

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
EXECUTIVE COMMITTEE MINUTES  
Thursday, October 26, 2017: 4:00 p.m.  
Norfolk Department of Human Services  
741 Monticello Avenue, Norfolk**

**Call to Order:**

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

**Moment of Silent Reflection:**

A moment of silence and reflection was observed for those who are still fighting the disease and those who have passed on.

**Roll Call/Introductions:**

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

|                  |                     |
|------------------|---------------------|
| Todd England     | Pierre Diaz         |
| Beverly Franklin | Rev. Theodore Lewis |
| Doris McNeill    | Michael Singleton   |
| Lisa P. Laurier  | Rachael Artise      |

**Absent Members:**

|                 |                        |
|-----------------|------------------------|
| Gregory Fordham | Gwendolyn Ellis-Wilson |
|-----------------|------------------------|

**Staff:**

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

**Review and Approval of Minutes:**

Minutes of the last meeting were reviewed. A motion was moved by Rachael and properly seconded by Beverly 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>.
  - Assessment of the Administrative Mechanism: The Assessment of the Administrative Mechanism was completed.
  - The Planning Council Training: Support Staff briefly discussed the monthly scheduled Planning Council Training which was based on "Membership Recruitment." The discussion focused on:

1. Benefits of diverse membership
2. Membership Legislative Requirements and HAB/DSS expectations
3. Barriers and incentives for membership involvement
4. Confidentiality and disclosure
5. A process for attaining member diversity
6. Recruitment methods
7. Ongoing recruitment and replacement.

The committee expressed concern that attendance at the monthly scheduled Planning Council Training Sessions was poor. The Project Officer, during the monthly monitoring conference calls, has mentioned the necessity of these training sessions and efforts have diligently been done to initiate these trainings. In this regard, the Membership and Nominations Committee will need to look into ways to boost attendance. One deterrent, it was noted, was the scheduled time of 2:00 p.m. for the training. Most Council members have schedule conflicts at that time of the day, including work. The trainings are, however, not mandatory.

Various options were discussed regarding boosting attendance at the Planning Council trainings, including cutting down on the number of times in a year, that some committees can meet. This recommendation, which has been presented to some committees, will be discussed at the January 2018 meetings. Another recommendation was the production of a video recording by presenters for that month, which will be uploaded to the Norfolk TGA website. Council members can review the presentation and answer questions/a quiz.

With regard to mentorship, only one person has come forward for this program. The goal for our TGA is team effort on the part of every Council member.

It was also noted that the process for membership of the Planning Council was redesigned. Serving for one term does not automatically guarantee a member a second or third term. Among other requirements, attendance at meetings and trainings will be taken into consideration when seeking a reappointment. The Membership and Nominations Committee is reviewing the recommendation to implement mandatory trainings starting March 1, 2018; which is the beginning of the grant year.

### **Executive Committee Business:**

### **Committee Reports:**

### **Community Access:**

The committee met as scheduled, on October 11<sup>th</sup> and discussed the community cookout event which took place on Saturday, September 30<sup>th</sup>. It was everybody's view that the event was a success. The committee also discussed plans for the upcoming event in January. A survey was administered at the community cookout. Support Staff will report on the results.

### **Membership and Nominations:**

The committee met on October 19<sup>th</sup> and interviewed two Planning Council members for reappointment. The recommendations for the two applicants for reappointment will be presented to the Planning Council for a vote. The committee discussed concerns including the lack of attendance at scheduled Planning Council trainings.

With regard to the Federal Reflectiveness Mandate, the Norfolk TGA Part A Planning Council needs to increase its membership of Caucasian male consumers ages 18-23. The TGA also needs a membership increase of Hispanic/Multi-Race/Other unknown consumers. These increases will accurately represent the race ethnic makeup of the TGA.

The committee reviewed the September Planning Council Feedback results and noted the need to reframe the questions to capture more relevant data.

The committee discussed strategies to increase recruitment. Committee members were requested to submit flyers with a focus on recruitment when they meet 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. It was noted that the Planning Council Support Budget includes the "Advertising" line item. In the past, recruitment requests were advertised in certain papers. The Chair announced the official resignation of Mr. Robert Bailey from the Planning Council. He thanked him for his diligence, hard work and commitment to the population we serve.

The Membership and Nominations Committee will present two recommendations to the Planning Council for a final vote, the reappointment to the Planning Council of Earl and Rachael.

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

The committee met on October 19<sup>th</sup>. The committee discussed the following issues:

- A request which was made to the Grantee's Office to investigate how many clients might be added to the Norfolk Part A Program if the FPL was moved from the current 400% to 500%. The Grantee's Office will present their findings at the January 18, 2018 committee meeting.
- A request that was made to the Grantee's Office to share any available information regarding the Plan-Do-Study-Act (PDSA) that are in place with the current sub-recipients. The results will be presented to the committee at the January 18, 2018 meeting.
- A request that was made to the Grantee's Office for surveillance data on the number of people that could be on the Affordable Care Act (ACA) but are not currently on it. The results will be submitted to the committee at the February 15, 2018 meeting. The reason for this survey is because expenditure in the Primary Medical Care category is still high in spite of the ACA covering for the cost of medical visits.

