fastest way that we have found is that we ask people to unmute and then vote out loud, if or type into the chat. If you're voting for the motion, you would say I, if you're voting against it, it's no. But before we do the verbal vote, our chair. Who's facilitating will ask if anybody opposes to voting verbally, because there may be a an instance where somebody doesn't feel that we're going to get an accurate count, or for if for any reason somebody wants a roll call vote, we can then do a roll call vote.

Carissa Weisdorf: We just went through a very kind of long process to amend our bylaws part of the regular review process, and what started as a roll call vote. Ultimately we tweaked that to using people doing the hand, raise function on Microsoft teams, and we were in a hybrid situation at this point. So also counting people in the room who were raising their hands, and that was able to allow us to ensure that we are getting a 2 thirds affirmatory majority with all of those bylaw changes. That's how we make amendments. So that system worked really well. Part of the change to going virtual are kind of previous way of training co-chairs really pivoted to providing co-chairs, tips, and training on facilitating virtual meetings, we were able to use different resources and experts who had put on more virtual meetings than we had in the past. So some of the things that they suggested was that we use good body language that even if you're not being seen, people kinda it comes through, and how you're talking

Carissa Weisdorf: For our co-chairs, who are facilitating to listen actively and avoid interrupting using verbal nods to indicate attentiveness. We had a remote meetings, how to's document on our website, and that's also what we would link to on our slide at the beginning of each meeting. We utilize Planning CHATT's remote meeting tips for planning council and planning bodies. Document that was came out during this time, and then our Co-chairs used icebreakers to help members connect and get to know each other.

Carissa Weisdorf: I was going to mention a little bit about kind of assessing virtual technology needs, and I know Christina touched on that as well. But that is something that we have kept. So whenever a new member starts, we ask what kind of technology support do they need? We want to make sure that they have a device that they can access meetings on and data to connect, and then also the understanding of how to use electronic documents, and if people prefer a hard copy, we mail them a copy as well. So for the during portion. Like many of the planning councils who are represented today. Our Council had a culture of community and connection with members, and this was really missed. During the COVID-19 pandemic. We went over 2 years without seeing each other. We had many members start during that time in a lot of life events, and so people really miss that connection.

Carissa Weisdorf: So, at the request of members, we added a 15 min check in before each council meeting, so people could chat and check in with one another

Carissa Weisdorf: like the Slide says we had a great level of participation for those, and it also helped connect people to services so new members, especially weren't aware of all of the Ryan white services that were available. So just through that kind of informal chat and check in, we would find out that somebody could benefit from home delivered meals, for example, or

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how to connect to telehealth and and appointments. So it was a really great way for members to support each other during that time

Carissa Weisdorf: next slide, please.

Carissa Weisdorf: So I know Christina talked a bit about sort of the natural disasters that can affect a planning Council in your typical operations, and certainly we've all been through the COVID-19 pandemic, but I was also asked to talk a little bit about other events that could happen so for me and for our planning council. It was a parental leave, so

Carissa Weisdorf: I I had a scheduled maternity leave to start basically at the start of the pandemic, and it was going to be for 3 months, and so I had a work plan and staff assigned to different committees and different tasks that the Council had to do while I was going to be on leave. I was the lead Planning Council support staff at the time but, as we know best, lead plans often go awry. Everything quickly changed and disrupted. So we really had to be very flexible at that time, because our staff, who were going to be working to fill my role and my responsibilities.

Carissa Weisdorf: We're pulled in many other directions with COVID, so we had to be flexible. We knew that the move to virtual was going to be more time consuming, consuming, and involved. But we were lucky at the time to have a dedicated staff person who was very familiar with the Council operations step in and coordinate many of the moving parts. So I think you know, for other planning councils to think about how planned and unplanned events can get in the way of Normal Council operations. This could be a parental leave. It could be a different type of leave of absence, staff vacancies, just an illness the day of I always felt that you know it. It was important to have kind of a process in place and checklist that if I was not going to be at a meeting that somebody could fill in and take over those roles to ensure that the planning Council meeting continued to function smoothly, and that members wouldn't even necessarily know that something had changed, and that we could kind of continue without missing a beat.

