

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, May 25, 2017: 4:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order:

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

Moment of Silent Reflection:

A moment of silent reflection was observed for people infected and affected by HIV/AIDS and those that have gone due to complications of HIV/AIDS.

Roll Call/Introductions:

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

Jerome Cuffee	Pierre Diaz
Beverly Franklin	Rev. Theodore Lewis
Doris McNeill	Rachael Artise

Staff:

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Thomas C.M. Schucker-P.C. Support	Steve Hawks
Teresa-P.C. Support Staff	

Absent Members:

Gregory Fordham	Earl Hamlet
Robert Bailey	Lisa Laurier

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. The following items were on the committee's agenda:

- *Executive Committee Meeting Support with Collaboration from the Grantee's Office*
The Planning Council is collaborating with the Grantee's Office
- *Provide Planning Council Membership Trainings:*
Planning Council Trainings are conducted every month prior to the Membership and Nominations Committee meeting.

Executive Committee Business:

Committee Reports:

Community Access:

The committee met as scheduled and discussed their concerns regarding the cancellation of the Town Hall Meeting which was scheduled to take place on Saturday, May 13th. A note expressing these concerns will be presented at the Planning Council meeting. The committee has not yet

discussed a date for the next community event. As a result of the confusion that finally led to the cancellation of the Town Hall meeting, the Executive Committee agreed to revisit the issue to ensure that there will be no more miscommunication between the Council and its sub-committees.

Membership and Nominations:

The committee met as scheduled. The committee reviewed recruitment of new members. Two Planning Council members have resigned and their letters of resignation will be sent to the Support Office, either by email or through the traditional US Postal Service.

The committee reviewed the revised:

- New Member Application Forms
- New Member Interview Questions
- Application for Reappointment
- Reappointment Interview Questions

The committee made corrections and amendments to the forms as necessary. The committee voted to advance the revised forms to the Planning Council. One application for Planning Council membership was deferred to the June meeting.

The committee reviewed the Planning Council Feedback Results. Some Council members made some comments which will be brought up for discussion at the Planning Council meeting.

The Planning Council/Committee Attendance Records were reviewed. Two Planning Council members who were in jeopardy of violating the attendance policy resigned. One member still serving on the Council, is in jeopardy of violating the attendance policy.

The committee Analyzed the Planning Council Membership for Federal Reflectiveness Mandate. Copies of the Norfolk TGA Part A Matrix were included in the Planning Council packets for review. The new information that was added to the Membership for Federal Reflectiveness Mandate, included updates regarding method of exposure, HIV Status, and age. The Matrix also included the current Council membership, each individual's term, date of appointment, date when the term expires, and which term a member is serving in. Planning Council members are allowed to serve three-two-year terms.

Planning Council Trainings continue to be held every month; one hour prior to the Membership and Nominations Committee meeting. However, low attendance at these training sessions, so far, is cause for concern. The trainings were designed to help the Council members understand how the Planning Council works; and for them to understand their roles and responsibilities as Planning Council members. In this regard, reappointments for Council membership will take into consideration the individual member's contribution and commitment to the Planning Council. Currently, all the training materials are posted on the Norfolk TGA's website. Further website enhancements are still work in progress.

In accordance to the Bylaws, a Planning Council member is appointed by the Mayor to three-two-year terms. The committee, after discussion, agreed to review Section 3.04: *Terms of Membership: (a), and (b)* in order to ensure that the issue of reapplying for another term is clearly stated and understood.

The committee reviewed the ballots for the upcoming elections for Planning Council Chair, Planning Council Vice-Chair, and Planning Council Secretary. Some changes were made to the

ballots according to recommendations and the committee voted to adopt the ballots with noted changes. The following Planning Council members were nominated at the April meeting:

- Planning Council Chair: Pierre Diaz
- Planning Council Vice-Chair: Gwendolyn Ellis-Wilson
Rachael Artise
- Planning Council Secretary: Beverly Franklin
Robert Bailey

For clarification, Support staff went over the changes that were made to the following Forms, which will be posted to the Norfolk TGA website after approval by the Planning Council:

1. Revised New Member Application:
2. Revised New Member Interview Questions
3. Application for Reappointment
4. Reappointment Interview Questions

Quality Improvement and Strategic Planning:

The committee met as scheduled and reviewed the following Service Standards:

- Substance Abuse Services
- Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
- Mental Health Services
- Medical Transportation Services

The documents were all reformatted to be in line with all the other Care Standards reviewed by the committee and approved by the Council. There were very minor changes made to the Standards under discussion. The committee approved the recommended changes and voted to present the revised Care Standards to the Planning Council for review and a final vote.

The committee chair emphasized the importance of re-reading the Needs Assessment Report in preparation for the upcoming Priority Setting and Resource Allocations Process. The committee will, at the next meeting, discuss the data to be presented to the Priorities, Allocations and Policies Committee as part of the PSRA Process. In reviewing the Needs Assessment, the Planning Council was asked to look at the comments from the consumers, and from the providers; to look at the services which the consumers say they are actually using; which were listed in order of importance, The Council should also focus on the needs, gaps and barriers including how to strengthen the patient navigation services.

Priorities, Allocations & Policies:

The committee met as scheduled and reviewed, among other things, the Final Expenditure Summary Report ending February 28, 2017 dated May 8, 2017 and the Expenditure Summary Report for the period ending March 31, 2017 dated May 23, 2017. The committee also identified data sets in preparation for the PSRA Session scheduled for July. The committee also reviewed the framework for PSRA (including Directives). The next committee meeting will be on Thursday, June 29th at 3:00 p.m.

New Business:

Monthly Monitoring Teleconference with HRSA Project Officer: During the teleconference call with the HRSA Project Officer, the Planning Council Chair gave a summary report of the Planning Council/Sub-Committees' monthly activities. There was a brief discussion about the remainder of the award. No timeline was given as to when to expect the full award.

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

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

Adjournment/Next Meeting: With no further business, a motion was moved by Rev. Ted and properly seconded by Beverly to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, June 29th, at 4:00 p.m.

Respectfully submitted

Pierre Diaz – Planning Council–Vice Chair