

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

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

Norfolk Department of Human Services, 741 Monticello Avenue

**Thursday, April 21, 2016– 4:00 p.m.**

**Call to Order:** The meeting was called to order at 4:02 p.m.

**Moment of Silent Reflection:** A moment of silent reflection was observed for those affected and infected by HIV and AIDS.

**Welcome/Introductions/Roll Call:** The following committee members were in attendance:

**Present:**

Andre Christian  
Doris McNeill  
Todd England  
Jerome Cuffee  
Devilna George

Gwendolyn Ellis-Wilson  
Rachael Artise  
Gloria Anderson  
Katrina Fontenla

**Members Excused:**

Catherine Derber  
Tanya Kearney

**Members Absent:**

Jenny Carter

**Staff:**

Marsha Butler-Grantee Staff  
Thomas Schucker-P.C. Support

Jacquelyne Wiggins-Grantee Staff  
Teresa-P.C. Support Staff

**Visitors:**

Amanda Saia-Virginia Department of Health  
Lauren Yerkes-Virginia Department of Health

**Review of Minutes:** The minutes from the March 17<sup>th</sup> and the February 18<sup>th</sup> meetings were reviewed. A motion was moved by Devilna and properly seconded by Rachael to accept the March 17<sup>th</sup> minutes as written. The motion passed. A motion was moved by Devilna and properly seconded to accept the February 18<sup>th</sup> minutes as presented. The motion passed.

**Review the P-CAT:** The committee reviewed the Planning Council Activity Timeline (P-CAT) which had the following agenda items:

- Review Implementation of Health Care Reform/National HIV/AIDS Strategy impact to RW
- Update Service Category Definitions
- Provide Input to Annual Quality Improvement Plan
- Refine Standards of Care
- Determine Specific Plan-Do-Study-Act (‘PDSA’) Initiatives and review results
- *Presentation by VDH: Data to Care*

*(By Amanda Sais and Lauren Yerkes-Data Coordinator/Epidemiologist)*

- RFP Development for Needs Assessment
- Review the Comprehensive Plan
- Review HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures
- Coordinate Data Provision on Outcomes to PAP Committee for PSRA Process
- Committee Work Plan
- Review of Final Targeted Needs Assessment Report
- Compile Unresolved Issues in Parking Lot

The committee is on track based on activities outlined on the P-CAT.

### **New Business:**

- Presentation by VDH: Data to Care  
(By Amanda Sais and Lauren Yerkes-Data Coordinator/Epidemiologist)  
The committee received a presentation from Virginia Department of Health on HIV Epidemiology Trends and the Data to Care initiative in the Norfolk TGA by Lauren Yerkes and Amanda Saia. The presentation was very informative and was well received by the committee.
- RFP Development for Needs Assessment:  
The committee reviewed and discussed the RFP (request for proposal) process of the upcoming Needs Assessment. Support staff distributed SOW (scopes of work) from other RFPs including Dallas, San Antonio and Cleveland as examples. The committee was requested to review all of the information which was given to them in readiness for discussion at the May meeting. The committee agreed that it was imperative to have a finalized SOW for the Needs Assessment RFP to the grantee for procurement by June 1, 2016. The informational documents which were given to the committee included:
  - RFP examples from other jurisdictions;
  - The 2013 and 2014 Quality Management Review: Summary of Findings which Marsha provided; and
  - Other relevant information.

### **Old Business**

Due to lack of time, some agenda items were tabled and will be brought up for discussion at the May meeting. In order for the committee to complete monthly agenda items, there was a suggestion to attempt to work in groups in between meetings and bring ideas/information to the table for the next meeting for the RFP and Plan-Do-Study-Act project. Marsha suggested setting up a work space for the groups where they can discuss pertinent issues/ideas via the electronic mode. The items which were tabled included:

- Determine Specific Plan-Do-Study-Act ('PDSA') Initiatives and review results
- Review HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures
- Coordinate Data Provision on Outcomes to PAP Committee for PSRA Process
- Update Service Category Definitions
- Provide Input to Annual Quality Improvement Plan
- Committee Work Plan

- Review of Final Targeted Needs Assessment Report
- Review the Comprehensive Plan

**Any Other Business:**

There was no other business to discuss.

**Date of Next Meeting/Adjournment:** The next meeting will be on Thursday, May 19<sup>th</sup>, at 4:00 p.m. With no further business, a motion was moved by Gwendolyn and seconded by Devilna to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill-Committee Chair