Carissa Weisdorf: And so, when when we had our our our COVID time. What I had mentioned that one of our co-chairs was also pulled into a different direction. And many of our planning council members were as well. There were a lot of life events happening. Christina mentioned this as well, but this also resulted in our planning council. Adopting a formal leave of absence policy which I think members have really appreciated, and it has kind of further equity among planning Council members

Carissa Weisdorf: I'll just mention for the last bullet point. We did go to our Executive committee to ask how they wanted to move forward with the work, and it was ultimately their decision about how the Council was going to move forward, and I'm very satisfied with how they selected to rather than stopping operations, or having only the Executive Committee meeting and making decisions. They did allow us to have hold virtual meetings during that time, and of course that happened for a good 2 years after that.

Carissa Weisdorf: Thank you.

Travis Barnhart: Thank you, Carissa. We come here to the next slide. Excuse me.

Travis Barnhart: So we've talked quite a bit about implementation and changing things when there are disruptive events.

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Travis Barnhart: we're now going to move into discussing what it looks like to monitor your operations

Travis Barnhart: in the next normal Excuse me next slide, please.

Travis Barnhart: So how do we go about monitoring our planning operations. One of the best ways to do that is what's called group process observation. It's a great place to start.

Travis Barnhart: so at times we get so product in the day to day operations and work

Travis Barnhart: that we're doing in our planning groups that we forget it's important to take a step back and just observe how things are going.

Travis Barnhart: and if you're intimately involved in that, you may need to ask an objective, uninvolved person to help with this process. Whether it's somebody else who works at the Health Department or the jurisdiction, or if you have potentially have some funding having a contractor, I mean with root process experience.

Travis Barnhart: Whatever process is used, it's important to you to share back with your planning group and do something with what you've learned from the group observation process and if changes needed to come up with an agree on an action plan.

Travis Barnhart: we can move to the next slide.

Travis Barnhart: So on the next couple of slides. We have one very simple example of a group observation process that you can use in your planning group. And really what what's on these next 3 slides is just some questions around central points that you can use. So one of the big, really important things in any Council planning group operations is around communication and looking at how your planning group interacts with each other can help you identify strengths and areas for improvements.

Travis Barnhart: Some things to observe around communication, who is talking the most and who isn't?

Travis Barnhart: And you may notice a big change between that. If you go from in person to a virtual environment. Of course there are there certain members who are typically guiding the conversation and taking the lead

Travis Barnhart: Can you kind of see this isn't on the slide? But we sometimes kind of see those thought bubbles of of other people's heads, but they're not really like assertive enough to speak out.

Travis Barnhart: What style of communication do people use, or some people making suggestions, or some people being assertive.

Travis Barnhart: do they make Do they use questioning to kind of bring about different points? Is there disagreement around things versus a lot out there around different types and styles of communication and overall. What is the tone of the communication as the whole group? But then, individually, are people being respectful and friendly? Is it more neutral, or is there more of a negative tone to the communication?

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Travis Barnhart: next slide

Travis Barnhart: In addition to communication. You also want to look at participation. So some of the questions to ask here is, who is paying close attention to the discussion? Who is and who is not speaking when they do speak up? Is it? Is it that they're actually paying attention, or they. you know, bringing up something that people have already been talking about.

Travis Barnhart: Do you see changes in the level of participation as the meeting goes on by some members, or as the the planning Council/planning body goes on you might also see that levels of participation wax and wane with some of your members.

Travis Barnhart: And then are there members whose views tend to be ignored and talked over. And how can you address those things

Travis Barnhart: next slide

Travis Barnhart: And then the third thing is looking at decision making. Some questions here to ask about your group when you're looking at decision making? Are all members encouraged to participate in reaching a decision before vote is taken. Do some members try to force a decision without full discussion or full participation by the rest of the council or group.

Travis Barnhart: Are there members who support, taking the time to hear and understand all the points before decision is made. and when the decision is made, how does the group react? How does the majority react to how the decision was made and voted on? How does the minority react to that?

