

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, August 31, 2017: 4:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order:

The meeting was called to order at 4:04 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:

Gwendolyn Ellis-Wilson	Greggory Fordham
Beverly Franklin	Doris McNeill
Robert Bailey	Rachael Artise

Staff:

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Thomas C.M. Schucker-P.C. Support	Michael Koran – P.C. Support
Teresa-P.C. Support Staff	Steve Hawks – Deputy City Manager

Absent Members:

Earl Hamlet	Pierre Diaz
Rev. Ted Lewis	Lisa P. Laurier

Review and Approval of Minutes:

The committee reviewed the minutes from the last meeting. A motion was moved by Robert and properly seconded by Beverly 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
During the monthly monitoring conference call with the Project Officer, the following updates were discussed:
 - The Community Access Committee's community event which was scheduled for Saturday, August 19th including the event's agenda.
 - The finalization of the Priority Setting and Resource Allocations Process which was held in July 2017.
 - That the Executive Committee would, at the August 31st meeting review and vote on the Assessment of the Administrative Mechanism tool. After approval, the questions will be submitted to the Recipient's Office for a response in preparation for the Grant Application.

- The Project Officer indicated that the Notice of Funding Opportunities, which is a Part A grant application for the Supplemental portion, would be out soon. The Notice came out on August 30th.
- That the Norfolk TGA Part A Bylaws have been ratified by the CEO.
- *Provide Planning Council Membership Trainings:* Because of the ratification of the new Bylaws, it was recommended that Council members should receive thorough training in the new Bylaws. Support Staff, therefore, requested the Executive Committee to allow a revision in the Planning Council September Training schedule. It was agreed to change the training for the month of September to Bylaws training instead of the *Membership Recruitment training* as scheduled. All Planning Council members will be requested to attend this important training on September 28th, which is the Planning Council meeting date, from 5:30 p.m. Planning Council business will be held from 5:00 p.m. to 5:30 p.m. The meetings schedule on September 28th will be as follows:
 - 3:00 p.m. : Priorities, Allocations and Policies Committee
 - 4:00 p.m. : Executive Committee
 - 5:00 p.m. : Planning Council
 - 5:30 p.m. : Planning Council Bylaws Training

Executive Committee Business:

Committee Reports:

Community Access:

The Community Access Committee held the Town Hall meeting on Saturday, August 19, 2017. The meeting was well attended by both the affected individuals and consumers. Some Planning Council members also attended. Topics covered included:

- The Affordable Care Act
- PrEP
- Ryan White Parts A and C - Responsibilities
- Medical Case Management
- Ryan White Part B-Responsibilities
- The Grievance Procedure – Was done as a Skit using puppets – This was very well received

The committee is planning a cookout at the end of September at Poplar Hall Park from 2:00 to 6:00 p.m. A flyer for the upcoming cookout, was distributed to the committee for review and approval. The committee is willing to work with someone to help with the survey tool. The Community Access Committee chair also noted that there is a potential transporter who is willing to work with the committee to provide transportation to participants for community events and committee meetings. A decision regarding the transportation issue will be shared with the committee's chair after review by the Grantee Staff.

Membership and Nominations:

The committee met as scheduled. The committee reviewed two applications for Planning Council membership. However, the committee agreed not to schedule interviews for the candidates until after the applicants show dedication and commitment to be on the Council. This is because some applicants give up soon after being interviewed.

With regard to attendance, some members are in jeopardy of violating the attendance policy. However, with the recently ratified Bylaws, the Executive Committee discussed the following recommendations that were brought up for consideration:

- Section 3.04 (f): Terms of Membership: No more than two (2) members of a funded Ryan White Part A sub-grantee may serve on the Planning Council at any given time. There is, currently, such a situation on the Norfolk TGA Council. The committee agreed to the recommendation that as terms expire, the affected members will be asked to leave the Planning Council. There was discussion regarding the difference between an employee of an organization and a contractor of the organization.
- Attendance Policy: The committee agreed to start monitoring Planning Council/Sub-Committee attendance effective September 1, 2017 when the Norfolk TGA Part A Bylaws will come into effect.

Quality Improvement and Strategic Planning:

The committee met on August 17th and discussed what the EIS Program looks like now and shared some ideas of what the committee would want the program to look like. The committee will review the best practices in other jurisdictions around the nation, such as the national model that is used by the San Antonio TGA, and see what is working and what is not. The review will give the committee ideas on how the committee can improve the Norfolk TGA Part A Program. The committee will ensure that all the Norfolk TGA Part A RW EIS provides are following the same Standards. For the next meeting, Committee members were requested to come back with fresh and new ideas about the program.

With regard to the FPL (Federal Poverty Level), the Quality Improvement & Strategic Planning Committee will work with the Grantee's Office to do an analysis of what the impact of the funding would be if Part A had to move towards the 500% FPL. In case of such a decision, the committee will prepare to begin implementation on March 1, 2018.

Priorities, Allocations & Policies:

The committee met prior to Executive Committee meeting. The chair stated that the committee:

- Received the ratified Norfolk TGA Part A Bylaws
- Reviewed the Expenditure Summary Report for the period ending June 30th dated August 7, 2017. The target expenditure level was at 33%. Overall, the TGA is at 26%. It was noted, however, that the Drug Reimbursement service category was at 42% expenditure. The Grantee's Office will monitor expenditure for this service category to ensure that the funding does not run out completely.
- Reviewed the Planning Council Support Budget. The target expenditure level was at 33% and is at 29% overall.
- The carryover request, in the amount of \$114,000 was submitted on August 17, 2017; \$23,000 for MAI and \$91,000 for the Formula.
- The committee will submit a recommendation to the Quality Improvement & Strategic Planning Committee to carry out a Consumer Satisfaction Survey.
- The committee will review EIIHA data to identify needs, barriers and gaps and recommend to the Quality Improvement & Strategic Planning Committee what data the two committees should focus on. The information will be used as part of the grant application.

The next committee meeting will be September 28th at 3:00 p.m.

New Business:

The Grant Guidance for the Ryan White Part A application is out. This is the three parts of the Grant Award comprised of:

1. Formula

2. Supplemental
3. MAI

As the process is broken down and the Grantee and Support Staff create a Grant shell, a report will be submitted to the Planning Council on what is happening and how members can take an active role in the process. The application is due October 30, 2017. As was noted before, jurisdictions cannot ask for more than 5% of this year's award.

Assessment of the Administrative Mechanism Questions: Support Staff presented the Assessment of the Administrative Mechanism questions for the committee's review. The Assessment is part of the Grant Application. A PowerPoint presentation based on last year's questions/answers was presented by Support Staff who also discussed how the Assessment of the Administrative Mechanism is administered. After extensive discussion regarding the questions/answers, a motion was moved by Robert and properly seconded by Doris to accept the questions as presented. The motion passed. The questions will be submitted to the Recipient for responses.

Any Other Business/Announcements: Mr. Hawks announced that he was attending the Executive Committee meeting for the last time. He was going back to his position as Director of Human Services. A new person will be appointed as the City Manager's Liaison on the Planning Council in due time. Mr. Hawks thanked committee members for the opportunity to serve on the Council. The Chair, on behalf of the Executive Committee, thanked Mr. Hawks for his service and invited him to apply for membership of the Planning Council.

Beverly thanked the Planning Council for giving her the opportunity to attend the US Conference on AIDS in Washington, D.C. scheduled for September 2017.

Adjournment/Next Meeting: With no further business it was moved and properly seconded to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, September 28th, at 4:00 p.m.

Respectfully submitted

Gwendolyn Ellis-Wilson – Planning Council–Vice Chair