

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
EXECUTIVE COMMITTEE MINUTES  
Thursday, November 16, 2017: 4:00 p.m.  
Norfolk Department of Human Services  
741 Monticello Avenue, Norfolk**

**Call to Order:**

The meeting was called to order at 4:05 p.m.

**Moment of Silent Reflection:**

A moment of silence and reflection was observed for those who are still fighting the epidemic and those that we lost.

**Roll Call/Introductions:**

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

Todd England	Gregory Fordham
Gwendolyn Ellis-Wilson	Rev. Theodore Lewis
Michael Singleton	Lisa P. Laurier
Rachael Artise	

**Absent Members:**

Pierre Diaz  
Doris McNeill  
Beverly Franklin

**Staff:**

Robert Hargett-Grantee Staff  
Thomas Schucker-PC Support  
Teresa Malilwe-P.C. Support Staff

**Review and Approval of Minutes:**

Minutes of the last meeting were reviewed. A motion was moved by Lisa and properly seconded by Reverend Theodore Lewis to approve the minutes as written. The motion passed.

**Old Business**

Review the P-CAT:

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

- Executive Committee Meeting Support with Collaboration from the Grantee's Office
  - The Norfolk TGA Part A Grant Application was finalized and submitted on Thursday, October 26<sup>th</sup>; four days prior to the deadline date of October 30<sup>th</sup>.
  - The Planning Council Training: There was no Planning Council Training for the month of November. A training has been scheduled for Thursday, January 25, 2018 at 5:00 p.m. during the Planning Council meeting. A Representative from the City Attorney's Office will be invited to present a discussion on *Robert's Rules of Order*. There will, therefore, be thirty (30) minutes of Council business, and thirty (30) minutes Planning Council Training. Thomas was requested to follow up with the Grantee regarding the invitation to the City Attorney's Office.

## **Executive Committee Business:**

### **Committee Reports:**

#### **Community Access:**

The committee met as scheduled, on November 8<sup>th</sup>. The committee is planning to host a Consumer Forum for either Saturday, January 13, or Saturday, January 20, 2018. Arrangements are being made to hold the Forum on the Peninsula at the Hampton Health Department. The Virginia Consumer Advisory Committee has been invited to attend the Forum to make presentation/s on Q-MAC, advocacy, Ryan White Program-the different parts. The committee will, however, reconsider the event date because Monday, January 15<sup>th</sup> is the Martin Luther King Holiday.

#### **Membership and Nominations:**

The Membership and Nominations Committee will meet on Thursday, January 18<sup>th</sup>, at 3:00 p.m. There will be no Planning Council training prior to the committee meeting.

Committee members were asked to come up with flyers with a focus on recruitment when the committee convenes in January. The Membership and Nominations Committee will add a recommendation to the Directives to the Grantee for the flyer to be included in the eligibility, certification and recertification packets. The committee was asked to keep in mind that the Planning Council Support Budget also includes the “Advertising” line item.

#### **Quality Improvement and Strategic Planning:**

The committee did not meet in the month of November. However, the committee is working on the following data requests back from the Recipient’s Office:

- How many clients would be affected by raising the FPL from the current 400% to 500%. The committee will also work with ADAP to get that data.
- Available information regarding the Plan-Do-Study-Act (PDSA) that are currently being worked on by sub-recipients. The request was to Marsha.
- Surveillance data on the number of people that could be on the Affordable Care Act (ACA) but are not currently on it.

The committee will, in the coming year, re-review the Norfolk TGA Formulary, the ADAP Formulary, and the Part B Formulary.

#### **Priorities, Allocations & Policies:**

The committee did not meet as scheduled. However, the committee presented, for review, the Expenditure Summary Report for the period ending September 30, 2017 dated November 10<sup>th</sup>.

The Grantee Staff noted that in the “Reallocated Amounts” column, the \$14,444.00 amount which was approved for reallocation by the Planning Council at the October meeting, is reflected. Also reflected in the report, is the distribution of the 2016 Carryover award; which is \$90,000.00 under regular funding and approximately \$24,000.00 under MAI. The amounts have all been awarded and services are currently being carried out.

It was noted that the target expenditure rate was at 58%. However, the overall expenditure was at 48%. The Grantee hopes that the expenditure rate will pick up going forward. The Drug Reimbursement, however, was at 75% expended. Additional funds will be required to keep the service operational. The funds will, most likely come from the Quality Management line item. The steady upward trending of expenditure in Drug Reimbursement can be attributed to some fluctuations in drug prices.

## **New Business:**

Monthly Monitoring Teleconference with HRSA Project Officer: Planning Council Support Staff and the Planning Council Co-Chair attended the monthly monitoring teleconference with the Project Officer on Tuesday, November 14<sup>th</sup>. The Co-Chair discussed the committees' activities that took place in the month of October. The Project Officer did not have any concerns. However, she noted that sometime in January, a joint Project Officer call with the CDC Project Officer, has been scheduled, to discuss the Integrated Prevention and Care Plans, along with the State of Virginia. They will also go over and look at how the TGA is moving forward with the Integrated and Care Plans and the current TGA status on updates with items that were identified as projects. The Project Officer also indicated that the monthly monitoring call might be scheduled in December, even though there will be no official Planning Council or Executive Committee business in December except for the Holiday gathering.

Review Planning Council Agenda: The committee discussed the Planning Council agenda as follows:

- Community Access Committee will meet in December. The date of the meeting will be determined.
- Membership and Nominations Committee will meet on Thursday, January 18<sup>th</sup> at 3:00 p.m. There will be no Planning Council Training on that date.
- Quality Improvement & Strategic Planning Committee will meet on Thursday, January 18<sup>th</sup> at 4:00 p.m.
- Priorities, Allocations and Policies Committee will meet on Thursday, January 25<sup>th</sup> at 3:00 p.m.
- Executive Committee will meet on Thursday, January 25<sup>th</sup> at 4:00 p.m.
- Planning Council, unanimously voted to meet for end of the year celebrations on Thursday, December 14, 2017 at 5:00 p.m.

## **Any Other Business/Announcements:**

There was no other business to discuss.

**Adjournment/Next Meeting:** With no further business a motion was moved by Gregory and was properly seconded by Rev. Lewis, Todd and Michael. The motion passed. The next committee meeting will be on Thursday, January 25<sup>th</sup> at 4:00 p.m.

Respectfully submitted

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Gwendolyn Ellis-Wilson – Planning Council Co-Chair