Travis Barnhart: I can really tell you a lot about your group dynamics in your planning group next slide. Excuse me.

Travis Barnhart: And then another thing to look at is the roles which within your planning group, as you're doing some group azure observations.

Travis Barnhart: So there's this lots of different ways to look at group at roles. So some one way is to look at the types of roles. So task roles that focus on getting the work done like initiating information, opinion seeking, clarifying, summarizing, etc. re there some roles that are around group maintenance and social roles, such as you know, improving relationships like encouraging, compromising, and supporting. One common thing we talked about in planning groups is, you have like a mentoring program.

Travis Barnhart: for example And are there dysfunctional or self oriented roles like people being dominating, being aggressive, or or maybe even the opposite of that. They're withdrawn and and or not really participating in what's going on.

Travis Barnhart: As many of you know, people come to planning groups with lots of different motivations and ideas about how things are going, so they may not always be coming with just a pure motive of moving the planning Council training group process forward when it comes down to it.

Travis Barnhart: Now, that was a quick, brief section on monitoring.

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Travis Barnhart: We do want to get back to our jurisdictional spotlight, so um next slide, please. I'm going to pass it back over to Christina to share some of their experiences with monitoring and evaluation in Miami.

Christina Bontempo: Thank you so much Travis. Okay. You can go to the next slide. And okay great.

Christina Bontempo: So yeah. So moving forward, our evaluation process pretty much was after each meeting. It was like, well, what just happened, and what you know what?

Christina Bontempo: What, what can we do better? What can we do different? What didn't work? And you know we really did have to scrap some ideas like it says, and you know, just start changing things where our microphones positioned. Can everyone see? Could everyone hear? And what we found really in Florida was that because of we were required.

Christina Bontempo: After a short period of strictly virtual meetings, we were required to have an in-person quorum, and this really put a disproportionate burden on some members to say, You know you need to come to a public meeting space, and you know we we needed quorum. In our case it's one third of the membership plus one.

Christina Bontempo: So you know who do you ask to, you know, to fill in that role? It was really it it really wasn't really balanced as to how that worked and I won't get into the specifics of how you could participate, and not be in quorum, but it it required a form for the county. It was, it was complicated. So the whole thing, the whole hybrid situation was not great for us, and really because of that in in person, quorum requirement. And then people really. first of all, we didn't feel that people were participating in the way that they used to, and and also Our members didn't feel like, you know, like they were participating. They we would

Christina Bontempo: have people let us know afterwards, you know I I couldn't hear. I i'm not sure what was going on, and that was even with like, I said, you know, typing in to the chat, and there really were meetings where we were literally typing the chat as as almost like a dictation, as quickly as as we could to make sure that people could keep up, so as far as the non-adequate technology that was really it wasn't really on the the side of Members members all had the technology, and they knew how to use it.

Christina Bontempo: But it was that our meeting space didn't have wasn't built for that hybrid kind of interaction. So we just you know we really just could not make it work, and after some time I shouldn't say we couldn't make it work, because we did. We did make it work for. But at some point members decided, you know, this was not how they wanted to have meetings, and because they couldn't choose to go back to only virtual. They chose to to go strictly to to in person, and we really spoiled our members with Zoom. I have to say, because we still get questions. Okay, I I can't be there, but maybe I can come by zoom. And they there. We said, No, that's that's definitely not an option anymore.

Christina Bontempo: So you know it it really. But you know, after each meeting we we really did have to try to adapt different things, because really something didn't work at every meeting, so we we were just constantly trying to improve on it, and I think we got it as good as we could given our environment. But again, we really got it down to the members saying that you know they were willing to come to in-person meetings if we had business to conduct. And 99% of the time, You know, we we were able to achieve quorum that way and get everybody back in the same room together. And it really was. It really was wonderful to see people in person again.

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Christina Bontempo: So that that's all I say on that one next slide.

