

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, June 29, 2017: 4:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order:

The meeting was called to order at 4:00 p.m.

Moment of Silent Reflection:

A moment of silence was observed to reflect on those who are fighting the illness and those who have passed on.

Roll Call/Introductions:

A roll of the membership was conducted. The following members were in attendance:

Earl Hamlet	Pierre Diaz
Gwendolyn Ellis-Wilson	Beverly Franklin
Rev. Theodore Lewis	Doris McNeil
Robert Bailey	Lisa P. Laurier
Rachael Artise	

Staff:

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Thomas C.M. Schucker-P.C. Support	Michael Koran
Teresa-P.C. Support Staff	

Absent Members:

Gregory Fordham

Review and Approval of Minutes:

The committee reviewed the minutes from the last meeting. A motion was moved by Beverly and properly seconded by Pierre to approve the minutes as written. The motion passed with one abstention by Robert.

Old Business

Review the P-CAT:

The committee reviewed the P-CAT. The following items were on the committee's agenda:

- *Executive Committee Meeting Support with Collaboration from the Grantee's Office*
The Planning Council is supporting and collaborating with the Grantee's Office. Support Staff reported that the TGA received the grant score of 94% and was waiting on the NGA. Last year, the TGA received a score of 96%. Support Staff reviewed the remarks, that is, strengths and weaknesses, that were made on different sections of the Grant Application, by HRSA. Support Staff also stated that the TGA has not yet received notice of the final grant award, which, hopefully, was expected the following day, Friday, June 30th.
- *Provide Planning Council Membership Trainings:* The June Planning Council training was titled: *Cultural Competency Skills for Planning Councils*. Only six Council members attended the training. The Planning Council Chair expressed concern at the low turnout for the scheduled trainings. The committee agreed to encourage Council members, especially new members, to attend Planning Council trainings. The July training will be

the *Priority Setting and Resource Allocations Mandatory Training* for Planning Council members and will be conducted by Thomas. Subsequent Planning Council monthly trainings are as follows:

- *August:* Planning Council Structure and Governance.
Hopefully, the Norfolk Bylaws will be approved and ready by the August training date.
- *September:* Membership Recruitment
- *October:* Funding Opportunities Announcement (FOA)
- *January:* Parliamentary Procedure – Christine volunteered to invite the City Attorney to present the Parliamentary Procedure Training
- *February:* Skills for Effective Planning and Decision Making ((Because the TGA will be transitioning to the new grant year)

The Priority Setting and Resource Allocations has been scheduled as follows:

- Wednesday, July 26th: Priority Setting and Resource Allocations Mandatory Training - Norfolk Department of Human Services
- Thursday, July 27th: Priority Setting and Resource Allocations Session- The Salvation Army Kroc Center on Ballentine Blvd.

There will be no committee meetings scheduled in July, except for the Priority Setting and Resource Allocations Process as indicated above. The Community Access Committee is the only committee that will most likely, meet in July. Planning Council members will sign the Conflict of Interest Forms at the PSRA Mandatory training.

Executive Committee Business:

Committee Reports:

Community Access:

The committee will move forward with the Town Hall meeting which was scheduled and later cancelled. The upcoming Town Hall meeting will take place on Saturday, August 19, 2017. Copies of the flyer were distributed to the committee for approval. The location of the event may change because the committee was still looking for an appropriate venue. Lisa moved a motion to approve the flyer and was properly seconded by Rev. Ted. The motion passed.

Membership and Nominations:

The committee met as scheduled but did not have a quorum.

However, the committee reviewed the Planning Council/Sub-Committee attendance. Some members were in jeopardy of violating the attendance policy. One Planning Council member resigned voluntarily due to a conflict with his work schedule. He will, therefore, be eligible to re-apply when he is ready to come back.

The committee Analyzed the Planning Council Membership for Federal Reflectiveness Mandate. There is, currently, 46% un-aligned consumer participation on the Planning Council.

The committee reviewed the applications for membership. However, due to lack of a quorum, the committee could not move forward with a vote. The committee will review and discuss the issue at the next committee meeting.

Three candidates received their letters of approval from the Mayor and have gone through orientation. The new Council members will be required to participate on the Membership and Nominations Committee for, at least, six months for additional training.

