

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

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

Norfolk Department of Human Services, 741 Monticello Avenue

**Thursday, August 22, 2019: 4:00 p.m.**

**Call to Order and Roll Call:** The Quality Improvement & Strategic Planning Committee meeting, held at the Norfolk Department of Human Services, 741 Monticello Avenue, was called to order at 4:25 p.m. The following members were in attendance:

### **Present:**

Gwendolyn Ellis-Wilson  
Todd England  
Ashley D.D. Brown

Doris McNeill  
Jerome Cuffee  
Tony Boston

### **Planning Council Member Present:**

Rachael Artise

### **Absent Committee Members:**

Catherine Derber  
Michael Singleton

### **Grantee Staff:**

Robert Hargett  
Jacquelyne Wiggins

### **Planning Council Support Staff:**

Thomas Schucker  
Deryk Jackson  
Teresa Malilwe

### **Absent Grantee Staff**

Marsha Butler

### **Moment of Silent Reflection:**

A moment of silence and reflection was observed for those affected and infected by HIV and AIDS.

### **Confirmation Notice of Meeting Posting:**

There were no confirmed number of Notice of Meeting Postings received by Support Staff. A request will be sent to the Grantee Staff to have a conversation with Sub-Recipients at the next quarterly meeting regarding the issue.

### **Review of Minutes of Previous Meeting:**

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

### **Review of the Planning Council Timeline:**

The committee reviewed the Planning Council Timeline, as follows:

- Review National HIV/AIDS Strategy (NHAS) and Norfolk TGA Continuum of Care
- CQM-Review TGA Quality Assurance Outcomes (e.g. chart reviews, service standards adherence)
- Review QI portion of Grant Guidance
- Compile Unresolved Issues in Parking Lot

*Review National HIV/AIDS Strategy (NHAS) and Norfolk TGA Continuum of Care:* Support staff are reaching out to VDH for an update on the Integrated HIV Prevention and Care Plan for the Eastern Region. The response from VDH will be available to the committee at the next meeting.

On the Conference call with the Project Officer, there was discussion regarding representation from the Community Planning Group (CPG). Jerome who is a member on the PCG and Planning Council stated that the CPG discusses at meetings, Jurisdictional Plans, and will update the committee at the next meeting.

*CQM-Review TGA Quality Assurance Outcomes (E.G. chart reviews, service standards adherence):* There was no report presented because the Recipient Staff member responsible for Quality Assurance was not at the meeting.

### **Review/Update Standards of Care:**

Support Staff created a timeline for the review/update of the Standards of Care which was distributed to the committee for review. Committee members were assigned specific Standards of Care, with start dates. The Draft Standards of Care will be discussed at the next committee meeting. Besides having ownership of the proceedings, members will learn what should or should not be in the Standard by reading Policy Clarification Notice 16-02. Members were also encouraged to read the National Program Monitoring Standards and the Ryan White Part A Manual. Support Staff will send documents related to this exercise.

The assignments were as follows:

- Tony: Local Pharmacy Assistance Program (LPAP)
- Todd & Ashley: Medical Case Management
- Jerome: Non-Medical Case Management
- Grantee Staff: Will assist on all the assignments

Drafts of the three Standards of Care will be discussed at the next committee meeting.

### **Norfolk Ryan White TGA Part A Formulary:**

The committee reviewed the Part A Formulary and recommended to add Gabapentin to the Formulary. It was noted that Gabapentin, which was on the Part A Formulary before, was removed because it was also on the VDH Formulary. However, VDH has also removed it from their Formulary. A motion was moved by Gwendolyn and was seconded by Ashley to add Gabapentin to the Norfolk TGA Part A Formulary. The motion passed.

### **Define Needs Assessment:**

Support Staff noted that VDH is interested in helping Part A find the missing gaps in the data. In this regard, the committee was advised to request VDH to help fund the Norfolk TGA Part A Needs Assessment.

In the past meetings, the committee agreed to focus on the growing Population of Aging with HIV for the Needs Assessment. However, the young MSMs are still considered to be the highest population at risk. A recommendation was presented to do a Needs Assessment on the aging population and hold focus groups on the newly diagnosed MSMs. Triannual Needs Assessments address the following three issues:

1. Needs,
2. Barriers, and
3. Gaps.

There was extensive discussion regarding which special population the committee should focus on. The committee agreed to focus on the Aging with HIV population. However, survey questions for the Triannual Needs Assessment can be designed in a way that will capture the needs of another special population, such as the Newly Diagnosed MSMs.

At the next committee meeting, the committee will:

- Review the three draft Service Standards:
  - Local Pharmacy Assistance Program
  - Medical Case Management
  - Non-Medical Case Management
- Discuss the Triannual Needs Assessment with a VDH Representative.

The Planning Council Co-Chair and the Committee's Co-Chair will, on behalf of the Planning Council/committee, send a joint invitation for VDH to send a representative to the meeting to join the discussion of the Part A Triannual Needs Assessment. The Recipient's Office will be copied on the letter in order to keep the Program Manager abreast of what is going on.

**Any Other Business:**

As discussed at the Membership and Nominations Committee meeting, all October meetings will be held at the Virginia Beach Housing Resource Center on Witchduck Road in Virginia Beach. The recommendation will be presented to the Executive Committee. This is a one-time arrangement. If successful, the arrangement will be put in place for the next year.

**Date of Next Meeting;**

The next meeting will be Thursday, September 19<sup>th</sup>, at 4:00 p.m.

**Adjournment:**

A motion was moved by Gwendolyn and seconded by Ashley to adjourn the meeting. The motion passed.

Respectfully submitted:

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Doris McNeill - Co-Chair