

GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, February 23, 2017: 4:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510

Call to Order:

The meeting was called to order at 4:06 p.m.

Moment of Silent Reflection:

A moment of silent reflection was observed for people infected and affected by HIV/AIDS and those that are continuing to fight this disease.

Roll Call/Introductions:

A roll of the membership was conducted. The following members were in attendance:

Gregory Fordham	Jerome Cuffee
Pierre Diaz	Beverly Franklin
Doris McNeill	Lisa Laurier
Rachael Artise	

Staff:

Christine Carroll-Grantee Staff
Robert Hargett-Grantee Staff
Thomas C.M. Schucker-P.C. Support

Members Excused:

None

Review and Approval of Minutes:

The committee reviewed the minutes from the last meeting. A motion was moved by Beverly and properly seconded by Doris to approve the minutes as written. The motion passed.

Old Business

Review the P-CAT:

The committee reviewed the P-CAT. The following items were on the committee's agenda:

- Executive Committee meeting Support with Collaboration from the Grantee's Office:
In collaboration with the Planning Council, the Grantee attends Council and sub-committee meetings. The Grantee stated that the RFP for Planning Council Support was completed and was sent to the Purchasing Department. Collaborative Research was selected and a Letter of Intent was sent to the City Attorney for processing. This is a five year contract.
- Provide Planning Council Membership Trainings:
The Membership and Nominations Committee Chair stated that the Planning Council training schedule will start in March. Support Staff will conduct the first training. PowerPoint presentations will be developed by Support Staff. In order to ensure members' involvement, Planning Council members will be asked to volunteer to present the PowerPoints during the Planning Council monthly trainings.

The Executive Committee Chair commended Rachael who chaired the Priorities, Allocations and Policies Committee for the first time. Rachael was elected Co-Chair of the committee at the January meeting.

Executive Committee Business:

Committee Reports:

Quality Improvement and Strategic Planning:

The Quality Improvement & Strategic Planning Committee met on February 16 to review the following Service Standards:

1. Medical Case Management Service Standard
2. Non-Medical Case Management Service Standard
3. Emergency Financial Assistance (EFA) Service Standard

The committee put all the three Service Standards in line with the HRSA/HAB Guidelines. With regard to Emergency Financial Assistance (EFA), the committee agreed to increase the Housing Assistance cap to \$1,000.00. The Utility Assistance cap will remain at \$500.00.

The committee voted to approve the Service Standards and will be presented to the Planning Council for a final vote. For these, as well as for the other services, it is expected by the Quality Improvement & Strategic Planning Committee that the Monitor of these services; that is, the Grantee's Auditing contractor, will report on all the goals to be measured. The reporting of this information will guide the Planning Council in future years regarding the funding allocation. The next meeting will be March 16, 2016 at 4:00 p.m. and will be discussing the Needs Assessment.

Copies of the draft Needs Assessment from the contractor, were sent to the committee for review prior to the next meeting. It was recommended that the two committees; the Quality Improvement & Strategic Planning Committee and the Priorities, Allocations and Policies Committee should work jointly after the final results of the survey have been received. The joint meetings, which can take place about April or May, will help to guide the upcoming PSRA Process.

The committee discussed, extensively, the Needs Assessment survey results. The committee looked at other options of doing the Needs Assessment survey/s, including a recommendation to constantly conduct small special population studies, such as the transgender population, the African-American MSM population, women of child bearing age, etc; looking at their needs, gaps and barriers.

Priorities, Allocations & Policies:

The committee's report was presented by Rachael who chaired the meeting. The Priorities, Allocation and Policies Committee basically discussed the upcoming Priority Setting and Resource Allocations Session. The committee recommended the following dates for the Session:

- July 26, 2017 : PSRA Training
5:00 to 7:00 p.m.
In order to vote at the Session, PSRA training is mandatory for Planning Council members.
- July 27, 2017 : PSRA Session
Starting at 9:00 a.m.

The committee reviewed the Expenditure Summary Report and discussed the expenditures for the various service categories. The Grantee's Office will present the Final Expenditure Summary Report (FY 2016) sooner than has been the case in the past. The Grantee Staff reported that the

TGA received the partial award; 70% of last year's total amount and 40% of MAI. The Grantee's Office will be issuing Letters of Intent for the remainder of the RFP that was put out. The reviews have been done for services. There were eleven (11) proposals for various services and all of them will go for this year. All the services that were applied for might not go. No provider applied for Medical Nutrition Therapy. Food Bank might start after the full award has been received.

In order to prepare the Planning Council for the PSRA Process, the Priorities, Allocations and Policies Committee will do a 15-20 minutes learning session at Council meetings starting March 30th until July.

In summary, the two main projects the Committee will be working on are:

- Getting ready for the Priority Setting and Resource Allocations in July:
 - The committee will work with the Quality Improvement & Strategic Planning Committee to identify the needs, barriers, and gaps which were identified in the Norfolk TGA's Needs Assessment.
 - Obtain and review data (if any) that will be required for the Session prior to July.
- Finalize the Norfolk TGA Bylaws and send them to the City Attorney's Office for final corrections.

Membership and Nominations:

The Membership and Nominations Committee met as scheduled. The committee reviewed two applications for Planning Council membership and the applicants will be interviewed on March 17th. Two more candidates were interviewed and will be participating on committees because they are conflicted. In order not to mislead candidates about participation on the Council, the committee agreed to change the Interview Process. The next meeting will be March 16th as follows:

- 2:00 p.m. Planning Council Training; and
- 3:00 p.m. Committee business

The Planning Council Training schedule was distributed to Council members for review. Council members will be asked to team up with Support Staff on other topics that have not been assigned yet. Support Staff will provide the information and the PowerPoint and the Council volunteer/s will make the presentations; so that they learn. The trainings will be conducted at the membership and Nominations Committee meetings. A new page on trainings has been created on the TGA's website.

Mr. Michael Koran from Collaborative Research will be assisting the Norfolk TGA Support Staff Starting March 2017. His main focus will be the Norfolk TGA website, especially with regards to updates.

Community Access:

The committee met as scheduled and discussed activities for the upcoming year and how to schedule the Community Events. The committee also discussed how to get the community more involved in the Planning Council and involvement in scheduled community events. The committee also discussed the importance of scheduling educational moments at Community Access Committee meetings. It was agreed to invite committee chairs to attend the Community Access Committee meetings to discuss the responsibilities of the committees they chair.

The committee is planning a Town Hall meeting in May which, it was agreed, will be held on the Southside. The committee discussed, extensively, plans for the Town Hall meeting. The announcement will be populated on the Norfolk TGA's website.

Because of the Committee Chair's schedule conflicts, Mr. Earl Hamlet was elected Co-Chair of the Committee. Mr. Hamlet will be invited to attend Executive Committee meetings.

To contribute to the success of the Town Hall meeting/s, the Grantee's Office will look at ways to help boost attendance, especially in marketing the event.

New Business:

Monthly Monitoring Teleconference with HRSA Project Officer: The monthly teleconference with the Project Officer did not take place this month. However, the call was rescheduled to Wednesday, March 15th at 11:00 a.m.

Review Planning Council Agenda: The committee reviewed and approved the Planning Council agenda.

Any Other Business/Announcements:

Mr. Michael Koran will be joining the Support Staff team starting in March 2017. His main focus will be more on the Norfolk TGA website to ensure that it is updated in a timely manner.

Adjournment/Next Meeting: With no further business, a motion was moved by Rachael and properly seconded by t Beverly to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, March 30th at 4:00 p.m.

Respectfully submitted

Pierre Diaz – Planning Council–Vice-Chair