The committee also reviewed the EIIHA Plan (Early Identification of Individuals with HIV/AIDS). The revised portion was included in the 2018 Grant Year Application. The three target EIIHA populations for the 2018 Grant Year, as determined by Membership and Nominations Committee with the Grantee's recommendations were selected because of the high-risk behaviors, growth in the TGA, and educational needs that defy preventive measures such as safe sex practices and substance abuse restraint. The three populations are:

1. Youth 18-30 years of age
2. MSM of Color
3. Transgender

For each of the above populations, the committee developed goals and strategies that align with the National HIV/AIDS Strategic Plan; that is, the 90/90/90 goal. As projected through the Ryan White Part A Services, the Norfolk TGA is currently at 70% viral suppression.

The committee also discussed the EIS Program requirements, including the number of medical visits and the definition of what constitutes a medical visit.

The committee voted not to meet in the months of November and December. The next meeting will be Thursday, January 18, 2018.

**Priorities, Allocations & Policies:**

The committee met as scheduled on Thursday, October 26, 2017 and discussed the Grantee's recommendation to reallocate \$14,444.00 from Food Bank/Home Delivered Meals services into Medical Transportation services.

Because the committee will not meet in November and December, members voted to freeze the rapid reallocation Directive to the Grantee for the rest of the Grant Year. The Priorities, Allocations and Policies Committee will present a Directive change to the Grantee to keep the 10% Rapid Reallocation until December 1<sup>st</sup> and lift it from December 1<sup>st</sup> to February 28/29 to give the Grantee the flexibility to move funds as necessary.

In this regard, the Priorities, Allocations and Policies Committee will present the following recommendations to the Planning Council for a vote:

- To reallocate funds from Food Bank/Home Delivered Meals Services into Medical Transportation Services.
- To lift the 10% Rapid Reallocation Directive until the end of the Grant Year so that the Grantee can reallocate funds, as necessary. However, the Grantee can notify the Planning Council, which will meet in November and December 2017, if reallocations become necessary.

Lisa and Rachael were nominated and elected as the Committee's Co-Chairs.

**New Business:**

Monthly Monitoring Teleconference with HRSA Project Officer:

During the monthly teleconference with the Project Office, the Planning Council Co-Chair presented a summary of the monthly committees' activities. The Co-Chair also discussed the Community Access Committee's community cookout which was held on Saturday, September 30<sup>th</sup>.

The Grantee Staff noted that there will be the All Grantee's Conference in Washington, D.C. in 2018. For the 2018 Conference, there will be seven (7) slots per TGA/EMA which will include Grantee Staff, Planning Council members and, for the first time, it will also include a service provider.

Review Planning Council Agenda: On the Planning Council agenda, under *Any Other Business*, Ms. Tiphonie Bivens from Norfolk State will make a brief presentation based on Project CHOICE. During the *Part B (VDH) Update* slot, Mr. Hunter Robertson from the Virginia Department of Health (VDH) will give an update on the Affordable Care Act (ACA).

Due to the long distance, the Program Manager has to drive home, going forward, the Ryan White Part A Program Manager's Report will be given before Committee Reports.

**Any Other Business/Announcements:**

At the December Planning Council meeting, Certificates of Appreciation, including HIV lapel pins, will be awarded to each Council member. Support Staff encouraged Council members who are thinking of resigning to wait until after December. The lapel pins can be won at Council meetings.

Committees will not meet in the month of November except for the Community Access Committee meeting on Wednesday, November 8<sup>th</sup>. The Executive Committee and the Planning Council will meet on Thursday, November 16<sup>th</sup> at 4:00 p.m. and 5:00 p.m., respectively. In December, the Planning Council will hold a Holiday Working Meeting.

The newly voted in Co-Chairs of committees were encouraged to ask for support/training from the seasoned chairs for guidance on how to conduct meetings.

The City of Virginia Beach, which is the HOPWA Grantee in this area, is about to start their Annual Needs Assessment. The HOPWA Representative on the Planning Council will request some members of the Council to serve on their Advisory Board in creating the Needs Assessment. The Executive Committee was encouraged to support this endeavor. Cindy, who is the HOPWA Representative on the Council, will talk about it at the Planning Council meeting.

**Adjournment/Next Meeting:** With no further business a motion was moved by Rev. Lewis and was properly seconded by Beverly to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, November 16<sup>th</sup> at 4:00 p.m.

Respectfully submitted

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Pierre Diaz – Planning Council Co-Chair