

Greater Hampton Roads HIV Health Services Planning Council

Quality Improvement & Strategic Planning Committee Meeting

Norfolk Department of Human Services, 741 Monticello Avenue

Thursday, April 19, 2018: 4:00 p.m.

Call to Order: The meeting was called to order at 4:10 p.m.

Moment of Silent Reflection: The committee observed a moment of silence and reflection.

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

Present:

Michael Singleton
Todd England
Jerome Cuffee
Tanya Kearney

Doris McNeill
Tony Boston
Ashley Brown

Members Absent:

Rachael Artise
Gwendolyn Ellis-Wilson

Catherine Derber

Staff:

Marsha Butler
Teresa – PC Support Staff

Michael Koran-P.C. Support
Jacquelyne Wiggins-Grantee Staff

Visitors:

There were no visitors at the meeting.

Review of Minutes:

The committee reviewed the minutes prior to the meeting. A motion was accepted to approve the minutes as written.

Old Business:

According to the P-CAT, the committee's agenda was as follows:

- Review Implementation of Norfolk TGA Integrated HIV Prevention and Care Plan
- Coordinate Data Provision on Outcomes to PAP Committee for the PSRA Process
- Compile Unresolved Issues in Parking Lot

However, the committee was meeting, basically to re-review the Norfolk TGA Part A Formulary and see if there were any changes. The Grantee Staff reported that the Formulary was emailed to the Norfolk Health Community Center, and to the South-Eastern Virginia Health Center for comments and input. The Norfolk Health Committee Center did not have any additions or updates. It was not a good time for the South-Eastern Virginia Health Center. The Health Center did, however, indicate that they will review the Formulary and get back to the Grantee. The Agency has, up to the reporting date, not done so. The Hague Pharmacist suggested an addition of Permethrin for scabies, when she attended the last committee meeting. Staff from the LGBT Life Center

suggested the addition of diabetes test-strips to the list. However, the committee was advised that since Ryan White was payer of the last resort, it is not necessary to add medications to the Formulary if there is another payer source.

The Director of the AIDS Resource Center had some information on the Formulary and distributed copies of the recommended list of medications that could be added to the Part A Formulary from the Part B Formulary. The committee reviewed the list. Some medications were removed from the list because they already were on the Formulary. However, the committee agreed to table review of the list so that it can be sent to Ms. Paschal for review. Ms. Paschal, who is the Pharmacist at The Hague Pharmacy will be requested to provide input and recommendations. The committee will review the Pharmacist's input or comments at the next meeting. After review of the list, a motion was moved by Todd and properly seconded by Ashley to move the medications to the Part A Formulary including the Permethrin which was recommended by the Pharmacist. The motion passed. The recommendation will be presented to the Planning Council for a final vote.

The committee discussed the issue of the diabetes test strips, but agreed to include the issue in the Parking Lot for discussion at a later date.

Monthly Committee Meetings: According to the P-CAT, the committee is scheduled to meet every month. However, because the committee completed most of the committee's responsibilities last year, the chair asked committee members to keep the committee schedule on their calendar, but recommended that the committee should only meet during those months when they need to discuss something. The recommendation will be part of the report to the Planning Council.

Support Staff discussed how some EMAs/TGAs schedule monthly meetings. Support Staff also reminded the committee to be cognizant of their due diligence in the purview of what the agenda items are. The committee should not discuss contracts, how agencies are funded, how and/or why they should be funded. That is not the committee's purview.

Federal Poverty Level: In response to the question on the outcome of the discussion regarding the Norfolk TGA Part A's Federal Poverty Level, the chair noted that the Grantee recommended not to change it from the current status. However, it was noted that the issue of the FPL is driven by the Council. After extensive discussion about the merits or demerits of increasing the FPL, the committee agreed to put the issue in the Parking Lot for discussion later on in the year.

New Business:

Compile Unresolved Issues in the Parking Lot: The committee will, later in the year:

- Review the 500% Federal Poverty Level increase. The review will be done after the TGA has received the final award.
- Review the addition of the diabetes test strips to the Part A Formulary with the Recipient's Office.

Food Bank/Home Delivered Meals: The committee discussed the Food Voucher Program which was instituted last year with guidelines (Service Standards) which were considered generic. The committee had, at that time (2017), agreed to revisit the

Program in before the PSRA Session in June 2018. However, the committee cannot review the Program because there is no information on it. The committee wanted information on utilization, barriers to accessing the service, are there any abuse of the service, is there a need to increase the amount, etc... The Program has been running for less than a year. In this regard, the committee agreed to let the Program run as it is for some time, at least a year, to establish a baseline on it.

The issue will be added to the Parking Lot. The committee will revisit the Food Voucher Program after one year of data to look at different policies across the Agencies.

Because most of the issues were added to the Parking Lot, the committee will not meet in June. The committee was advised, however, to keep the committee schedule on their calendar, in case there is a need for the committee to meet

Any Other Business:

There was no other business to discuss.

Date of Next Meeting;

The next meeting will be Thursday, July 19th, at 4:00 p.m.

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

Respectfully submitted:

Doris McNeill-Committee Co-Chair