

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

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

Norfolk Department of Human Services, 741 Monticello Avenue

**Thursday, October 17, 2019: 4:00 p.m.**

**Call to Order:** In the absence of the committee's Co-Chairs, the Quality Improvement & Strategic Planning Committee meeting, held on October 17, 2019 at the Norfolk Department of Human Services, 741 Monticello Avenue, was called to order by the Planning Council Co-Chair, at 4:14 p.m.

### **Roll Call:**

The roll was as follows:

### **Present:**

Gwendolyn Ellis-Wilson  
Jerome Cuffee  
Tanya Kearney  
Syreeta Dawkins-PC Member

Todd England  
Ashley Brown  
Tony Boston

### **Absent Members:**

Catherine Derber

Doris MacNeill

### **Grantee Staff:**

Marsha Butler  
Jacquelyne Wiggins

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

Deryk Jackson  
Teresa Malilwe

### **Absent PC Support Staff**

Thomas Schucker

### **Visitor:**

André Christian-

### **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 was one confirmation for the Notice of Meeting Postings received by Support Staff.

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

The committee reviewed the minutes from the August 15<sup>th</sup> and September 19<sup>th</sup> meetings. A motion was moved by Syreeta and properly seconded by Todd to approve the minutes as written. The motion passed unanimously.

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

The committee reviewed the Planning Council Activity Timeline (P-CAT) for the Quality Improvement & Strategic Planning Committee for the month of October.

### **Integrated Plan:**

VDH has not yet started working on the Integrated Plan and no one has of yet been assigned to be on the committee.

**Review and Update Service Standards:**

There was an emphasis from the HRSA Site Visit that the committee can just adopt the Standards as is. However, the committee can always define how the Standards should be measured. At last month's committee meeting, the remaining Standards of Care were assigned to committee members as follows:

- Syreeta:                      Mental Health  
   Substance Abuse
  
- Jerome:                      Food Bank/Home Delivered Meals  
   Oral Health/Dental Services  
   Referral for Health Care and Support Services
  
- Todd:                        Medical Transportation  
   Emergency Financial Assistance (EFA)
  
- Recipient Staff            HPCSA  
   LPAP
  
- Doris:                        Outpatient/Ambulatory Medical Care

Coming out of the discussion with the HRSA Project Officer, Marsha stated that she got in contact with the Baltimore QCM Coordinator who sent a link to their TGA's Service Standards. The Standards reflect the National Monitoring Standards. Their Standards do not have Performance Measures.

The Recipient Staff recommended not to include Performance Measures in the Standards because they are included in the CQM Plan and will be monitored anyway. The committee removed the Performance Measures from the Standards of Care which were reviewed at the last meeting.

The committee's review of all the Standards was to align them with the HRSA/HAB National Monitoring Standards of Care. For the current meeting, the committee agreed to review the remaining Standards of Care and will also keep the current format.

The committee added, into the Standards, the unique Norfolk TGA specific requirements. Some items from the Standards were removed and added to the Universal Standards of Care. Support Staff was requested to email copy of the Universal Standards to the committee for review prior to the January 2020 committee meeting.

The committee agreed to revisit the Referral for Health Care and Support Services Standard at the next meeting. The committee was of the view that the Service Standard should follow what is in Policy Clarification Notice 16-02 by definition. The minimum standards will be the minimum qualifications.

For the next meeting in 2020, the committee will follow up with:

- Outpatient/Ambulatory Health Services
- LPAP
- HPCSA

Support Staff was requested to send out electronic copies of LPAP and HPCSA to the committee for review prior to the next meeting.

The committee accepted the Recipient's recommendation to send copies of the revised Standards of Care to Sub-Recipients for input before they are finalized.

**Any Other Business:**

There was no other business to discuss.

**Date of Next Meeting;**

The committee will not meet in the months of November and December 2019. The next meeting will be Thursday, January 16<sup>th</sup> at 4:00 p.m.

**Adjournment:**

A motion was accepted to adjourn the meeting.

Respectfully submitted:

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