

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, February 28, 2019: 4:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk**

Call to Order: The meeting was called to order at 4:05 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	Michael Singleton
Rachael Artise	Beverly Franklin
Doris McNeill	Deryk M. Jackson
Lisa Laurier	

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 and continued to plan for the Pillar Award event. The committee will, at the first such event, Wednesday, March 13th meeting, award four identified individuals for their service to the community. Such events that will be held periodically, will be used as a recruitment strategy for Planning Council/Community Access Committee membership. Hopefully, the recipients of the award will feel encouraged to continue attending the committee and/or Planning Council meetings.

Membership and Nominations Committee

The February 21st committee meeting was chaired by Rachael. At the meeting, the Committee:

- Interviewed a potential Planning Council member. The committee voted to approve her application and a recommendation will be presented to the Planning Council for approval.
- The committee noted that membership on the Membership and Nominations Committee was very low. In this regard, all new Planning Council members will be expected to participate, as members, on the Membership and Nominations Committee for, at least, six to twelve months before they can be considered as members on other committees of their choice.
- Support Staff noted that Collaborative Research was in the process of developing the Learning Management System, where Planning Council members will be able to log in to the training management system and take trainings, do the test at the end of each training and get a certificate of achievement.

- The committee reviewed the application tracker. The committee will present a recommendation to move two applicants on to the Planning Council at the upcoming Planning Council meeting. The other two applicants will continue to participate at committee level.
- In order to cut down on absences at meetings, Sub-Committees will meet on the one day in a month. Attendance by members will only be recorded for committees they have identified to participate on. Planning Council and sub-committee meetings will be held alternatively, every other month.

The next meeting will be Thursday, April 18th at 2:00 p.m.

Quality Improvement & Strategic Planning Committee:

At the February meeting, the committee worked on the following issues:

- *Non-Medical Case Management Standard of Care*: After consultation with the Project Officer the committee agreed to keep the Non-Medical Case Management Standard, but to change the name to *Referral for Health Care and Support Services* without the ISP care plan. The committee reviewed the Standard and changed the name throughout the document and also made some minor revisions to the Standard. The committee will present the revised Care Standard to the Planning Council for a final vote.
- *The Federal Poverty Level*: The committee, after extensive discussion, agreed to move the Federal Poverty Level (FPL) from 400% to 500%. The recommendation will also be presented to the Planning Council for a final vote. After extensive discussion, however, the committee's justifications were:
 - To align services with Integrated Prevention and Care Plans across the State
 - Realign the TGA with VDH at 500% FPL
 - Data from the Recipient's Office indicate that approximately eleven (11) individuals will be affected by the move to the 500% FPL.
 - The committee further reviewed utilization and a support service. The majority of clients who utilize a support service, where the committee would see a lot of impact because it was not a core service, would be that a majority of clients were at or below 200% FPL
- *Emergency Financial Assistance (EFA) Services*: The committee discussed caps on Emergency Financial Assistance (EFA) Services. The committee agreed to defer the discussion to a later date. The discussion on EFA will go back to the committee to discuss what data the committee wants from the Recipient's Office regarding caps on EFA. The Committee will break down the utilization data and discuss ways to spend the money based upon Medicaid Expansion which came into effect on January 1st in the State of Virginia. The Quality Improvement & Strategic Planning Committee will invite Cindy, the HOPWA Representative on the Council, to the April meeting for her recommendations on how the housing approach would help to increase services.

The next meeting will be Thursday, April 18th at 4:00 p.m.

Priorities, Allocations and Policies Committee:

The committee met prior to the Executive Committee meeting. The committee reviewed the Expenditure Summary Report for the period ending December 31, 2018 dated February 28, 2019. The target expenditure was at 83%. However, overall, the TGA was at 77%. Some service categories were below the target expenditure level, such as HIPCSA at 38%. Some service categories were above the target expenditure level, such as Emergency Financial Assistance (EFA)-Housing at 96%.

The committee discussed the recommendation from the Quality Improvement & Strategic Planning Committee, that is, changing Non-Medical Case Management to

Referral for Health Care and Support Services. The committee also discussed the recommendation for the Norfolk TGA Part A to move from the 400% FPL to 500% FPL. The next committee meeting will be Thursday, April 18th at 3:00 p.m.

To recap:

- Membership and Nominations Committee will present a recommendation for the following individuals to be considered for membership on the Planning Council:
 - Ms. Walker; and
 - Mr. Cuffee
- Quality Improvement & Strategic Planning Committee will present the following recommendations for consideration by the Planning Council:
 - Approving the name-change from Non-Medical Case Management to Referral for Health Care and Support Services Service Category; and
 - Moving the 400% FPL to 500% FPL for all services
- Priorities, Allocations and Policies Committee will present a recommendation for the Planning Consideration:
 - To reallocate all funding from Non-Medical Case Management to Referral for Health Care and Support Services.

Special Orders:

There were no special orders.

Unfinished Business and General Orders:

There was no unfinished business to discuss.

New Business:

For consideration from the Planning Council, as a motion from the Executive Committee, a recommendation was presented to move the May 23rd Planning Council meeting to May 16th to align with the Annual Site Visit from the HRSA Team. At that, the HRSA Team would like to meet with members of the Planning Council. The Support Staff will work out the details regarding the meeting time with the HRSA visiting team. A motion was moved by Deryk and properly seconded by Beverly to change the May 23rd Planning Council meeting to May 16th. The motion passed.

At the March meeting, the Executive Committee will review the information from the last Site Visit, the expectations and documentation for the upcoming May 2019 Site Visit.

Review of the Planning Council Agenda: The Executive Committee reviewed the Planning Council agenda for the upcoming meeting. It was noted that Ms. Waldman from UVA will be attending the Planning Council to make a presentation on *Positive Links*.

Any Other Business/Announcements:

The Planning Council Co-Chairs were requested to reach out to Dr. Derber or Ms. Brenda Walden to reassign someone to present the Part C Report at Planning Council meetings.

Next Meeting:

The next Executive Committee meeting will be Thursday, March 21st at 3:30 p.m.

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

Respectfully Submitted:

Rachael Artise – Co-Chair

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