

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
EXECUTIVE COMMITTEE MINUTES  
Thursday, January 26, 2017: 4:00 p.m.  
741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:**

The meeting was called to order at 4:09 p.m.

**Moment of Silent Reflection:**

A moment of silent reflection was observed for individuals infected and affected by HIV/AIDS.

**Roll Call/Introductions:**

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

Jerome Cuffee  
Pierre Diaz

Doris McNeill  
Beverly Franklin

**Staff:**

Steve Hawks-Deputy City Manager  
Thomas C.M. Schucker-P.C. Support

Christine Carroll-Grantee Staff  
Teresa Malilwe-P.C. Support Staff

**Members Excused:**

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 Doris to approve the minutes as written. The motion passed.

**Old Business**

Review the P-CAT:

The committee reviewed the P-CAT made up of the following agenda items:

- Executive Committee meeting Support with Collaboration from the Grantee's Office:  
In collaboration with the Planning Council, the Grantee attends Council and sub-committee meetings.
- Provide Planning Council Membership Trainings:  
Jerome stated that beginning with the fiscal year, which is March 1, the committee discussed the topics for Planning Council trainings. That will be implemented, moving forward.

As agreed at the last meeting, the Executive Committee, including Lisa who agreed to chair the Priorities, Allocations and Policies Committee, will review the two Planning Council Support RFPs.

## **Executive Committee Business:**

### **Committee Reports:**

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

The Quality Improvement & Strategic Planning Committee met on January 19<sup>th</sup> as scheduled. Planning Council members were invited to participate at the Quality Improvement & Strategic Planning Committee meeting. Copies of the Oral Health Care Service Standard and the Early Intervention Services Service Standard were emailed to the committee members and the Council for review prior to the meeting. Five Council members attended the meeting. Two Ryan White Oral Health Care funded providers were invited. However, only one Provider attended the meeting.

The committee reviewed the two Care Standards. For both Standards, the committee made revisions that were meant to fall in line with the HRSA/HAB Guidelines. The committee voted to approve the revised Care Standards and these will be presented to the Planning Council for final approval. It is expected by the committee that the monitor of these Services, the Grantee and the Auditing Contractor will report on all the goals to be measured. The committee would like to see the baseline for all the goals the committee did on the Standards, under discussion. The committee was working towards a 90/90/90% of the National HIV/AIDS Strategy by 20/20.

The next committee meeting, on February will review the Medical Case Management, the Non-Medical Case Management; two of which the committee worked on only last year, and the Emergency Financial Assistance Service Standards. This will be all of them.

At the meeting, the Cultural and Linguistic Competency training in relation to the Care Standards was discussed. This is a requirement for Providers. In this regard, the committee recommended having an educational moment at Planning Council level so that members are empowered with the knowledge of what the training is about, understands what it means and realizes that it is part of the Service Standard. The training will be scheduled during the PSRA Mandatory Training. The drafts for the three Care Standards to be discussed at the February meeting will be emailed to all Planning Council members for review prior to the committee meeting.

ToXcel sent an update to the committee. The contractor is starting to work on the data which they have been receiving. They asked the committee to have a few more surveys completed. They are concerned about the response numbers from the Out of Care population.

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

The Priorities, Allocations and Policies Committee did not hold a formal meeting because of lack of a quorum. However, the Grantee's Office discussed the Grant award which is coming out this year; 70% of Formula and 40% of MAI. There is no indication when the second award is coming out and no Supplemental in this award, only a partial award of \$2.9 million, a third of what the TGA asked for, has been received based on last year's money.

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

The Membership and Nominations Committee met as scheduled. Because of some comments that were made to the last Council meeting feedback survey, the committee agreed to modify the feedback form, to avoid individual criticisms. The feedback survey will focus on how the committee can provide constructive solutions to what any member identifies as a problem and will center on the general conduct of the Council.

With regard to the Planning Council Membership for Federal Reflectiveness Mandate, the committee agreed that additions should be made to the document to match the epi profile from the State which will include exposure methods, race/ethnicity, and age groups.

Since members have been reassigned to only one committee where attendance will be tracked, no Council member is, currently, in danger of violating the Attendance Policy.

The committee reviewed two applications which were received in the Support Office. Interview dates will be scheduled for the applicants. However, the committee's chair will request volunteers from the Planning Council (at least, four more members) to help with the interview process. The four volunteers will bring the number of the Interviewing Panel to eight. The committee is still waiting for a response from the Leader of the CSB in Virginia Beach, whether or not she would like to join the Council. The committee is also trying to reach out to a Caucasian MSM to join the Council.

**Community Access:**

The committee did not meet as scheduled. No report was, therefore, presented.

**New Business:**

Monthly Monitoring Teleconference with HRSA Project Officer: The Planning Council chair stated that during the Monthly Monitoring Teleconference, he gave a short report to the Project Officer because the Planning Council/committees did not meet during the month of December. On the Grantee's part, some discussion centered on the awards and how difficult it is, on the Grantees, to try and spend the money because it is awarded late in the fiscal year.

The committee briefly reviewed the Expenditure Summary Report for the period ending November 30, 2016 dated January 6, 2017. It was noted that funds were added to services because of the carryover of \$23,700. As a result, the expended percentages in EFA-Housing Assistance and EFA-Utilities went down 59% and 42%, respectively.

With regard to the partial award which was received, Christine explained the process. She noted that the City of Norfolk to accept the money, it has to go through the City Council through an Ordinance which she has already signed. After other required official signatures, it will be presented at the City Council. Executive Committee members were invited to attend the presentation. Information about the date of presentation will be emailed to the committee.

Review Planning Council Agenda: The committee reviewed and approved the Planning Council agenda.

**Any Other Business/Announcements:**

The committee did not have any other business to discuss.

**Adjournment/Next Meeting:** With no further business, a motion was moved by Beverly and properly seconded by Doris to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, February 23<sup>rd</sup> at 4:00 p.m.

Respectfully submitted

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Pierre Diaz – Planning Council–Vice-Chair