The Council Chair noted that only two individuals responded to a request for mentors for new Planning Council members. Going forward, the chair will assign mentors to mentees and will request a quarterly progress report from the mentors. This year, going forth, the Planning Council moto is “*Team Work.*” Everyone on the Planning Council will be required to play a part.

Quality Improvement and Strategic Planning:

The committee met on the 15th of June as scheduled. The committee had discussion about the recent data from VDH on the out-of-care, lost-to-care with a 2015 number of 227, 2015/2016 number of 254. Forty (40) were unknown. However, this number has now been resolved. Therefore, the 254 is the number that the committee will be working with.

The information stressed the importance of looking at the current model being used by those who enter the Ryan White Program through the Care Navigator/Early Intervention System Specialist (CN/EIS) avenue. It was decided to make this an important point of interest when making recommendations to the Priorities, Allocations and Policies Committee for the upcoming Priorities Setting and Resource Allocations Session in July. In planning towards the future, informational current models used by this TGA and those being used by other jurisdictions will be evaluated and action will be taken to make this TGA’s Care Navigation and Early Intervention Specialist Programs more successful.

It was suggested that the Grantee look at the possibility of using the VDH E-2VA system. During discussion, the Grantee Staff noted that they already looked into that issue and decided not to because Part A is already using CAREWare. There was extensive discussion about the VDH-2VA system versus CAREWare. The Grantee Staff was requested to schedule a CAREWare training for Ryan White Providers. However, it was noted that the Grantee Staff goes out to train Providers in CAREWare, individually.

The committee recommended that the Grantee’s Office consider the possibility of doing a re-RFP for services on the Peninsula in order to look for more providers on the Peninsula. There was discussion at committee level about lack of services on the Peninsula. Planning Council/Committee members were asked to encourage community members to respond to RFPs. However, it was noted that despite the encouragement, few or nobody submitted an application due to overheads and how complicated the process is.

Priorities, Allocations & Policies:

The committee reviewed the Planning Council Support Budget. The budget is on target at 33%. The committee also reviewed the Expenditure Summary for the period ending April 30, 2017 dated June 8, 2017. The target expenditure was at 33%. Some service categories were expending low and others were almost on target. Overall, the TGA is at 26%. The full award is expected to be received by Friday, June 30th.

New Business:

Monthly Monitoring Teleconference with HRSA Project Officer: The Planning Council noted that he and the Vice-Chair participated in the monthly monitoring teleconference with the Project Officer. A summary of the Planning Council/Sub-Committees’ monthly activities was submitted

and discussed during the teleconference. The Vice-Chair gave her experience, as a first participant of the teleconference with the Project Officer. For a first time-participant, Gwendolyn was very impressed with the Project Officer's need to know details and how certain issues will be accomplished. Gwendolyn expressed the hope that it will be a great experience going forward.

Review Planning Council Agenda: The committee reviewed and approved the Planning Council agenda. There will be no Planning Council/Sub-Committee meetings for the month of July except for the Community Access Committee. However, the following events are scheduled for July as follows:

- *Wednesday, July 26, 2017 from 5:00 to 7:00 p.m.:*
PSRA Mandatory Training. Department of Human Services, 741 Monticello Avenue
 - *Thursday, July 27, 2017 from 9:00 a.m. to 5:00 p.m.:*
Priority Setting and Resource Allocations Session at the Salvation Army Ray and Joan Kroc Corps Community Center of Hampton Roads, 1401 Ballentine Blvd, Norfolk.
- Members who do not attend the Mandatory Training, will not be allowed to vote at the PSRA Session.

Assessment of the Administrative Mechanism Tool: Committee members were requested to review the Assessment of the Administrative Mechanism questions. After review, and responses to questions and concerns, Lisa moved a motion and was properly seconded by Robert to accept the Assessment of the Administrative Tool as presented. It was noted that these are legislation questions and were the same ones that were asked last year. After discussion, the motion was accepted.

Any Other Business/Announcements: There was no other business to discuss.

Adjournment/Next Meeting: With no further business, a motion was moved by Beverly and properly seconded by Robert to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, August 31st, at 4:00 p.m.

Respectfully submitted

Gwendolyn Ellis-Wilson – Planning Council–Vice Chair