Christina Bontempo: And so yeah, so moving forward again. You know, one of the other things was: we used to have a really a different meeting space which we were because it was connected to a school and some other issues that came up around it, we weren't able to meet there anymore. So we now we meet at the main library in Miami Dade County. It's a central location, but it's also a central location in a huge county, so you know, just getting people used to to going to that location, you know, was another challenge for us. We did have PPE personal protection equipment for a hybrid and in-person meetings, and we did maintain that for some time, for in-person meetings currently in Florida, and certainly might be day county we we're not required to wear masks, however, we do encourage our members still to wear masks if they're uncomfortable.

Christina Bontempo: You know, without masking, and we also are in a large space, so that people are still able to socially distance, if if they feel that's necessary. As I discussed before, we did update our policies about what to do in a in a case of an emergency. And, as I said in in the example before, sometimes you know, our offices have to be closed because of our hurricane warning and our final integrated planning meeting where we were going to finally vote on our integrated plan, which was obviously, as everyone knows, as a huge undertaking for all the EMAs and TGAs. We had to push that meeting We we had to cancel the meeting because of the hurricane. The county was closed, and fortunately for us in Miami, the hurricane didn't amount to anything more than a little bit of rain, but we always have to respond appropriately to those mornings, because you just never know. And so we were able to contact all members again, having having that communication.

Christina Bontempo: how we were able to contact all of our members and give an alternate date. I believe. In that case we gave 2 dates, and they chose one, and so we were able, just the next week, and still before the deadline to have our meeting, and and finally put our integrated plan through. So you know, sometimes a meeting can just be cancelled, and you can pick up next month. But sometimes you you really do have to.

Christina Bontempo: You know that business has to be conducted at at that time, and and you have to do it as soon as possible. So again, it's just great to have have that communication again. We follow the guidelines of the county, and as far as communication with our project officer. We we do that through our recipient we have excellent connection t0 Our recipient, both by email text phone anything. So any communication, some jurisdictions may communicate directly with their project. Officer. In our case we we do that through our recipient, and that's never been an issue for us.

Christina Bontempo: So so again, you know, just keeping everyone up to date, having that, you know contact information. What we have is on our signing sheets for members. When they come to a meeting they sign in, and all of their contact information is written there. So we always remind them to check that and to make sure if anything's changed. They can write it right there, and that's a really quick way for us to just go back to the office and and update our records, and then to make your materials available. If if you can be prepared ahead of time. As Chris was saying, sometimes you can mail things that's a it's a great option. We also use the online access, and that the

Christina Bontempo: the only other thing that I just wanted to touch on quickly was what but what Travis was saying. As far as you know, members being able to feel like you know, they

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they're participating at each meeting, and you know, is somebody you know, talking too much. You're not talking enough, or how they they don't feel like they can participate. So one of the things that came out of COVID that was really great was we started to do a housekeeping.

Christina Bontempo: and we started it as just sort of like a primer for for zoom, you know. Do you know how to use chat? Can you hear us? You know, similar to the beginning of of this and that turned into something that we still use in the in-person meeting is and and we've tailored it. Now, to have just a brief an introduction that says this this meeting is being recorded. This meeting is run by a chair, you know. Please raise your hand to be recognized by the chair. Those sort of things, so that that process came out of COVID. I don't know that we ever would have had that strict of a You know that of a process so that anyone that comes to a meeting is gonna hear that and and see that guide and said every meeting. So they know what to expect

Christina Bontempo: so as much as Covid was a struggle for us. It really did you know, Give us some. We We We learned a lot, and we grew a lot as a planning council because of what came out of it. And so thank Thank you so much for for your time today.

Travis Barnhart: Thank you, Christina. Some really great points there. We're not going to turn it back to Carissa from Minnesota to talk about their experiences there with with monitoring and evaluation.

Carissa Weisdorf: Yeah, thanks, Travis. So around March of last year we did receive guidance from the county, that the part A recipient is a part of that we could return to in person meetings with the public before that it was not an option. So we had seen in our various meeting surveys during those 2 years that you can move this slide over

Carissa Weisdorf: that. Members did want to come back to in person. Meetings like I said they missed that in person, connection, and and they wanted to kind of return back to normal. So at that time we implemented a return to in person meeting survey, and we asked all of our our members. So we have Council members and community members and a Parliamentarian about their meeting preference for the next 12 months. We learned that about 2 thirds were indicated in or interested in, hybrid meetings. We didn't have a separate in person, or virtual or hybrid. We just said it's going to be hybrid, because that was something that our county and state felt was important that we always provide that hybrid option.

