

# **Greater Hampton Roads HIV Health Services Planning Council**

## **Quality Improvement & Strategic Planning Committee Meeting**

Norfolk Department of Human Services, 741 Monticello Avenue

**Thursday, March 16, 2017: 4:00 p.m.**

**Call to Order:** The meeting was called to order at 4:05 p.m.

**Moment of Silent Reflection:** A moment of silent reflection was observed for those affected and infected by HIV and AIDS.

**Welcome/Introductions/Roll Call:** Attendance was called as follows:

**Present:**

Gwendolyn Ellis-Wilson  
Rachael Artise  
Robert Bailey  
Michael Singleton

Doris McNeill  
Todd England  
Ashley Veal

**Members Excused:**

Catherine Derber  
Tanya Kearney

**Members Absent:**

None

**Staff:**

Jacquelyne Wiggins-Grantee Staff  
Thomas Schucker-P.C. Support  
Teresa-P.C. Support Staff

Marsha Butler-Grantee Staff  
Michael Koran-P.C. Support

**Guests:**

Carrie Redden  
Charles Bonamy

**Review of Minutes:**

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

**Old Business:**

The committee reviewed the agenda for the month of March, which included the following:

- Review Implementation of Health Care Reform/National HIV/AIDS Strategy Impact to Ryan White
- Update Service Category Definitions
- Provide Input to Annual Quality Improvement Plan
- Refine Standards of Care
- Determine Specific Plan-Do-Study-Act (PDSA) Initiatives and review results.
- Compile Unresolved Issues in Parking Lot
- Review Scope of Work for next year (P-CAT)

The Planning Council Activity Timeline (P-CAT) outlines each committee's work throughout the year according to each month. In this regard, the committee will meet eleven (11) times during the current Grant Year, unless special meetings are requested for.

With regard to the 2017 P-CAT, the committee agreed to:

- Add the monitoring of the revised Care Standards. The committee will help the Grantee's Office to Determine Specific Plan-Do-Study Act Initiatives and review Standards, by looking at special projects that may need to be addressed within the Care Standards or Quality Management systems that the Planning Council would like to address. The committee will look at such issues as how to reach the 90%-linked/90%-Anti-Retroviral/90%-virally suppressed goals.
- Include the review of the Formulary annually. The review will take place in January and February of every year, before the beginning of the Grant Year in March. The review will be done in conjunction with VDH, and will incorporate contributions/recommendations from the Ryan White Providers. However, for this year, the committee will start the review of the Formulary at the April meeting for the Fiscal Year 2018 as a P-CAT item.

For the major projects, the committee will:

- Work to improve the Contractor Quality Management tools
- Consider including the addition of a screening tool for providers to ask and report why client/s are returning to care.
- Review the current Needs Assessment Report and determine whether there is a need, barrier, or gap that should be looked at prior to the upcoming PSRA Session, or a missing portion of data that the committee can focus on, including the PDSAs; data that can also be added to the PSRA Session.
- Look at the National HIV/AIDS Strategy, the Health Care Reform and its impact on the Ryan White Program.
- Reach out to Medical Providers who are outside of the Ryan White Program, including Bon Secours and Sentara, for collaboration in order to implement strategies regarding HIV and STDs in the area.

## **New Business:**

### **Presentation of the Needs Assessment Results** (by Carrie Redden of ToXcel):

The chair introduced Ms. Carrie Redden from ToXcel who was attending the meeting to go over the final Needs Assessment. Copies of the Norfolk TGA HIV Needs Assessment were sent to committee members for review prior to the meeting. In her discussion, for the agenda, Carrie talked about the Needs Assessment process which included:

1. Quantitative Data,
2. Consumer Data,
3. Provider Data, and
4. Recommendations.

During her presentation Carrie responded to questions and concerns raised by committee members with regard to the Needs Assessment. The chair thanked Carrie, on behalf of the committee, for her work.

Support Staff asked the committee, before the next committee meeting, to review the entire findings Report and decide what data should be utilized to go forward and funding opportunities for the Fiscal Year 2018/2019 Grant year, and how that will impact the Priority Setting and Resource Allocations Process; and what data, from the report, does

the committee want to bring over to that process, that can be used for expanding in the future. The chair will provide copies of the final document to committee members for review.

**Any Other Business:**

There was no other business to discuss.

**Date of Next Meeting/Adjournment:** The next committee meeting will be on Thursday, April 20, at 4:00 p.m. With no further business, a motion was moved by Gwendolyn and was properly seconded by Robert to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill-Committee Chair