

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, March 30, 2017: 4:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order:

The meeting was called to order at 4:17 p.m.

Moment of Silent Reflection:

A moment of silent reflection was observed for people infected and affected by HIV/AIDS and those that have gone due to complications of HIV/AIDS.

Roll Call/Introductions:

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

Jerome Cuffee	Earl Hamlet
Beverly Franklin	Rev. Theodore Lewis
Doris McNeill	Lisa Laurier
Rachael Artise	

Staff:

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

Members Excused:

Gregory Fordham
Pierre Diaz
Steve Hawks

Review and Approval of Minutes:

The committee reviewed the minutes from the last meeting. A motion was moved by Beverly and properly seconded by Lisa 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
- Provide Planning Council Membership Trainings

Executive Committee Business:

Committee Reports:

Community Access:

The Community Access Committee met as scheduled. Mr. Hargett was the guest speaker for the Educational Moment. He encouraged participants to get involved in the Planning Council and the various committees' work. The committee discussed the committee's plans for the Town Hall Meeting scheduled for Saturday, May 13, 2017. The Committee's chair will contact the New

Calvary Baptist Church to ask for space to hold the event. Some of the topics that will be discussed at the event are:

- PrEP
- Grievance Procedure as it pertains to Medical Case Management
- The Affordable Care Act
- Medical Case Management
- Non-Medical Case Management
- Transportation
- Life Insurance

Ms. Rachael Artise attended the meeting and listened to the committee's concerns. The next meeting will be on April 12th at 6:00 p.m.

Quality Improvement and Strategic Planning:

The Quality Improvement & Strategic Planning Committee met on March 16, as scheduled. Ms. Carrie Redden of ToXcel presented the Needs Assessment Report. The information that came out of the report indicated that:

- Stigma is still a barrier
- There is need for continuing Mental Health and social support groups
- Attendance at Support Groups is generally low but is something that is rated high as a need.
- Life transitions affect continuity of care.
- Quality of Care matters. The better the all-round care, the more likely clients remain engaged in medical treatment plans.

One observation was that the younger the person is at the age of diagnosis, the quicker they go into treatment, but they do not remain in care for long. The older a person is at diagnosis, the longer they wait to seek medical treatment, but the more they tend to remain in treatment. From this observation, the Planning Council was advised to consider how to target services to different populations.

For this Grant Year, the Quality Improvement & Strategic Planning Committee will work on the following projects:

- Planning Council Support Staff will be requested to begin collecting data from providers to update the Norfolk TGA Formulary. The committee will work on the collected information in January/February of next year, and thereafter, every year prior to the beginning of the grant year.
- The committee will review and consider improving the Contractor Quality Management Tools and what projects to consider.
- The committee will consider adding a screening tool for providers to ask and report why people are returning to care.
- The committee will consider reaching out to other Medical Providers in the area; Bon Secours and Sentara, to implement strategies to work together regarding HIV/AIDS and STDs.

Membership and Nominations:

The committee did not, officially, meet as scheduled. Due to unforeseen circumstances, the meeting was cancelled. The chair noted that interviews for two applicants were scheduled for March 2, 2017. However, she expressed her disappointment that none of the individuals who had volunteered to be on the interviewing panel showed up despite numerous reminders.

Committee recommendations will be presented to the Executive Committee/Planning Council, at the April Planning Council meetings after review by the Membership and Nominations Committee. The committee will also review the Planning Council Matrix for individuals who will be rotating off the Planning Council and those going into their second and/or third terms.

Priorities, Allocations & Policies:

The committee met as scheduled and reviewed the Expenditure Summary Report for the period ending January 31, 2017 dated March 13, 2017. With one more month to the end of the fiscal year, the target expenditure was at 92%. However, overall expenditure was at 85%. The Grantee Staff anticipates having between \$4,000 to \$5,000 left over funds.

For the current fiscal year, the TGA received a partial award of \$2.1 million. The Grantee Staff presented a recommendation for reallocations because some services were under-spending, while others needed additional funding because of over expenditure. There was no response to the RFP for a new service category; *Medical Nutrition Therapy*, which was funded last year. In this regard, the Grantee's recommendation was to:

- Move \$31,905.00 from Medical Nutrition Therapy into Medical Case Management

Because right now Food Bank/Home Delivered Meals is not an active category until the full award is received, and in order to ensure continuity of services to categories the TGA is currently providing, the Grantee presented a recommendation to:

- Move \$31,905.00 from Food Bank/Home Delivered Meals into Early Intervention Services-regular

The Food Bank/Home Delivered Meals Service category will start to be implemented once the full award has been received.

After extensive discussion, the committee was advised to present the recommendations to the Planning Council. Before discussion and votes for the two recommendations, Council members will be required to state their areas of conflict.

Review of the Norfolk TGA Bylaws: The recommended changes to the Bylaws are still under review at the City Attorney's Office.

Planning Council Training: The April 20th Planning Council Training is titled:

- *Activities of Recipients and Planning Councils.* A PowerPoint will be presented by: Gwendolyn and May Francis.

New Business:

Monthly Monitoring Teleconference with HRSA Project Officer: The Grantee Staff stated that during the teleconference, the Project Officer indicated that she was not very much concerned with the amount of money that was left over.

The committee also discussed the Project Officer's response to consumers' concerns regarding transportation.

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

Any Other Business/Announcements:

Mr. Michael Koran was introduced to the committee. He 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 the site is updated in a timely manner.

Adjournment/Next Meeting: With no further business, a motion was moved by Beverly and properly seconded by Lisa to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, April 27th, at 4:00 p.m.

Respectfully submitted

Jerome Cuffee – Planning Council–Chair