Carissa Weisdorf: We also ask questions about in-person protocols that would make members feel more comfortable gathering in person again. After all of that time away from each other and then we included an open-ended question to get any additional thoughts that people had so we learned if people's preferences for masking and requiring vaccinations and social distancing and and food layout, and all of that. Ultimately we did have to follow the current guidelines from our state and local public health authorities, so we were not able to put any additional layer of restrictions or requirements to attend our public council meetings.

Carissa Weisdorf: So we went back in person, and in a few committees kind of late summer, of 2022, and then the council held their first in person, meeting hybrid September of 2022. The it's going pretty well. We're. I think there's still growing pains, probably even more growing pains than when we went all virtual.

Carissa Weisdorf: But we are going to now that we're kind of getting to that 12 month period going to survey people again. One thing that we've noticed is that we do have lower in person attendance, and we expected, like I said, about 2/3 of people said that they were interested in

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having hybrid meetings, but we're getting probably less than a third of members participating in person. So we want to see. Is this working for people? Do they plan to come back in person, and we're also thinking of having parameters in place, like asking people to RSVP and then only holding the in-person option. If a third or so of Council members do plan to attend in person, and then we're also considering, maybe bringing members together twice a year for a mandatory in person meeting, because we do see that there's more engagement when we are in person.

Carissa Weisdorf: and then having some people virtual, and some people in the room, it's a little bit complicated as well. We're certainly still navigating that next normal.

Carissa Weisdorf: so we can go to the next slide

Carissa Weisdorf: like I've said it's been. There have been growing pains with our next normal. We always test our equipment before the meeting, and you know everything is working properly right up until people start showing up, and then things start to go haywire. So

Carissa Weisdorf: we know that things are not always going to work perfectly, but it's good to have a plan B and C. And potentially D in place. For when that does happen, we, the meeting room that we always use for council meetings previously, was no longer working for the technology needs that we had. So we did move meeting locations. We found a smaller room. We we found that there weren't as many people attending in person and it actually fed our needs quite well. The technology was easier to set up, and it kind of made for a a nicer experience. So that was one change that was positive.

Carissa Weisdorf: Right now. We're really kind of piecing technology together to have the hybrid meetings we have. You know, a computer that's being used to share the the teams. And so people can see the chat and see people who are talking and all of the documents. And then we have a computer attached to a a device that people use an owl. It's similar to that. It's called the NexiGo, and that allows people who are virtual to see those in their room and hear them.

Carissa Weisdorf: So we're kind of piecing together what we feel makes a a good hybrid experience, and we're hoping that you know better. Technology comes our way as we continue this kind of next normal. And then we also do have food at in person meetings. When we have our council meetings. Our consumer committee meetings have been meeting hybrid as well for a while now and then, when some committees have kind of started to come back in person we've provided food for that as well. And you know I've said it multiple times. But for even the people who are virtual and haven't attended any in-person meetings we do often still get comments about. Oh, it's so nice to see people in person and so they do, enjoy, even if they're at on their computer screen, seeing familiar faces gathering and meeting in person.

Carissa Weisdorf: Thank you.

Travis Barnhart: Thank you, Carissa.

Travis Barnhart: All right. We've come to the end of our Webinar. We're now ready to get into some questions and answers. We have been gathering those questions that have come through in the chat, so we will try to answer as many of those as we can.

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Travis Barnhart: The other thing I do want to say real quick is an acknowledgment to Emily Gantz McKay consulting for the development of the the bulk of the bulk of what's in these slides in collaboration with Planning CHATT. So thank you, Emily, for your hard work and continued support

Travis Barnhart: Before we get to some of the questions in the chat. I did want to call on John Schoepp, I think i'm saying your last name correctly. Message me privately to, because you had a question you wanted to come off mute and ask and make sure you can actually unmute there.

