

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

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

Norfolk Department of Human Services, 741 Monticello Avenue

**Thursday, June 20, 2019: 4:00 p.m.**

**Call to Order and Roll Call:** The meeting, which was held at the Norfolk Department of Human Services, 741 Monticello Avenue, was called to order at 4:08 p.m. The following members were in attendance:

### **Present:**

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

Doris McNeill  
Jerome Cuffee  
Tanya Kearney

### **P.C. Members Present:**

Syreeta Dawkins  
Lisa Laurier  
Rachael Artise

### **Absent Committee Members:**

Catherine Derber  
Tony Boston

### **Grantee Staff:**

Robert Hargett  
Jacquelyne Wiggins

### **Absent Grantee Staff**

Marsha Butler

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

Thomas Schucker  
Michael Koran

Deryk Jackson  
Teresa Malilwe

### **Guests:**

Andre Christian-Brown

### **Welcome/Introduction of Guests:**

The Chair welcomed Mr. Christian-Brown and asked him to introduce himself.

**Moment of Silent Reflection:** The committee observed a moment of silence and reflection for those affected and infected by HIV and AIDS.

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

There was no confirmed number of Notice of Meeting Postings received. Michael will follow up with the Recipient's Office about an updated Ryan White Provider list for Notice of Meeting postings.

### **Public Comment and Discussion:**

There was no public comment and discussion.

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

The committee reviewed the minutes from the last meeting.

- Motion: Gwendolyn Ellis-Wilson
- Seconded: Jerome Cuffee

The minutes were approved as written.

**Review of the Planning Council Timeline:**

The committee's agenda for the meeting was as follows:

- Review National HIV/AIDS Strategy (NHAS) and Norfolk TGA continuum of Care:  
The committee agreed not to review the National HIV/AIDS Strategy and Norfolk TGA Continuum of Care during the committee meeting.
- Clinical Quality Management-Review TGA Quality Assurance Outcomes:  
Recipient Staff responsible for Quality Management was not at the meeting to present her report.  
Coordinate Data Provision on Outcomes to PAP Committee for the PSRA Process:  
The committee will review preliminary data for the PSRA Session.
- Compile Unresolved Issues in Parking Lot.
- Standards of Care:  
The committee will start review of the Standards of Care after the PSRA Session in July. That is, after receipt of the comprehensive report from the Recipient's Office. Support Staff discussed with the Recipient Staff about Quality Assurance/Clinical Quality Management Indicators and outcomes/ performance measures and what kind of data the committee wants from the Recipient's Office.

Coordinate Data Provision on Outcomes to PAP Committee for PSRA Process: In preparation for the PSRA Session, scheduled for Thursday, July 18<sup>th</sup>, Support Staff presented to the committee for review, the Preliminary 2018 Data. The Preliminary PSRA document will be distributed to other members of the Planning Council for review in preparation for the Mandatory PSRA Training. For the meeting, the committee reviewed the Service Utilization and Expenditures for Fiscal Year 2018.

During presentation, Support Staff reminded the committee that HRSA tasks the Planning Council with:

- Setting Priorities. That is, giving rankings to each of the service categories;
- Resource Allocations. That is, allocating a percentage of the dollar amount from the grant award to a category.

HRSA does not want Planning Councils to ask for more than 5% of the TGA/EMA's previous year's total grant award.

With regard to EIS, the Co-Chair noted that the committee was considering reviewing the models to make them more standard and make it easy to measure outcomes. During review, the EIS Providers will be asked to attend the committee meeting so that they can also provide input, recommendations and suggestions.

**Planning Council Support with Collaboration from Grantee's Office:**

Support Staff will work with the Recipient's Office on some data related issues, such as the Care Continuum. The committee was encouraged to review the 2018/19 Ryan White Part A Data document and email their questions to the Planning Council Support Staff and/or the Recipient's Staff.

**Any Other Business:**

The Planning Council Co-Chair reminded the committee that the Priority Setting and Resource Allocations Session will be on Thursday, July 18<sup>th</sup>, 2019 from 9:00 a.m.-Mandatory Training for one hour and the rest of the day will be taken up with Priority Setting and Resource Allocations. The Session will be at the Kroc Center in Norfolk.

**Date of Next Meeting;**

The next meeting will be Thursday. August 22<sup>nd</sup>, at 4:00 p.m.

**Adjournment:**

Meeting adjourned:

- Motion: Michael Singleton
- Second: Gwendolyn Ellis-Wilson

The motion passed.

Respectfully submitted:

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Doris McNeill - Co-Chair

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Michael Singleton - Co-Chair