

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, March 21, 2019: 3:30 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk**

Call to Order: The Executive Committee meeting, held at the Norfolk Department of Human Services, 741 Monticello Avenue in Norfolk, was called to order at 3:47 p.m. on Thursday, March 21, 2019.

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

Gregg Fordham	Rachael Artise
Doris McNeill	Michael Singleton
Lisa P. Laurier	Deryk M. Jackson

Absent:

Todd England
Beverly Franklin
Gwendolyn Ellis-Wilson

Staff:

Christine Carroll-Program
Thomas Schucker-PC Support
Jacquelyn Wiggins-Grantee Staff
Teresa Malilwe-PC Support Staff

Housekeeping Rules:

The chair requested all cell phones to be put on mute or be turned off during the meeting.

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

Public Comment and Discussion:

There were no guests at the meeting.

Review and Approval of Minutes:

Due to lack of a quorum, the minutes were only approved after the arrival of one committee member.

Norfolk TGA Program Manager's Report:

In her report, the Recipient stated that The Grantee Staff, the Planning Council Support Staff, and some Council Co-Chairs, participated on the monthly teleconference with the HRSA Project Officer. Most of the discussion focused on the upcoming Site Visit. That is; the program of the visit, which will include a luncheon with consumers, the agencies that the team would like to visit, and the Project Officers attendance at Executive Committee and Planning Council meetings. The Co-Chairs also presented their committee reports during the teleconference.

The committee reviewed the Expenditure Summary Report for the period ending January 31, 2019 dated March 18th. The target expenditure was at 92% and the overall expenditure was at 85%. There is a deadline of April 15th for all services to be submitted for reimbursement, except for HIPCSA which will be submitted two weeks after that. The following Services were underspending:

- HIPCSA was at 49%
- Medication Co-Pays was at 47%
- Substance Abuse Treatment Services (Outpatient) was at 36%

The Grantee's Office was also in the process of reviewing the new budgets and work plans for all the services for FY 2019/20. Contracts will be drawn up once these are approved.

Review of the Planning Council Activity Timeline:

During the meeting, the Executive Committee will

- Review the results of the Assessment of the Administrative Mechanism.
- Executive Committee Support with Collaboration from Grantee's Office
- Review Committee Budget Requests
- Review Committee Reports

Committee Reports:

Community Access Committee:

The committee met as scheduled and held the Pillar Award event. Four recipients were expected to attend. However, only two of them attended. One of the two recipients who attended the meeting expressed interest in joining the Community Access Committee. The two recipients who were not able to attend the March meeting, will be at the April 10th Committee meeting to receive their awards. A Representative from Jenssen Pharmaceutical Company will also attend the meeting to do a presentation. The Community Access Committee is working in conjunction with the Virginia Consumer Quality Advisory Committee to conduct a Consumer Retreat in Wakefield. The event will most likely be scheduled for August 2019.

In preparation for the Annual PSRA Session, the committee was requested, at the May 8th meeting, to hold a Consumer Forum. At the Forum, an informative discussion will be held to explain what Service Categories are, what they do and then conduct a Consumer Red Ribbon exercise. The data from this exercise will be used for the PSRA Process. Support Staff volunteered to assist set up the event and the Recipient's Office was requested to co-host and help explain the different service categories. The committee meets every second Wednesday of each month at 6:00 p.m.

Review Outcomes of the Assessment of the Administrative Mechanism:

The Support Staff presented the results of the Assessment of the Administrative Mechanism. Next year's Assessment of the Administrative Mechanism will also include the Planning Council.

Executive Committee Meeting Support with Collaboration from Grantee's Office:

Previous Site Visit Results: Support Staff will submit a summary report of the last Site Visit at the next Executive Committee meeting. Support Staff, however, noted that, at the last Site Visit, there were some legislative findings from the Department of Metropolitan HIV/AIDS Program. Support Staff will start addressing issues that may have deficits from the earlier assessment. Staff will, in preparation for the upcoming Site Visit prepare a Policies and Procedures manual for the Executive Committee's review and approval. Support Staff went through the Planning Council check list of the things the HRSA visiting team are requesting to be provided to them as part of their preparation for the visit.

Learning Management System: Support Staff presented the new Learning Management System that Collaborative Research is developing for all the Planning Councils under

their contract. This is a training module and will be accessed from any electronic device available to an individual. Enrolment into the system will come into effect on May 1st. The modules will follow the Planning Council Primer.

Announcements by Members:

There were no announcements.

Public Comment and Discussion:

There was no public comment.

Next Meeting:

The next Executive Committee meeting will be Thursday, May 16th 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