John Schoepp: Thank you very much, everyone. I'm going to be conscious of the time. Also. Thank you. This is really great information. I want to go back to the Robert rules the video because at the end it shows that you do the process where somebody makes a motion and then it goes to where somebody wants to amend that motion, and then it showed where it goes back to the beginning again. Doesn't it still have to vote on that first motion and then the second vote be made to the amendment to the motion. but it wasn't, showing that in the video, just to make it seem like that the whoever made the first motion is just dissolved. It's like there's no issue taking up with it.

Travis Barnhart: That's a great question. Does anyone on our team feel comfortable answering

Travis Barnhart: or anyone in the audience.

John Schoepp: I I realized that this was like a snapshot of it, but it just seemed like. if you're gonna do a video like that kind of like. Explain if that process is still involved in there, because the vote is an important issue to me, it is, anyway

Christina Bontempo: I can answer, how how we've done it in Miami.

Christina Bontempo: When we have the motion. And then this this motion is seconded, and then there an amendment is suggested again a lot of times we we come to the motion after discussion, so that kind of helps clarify that. But in that case we would go back to the Maker of the motion; and if the maker of the motion allows that motion to be amended, we will record it as amended.

Christina Bontempo: And then, if the person who seconded also you know, agrees that then we can go forward from there, otherwise it at that point. If the maker of the motion does not want to amend it. You either have to you know, have the vote, and it won't carry if or or you can. You could have the vote, and it won't Carry, or or you could just have the vote. And then have you know, a second motion? After tha that we we record that it was amended to with that reading amended and seconded again. So so that that's our process. And again, that's Robert's rules But it is basically parliamentary procedure that you know that every and then that's especially at that point really important that someone reads the motion as it's written, or as it's going, you know, amended so that because then there can really be some confusion as to what you're voting on right when you're when you've amended a motion, so just you know, make sure that everyone understands what they're voting on, and that the the maker of the motion and the person seconding are in agreement with that amendment

Christina Bontempo: that that's our process.

Travis Barnhart: Thank you. Thank you, Christina.

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Travis Barnhart: and we are getting close on time. I'm sorry we're not going to be able to get you a lot more of our questions. I do want to address a couple of things really quickly. Early on someone had asked. When was the last time Congress amended the Ryan White HIV Aids program legislation.

Travis Barnhart: It was originally passed in 1990 most recent amendments. It was in, or the most recent amendment and reauthorization was in 2009.

Travis Barnhart: We have people asking our alternatives to Robert's rules of order. What I would suggest is doing just a simple Google Search. One thing that, or one that I've heard of. It's been mentioned is called Martha's Rules of order and also that travel nations have their own rules of order.

Travis Barnhart: Just make sure that those follow what is required from the right legislation in terms of the operating procedures.

Travis Barnhart: because that legislation does not require that we use Roberts rules of order. But there are some requirements around what it must look like.

Travis Barnhart: We're gonna go ahead and jump forward. We can always stay on for a little bit longer. If there are additional questions. go and go to the next slide for me, please.

Travis Barnhart: So we want to remind you that we do have an evaluation that we really really would like you to fill out, please. Amishi will chat out the link to that again.

Travis Barnhart: Please take a little bit of time before you sign off, and before you move on to your next thing for today to go ahead and fill out that evaluation. There's it is in the chat.

Travis Barnhart: I'm going to pull that up right now and next slide. Just a reminder that we are the Planning CHATT, the planning community, HIV Aids technical assistance and training for project.

Travis Barnhart: We are on TargetHIV.org and you can find our website there. We have a lot of different resources on our website, including this. the recording of this Webinar, and it'll be in both English and Spanish, as well as our slides, will be available on the target HIV. And in CHATT website very soon.

Travis Barnhart: and next slide.

Travis Barnhart: and we want to thank you again for joining us today. You can always also contact us at planningchatt@jsi.com and at our website. One other thing I forgot to mention is you can sign up for our mailing list. Thank you so much. You may go ahead and stay on if you'd like, if you have additional questions. but otherwise this concludes our Webinar for today.

Travis Barnhart: Thank you.