

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, January 31, 2019: 4:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk**

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

Moment of Silent Reflection: The Council observed a moment of silence and reflection for those affected and infected by HIV/AIDS.

Roll Call: The membership roll was called, and the following were in attendance:

Gregg Fordham	Todd England
Gwendolyn Ellis-Wilson	Beverly Franklin
Doris McNeill	Michael Singleton
Lisa P. Laurier	Deryk M. Jackson

Absent Members:

Rachael Artise

Staff:

Christine Carroll-Program	Robert Hargett-Recipient's Office
Thomas Schucker-PC Support	Michael Koran-PC Support
Teresa Malilwe-PC Support Staff	

Review and Approval of Minutes:

The committee approved a motion to accept the minutes as written.

Reports of Special Committees:

Committee Reports:

Community Access Committee:

The committee met as scheduled. The committee discussed some of the accomplishments that were made last year and the committee's plans for this year, especially with regard to the recruitment efforts for Planning Council and/or committee membership. The Committee discussed plans to recruit community members using the Pillar Award process. *The **Pillar Award** is a way for a community to give credit and recognition to the individuals and/or institutions that form the foundation that supports the community.* Committee members will, at the February meeting, submit names of individuals, from their communities, who they think deserve to be recognized for their community work. The committee plans to recognize the individuals at the March meeting.

Membership and Nominations Committee:

At the meeting, the Membership and Nominations Committee discussed the recommendation to merge with the Executive Committee. However, the committee did not reach a decision about the recommendation.

The Committee Co-Chair reached out to individuals who went through the interview process last year and were still waiting for the committee's decision. The Chair is still waiting to hear from the individuals regarding their decision for membership.

The Co-Chair announced the resignation of Rev. Ted Lewis from the Planning Council effective Thursday, January 31, 2019. Rev. Ted was one of the committee's co-chairs.

Quality Improvement & Strategic Planning Committee:

The committee met as scheduled. The committee reviewed the Food Bank/Home Cooked Meals Program and accepted a recommended change in the definition of the Program. In an effort to offer a more reasonable amount of money to cover nutritional groceries/necessities, and reduce the administrative burden on providers, the committee agreed that a unit of service should be a gift card of \$50.00.

A component will be added to the program stating that *“Staff administering the program must complete nutritional training once per year, with documentation of said training.* Currently, funding for staff to do this is not added to the budget of the program. It may, however, change in the future, based on additional information from providers of the Program.

The committee will conduct a Needs Assessment, which will look at seniors, aging with HIV. The recommendation: *“Living and Aging with HIV”* was accepted by the committee. The survey will focus on people 50 years and older; their specific needs, and the services currently in place versus what they feel they need to continue living healthy lives. The committee is considering the kind of data they want to look at to begin the process of developing the tools for the assessment.

The committee discussed moving the Federal Poverty Level (FPL) from 400% to 500%. Currently, there are only eleven (11) cases that were closed because they were over 400%. With the impact of Medicaid Expansion, it was felt that there will be an excess amount of funding that, absorbing a small number of cases into current services will not create a shortfall for other services. The eleven cases were moved to Part B funded services but will be moved back to Part A services once a decision is made to move to 500% FPL.

Support Staff asked the Virginia Department of Health (VDH), for a list of private Infectious Disease Providers in the TGA. The committee will send out palm cards to these Providers, informing them and their clients, about the Ryan White services in the area. This project is still in the developmental stages. Committee members were invited to provide input regarding the information that should be included on the palm cards.

There was extensive discussion regarding the Non-Medical Case Management Service Category and the Referral for Health Care and Support Services Category as required by HRSA PCN 1602. For clarity, the committee agreed to bring up the issue with the Project Officer at the next monthly monitoring teleconference call. The committee tabled the discussion until after a discussion with the HRSA Project Officer.

Priorities, Allocations and Policies Committee:

At the Priorities, Allocations and Policies Committee meeting, the committee reviewed the Expenditure Summary Report for the period ending November 30th, 2018 dated January 9, 2019. The target level was 75%. However, overall, the TGA was at 68%. The HIPCSA - Medication Co-Pays were under the target level. The service category was expected to swing up in January/February. However, the committee expressed concern regarding the expenditure levels of the service category, especially with the Affordable Care Act and Medicaid Expansion in place.

The Co-Chair noted that the Grant Award has been received. The award, which is in the amount of \$5,788,425, is a decrease of 1.9% (\$112,636) from last year. The committee also discussed service categories that were over the expenditure rate, such as Medical Case Management at 76%, EIS at 74%, and EFA at 84%. The committee noted that there

will be large amounts money left over and that they need to find creative ways how the TGA can spend the funds for the benefit of the consumers.

Committees' Co-Chairs were reminded to submit their committee budgets to the Grantee's Office by mid-February.

Special Orders:

There were no special orders.

Unfinished Business and General Orders:

Membership/Nominations Committee: Support Staff stated that the committee decided not to merge the Membership and Nominations Committee with the Executive Committee because that will require a Bylaw change. The committee will, therefore, continue to operate as a standalone committee.

2019-2010 Planning Council/Sub-Committee Meeting Schedule: Support Staff introduced the 2019-2010 Planning Council/Sub-Committee meeting schedule. Copies of the new schedule were distributed to committee members for review. The Planning Council and the Sub-Committees will meet alternatively every other month. The Community Access Committee will, however, meet every month. Lisa moved a motion and was properly seconded by Beverly to accept the revised meeting schedule. The motion passed. The recommendation will be presented to the Planning Council for review and a final vote.

Assessment of the Administrative Mechanism: Support Staff introduced the new proposed questions for the Assessment of the Administrative Mechanism to the Recipient on behalf of the Planning Council. After discussion, a motion was moved by Lisa and properly seconded by Gregg to accept the recommendation as presented. The motion passed.

Any Other Business/Announcements:

There was no other business to discuss.

Next Meeting:

The next Executive Committee meeting will be on Thursday, February 28th, at 4:00 p.m.

Adjournment: There being no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully Submitted:

Gwendolyn Ellis-Wilson – P.C. Co-Chair