

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
EXECUTIVE COMMITTEE MINUTES  
Thursday, September 28, 2017: 4:00 p.m.  
Norfolk Public Library  
Mary D. Pretlow Anchor Branch  
111 W. Ocean View Avenue, Norfolk, VA 23503**

**Call to Order:**

The meeting was called to order at 4:13 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. The chair called for prayers for Ms. Jo Chambers who passed away a few days ago. Ms. Chambers was active in the field of HIV/AIDS and initiated some activities related to the epidemic in the area. She was also a former Planning Council member.

**Roll Call/Introductions:**

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

Gregory Fordham	Pierre Diaz
Gwendolyn Ellis-Wilson	Rev. Theodore Lewis
Doris McNeill	Lisa P. Laurier
Rachael Artise	

**Absent Members:**

Beverly Franklin

**Staff:**

Robert Hargett	Michael Koran
Thomas Schucker	Teresa Malilwe

**Introduction of Visitors:**

The following visitors introduced themselves:

- Ainka Gonzalez-Community Liaison for Merck
- Maureen Nevins-Local Representative for Merck

**Review and Approval of Minutes:**

Minutes of the last meeting were reviewed. A motion was moved by Pierre 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*
  - In collaboration with the Grantee's Office, the Planning Council Support Staff announced the completion of the Assessment of the Administrative Mechanism. The results will be presented to the Executive Committee at their meeting.

- In consideration of the Holidays, a vote was taken at both the Quality Improvement & Strategic Planning Committee meeting, and at the Membership and Nominations Committee meeting, for the two committees not to meet during the month of November. A recommendation was presented for the Executive Committee and the Planning Council to meet on November; 16<sup>th</sup>. However, the Community Access Committee will still meet on the regular scheduled date; Wednesday, November 8<sup>th</sup>. A motion was moved by Gregory and properly seconded by Lisa to accept the recommendations as presented. The motion passed.
- The Planning Council Support Staff will conduct a Bylaws training at the Planning Council meeting and answer questions and concerns by Council members.
- Assessment of the Administrative Mechanism: Representatives of Collaborative Research presented the Assessment of the Administrative Mechanism results. The questions which were approved by the Executive Committee and presented to the Recipient's Office for responses, included:
  1. Part A funds were expended in a timely manner
  2. Part A contracts with service providers were signed in a timely manner
  3. During FY 2016 the TGA had 5% or less in carryover in Part A Formula funds
  4. Part A resources were reallocated in a timely manner to ensure the needs of the community are met
  5. Part A Programs funded in FY 2016 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocations Process
  6. Planning Council Directives were reflected in Part A programs funded in FY 2016.

During the presentation, the committee discussed extensively the noted time it takes for contracts to be executed, and the time it takes for reimbursement. It was noted that contracts are measured in business days, while reimbursements are measured in calendar days. In some instances, the time it takes for reimbursements could be related to provider capacity. Therefore, the question to the Recipient should be: "*Was technical assistance provided to all sub-recipients on invoicing?*" After presentation, a recommendation was presented for the committee to approve the report on the Assessment of the Administrative Mechanism with the noted change. A motion was moved by Gregory and properly seconded by Pierre and Doris to accept the recommendation as presented. The motion passed.

## **Executive Committee Business:**

### **Committee Reports:**

#### **Community Access:**

The committee met as scheduled to continue planning for community cookout scheduled for Saturday, September 30<sup>th</sup> at the Poplar Hall Park from 2:00 to 6:00 p.m. Executive Committee members were encouraged to come out and show support for the community. The committee nominated and elected Mr. Gregory Fordham and Mr. Todd England as the committee's Co-Chairs. Due to other commitments, Mr. Earl Hamlet announced his decision to step back from his role as Co-Chair.

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

The committee met on September 21. Support Staff were asked to send a letter to applicants whose applications were reviewed at the August meeting. The letters were an invitation to the

two applicants to attend Planning Council and all sub-committee meetings. By attending committee meetings, each one of them will, in that way, select a committee on which to participate on and their attendance will be monitored.

With regard to the feedback form, individuals who give a score of 4 or lower will be requested to provide a comment. Support Staff are working to make that change. This will enable improvements to be made to areas that get lower than a 4 grading.

Reapplications have been implemented and will be monitored by Support Staff, for those individuals whose terms are ending. Interviews for these individuals have been scheduled for Thursday, October 19<sup>th</sup> at 2:30 p.m. prior to the Membership and Nominations Committee meeting.

The committee nominated and elected Rev. Theodore Lewis and Ms. Beverly Franklin to be the Membership and Nominations Committee Co-Chairs.

Ms. Nysheena Daniels submitted her resignation from the Planning Council due to family commitments. One other Planning Council member expressed his decision to resign from the Planning Council. He will make that announcement at the Planning Council meeting coming up. In this regard, Membership and Nominations Committee members, including the Council members were requested to encourage the community to get involved in the Planning Council and apply for membership. Support Staff was requested to send an application form to a Prof. at Norfolk State University who showed interest in participating on the Planning Council. He could be a good recruitment tool for students/youth at university level.

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

The committee met on September 21<sup>st</sup> as scheduled. The committee discussed at length how to go about setting the EIS Program. It was recommended for the committee to study the EIIHA Plan goals that will be used for the upcoming grant year. An electronic copy of the EIIHA Plan was sent to committee members to prepare for the October meeting. Moving forward, the committee will invite the current EIS staff to discuss their work and experiences to the Quality Improvement & Strategic Planning Committee meeting. This will enable the committee to better understand how the program is currently working in this jurisdiction.

For upcoming meetings, the committee will be reviewing other successful EIS programs and looking to add and/or change whatever may be considered a better fit for our jurisdiction. In this meeting, the fact that the areas covered in the Norfolk TGA may need different approaches was also considered and will be one of the issues that may drive the direction of any changes to the current EIS Program.

At the meeting, the previously accepted Committee Co-Chair; Mr. Robert Bailey, informed the committee that he will be stepping down from his role as a member of the committee as well as from the Planning Council. The committee accepted his decision. Therefore, Mr. Michael Singleton and Ms. Doris McNeill were nominated and elected Co-Chair of the Quality Improvement & Strategic Planning Committee. The committee will not meet in the month of November.

**Priorities, Allocations & Policies:**

The Priorities, Allocations and Policies Committee did not meet as schedule. The committee, therefore, did not have a report to present.

**New Business:**

Monthly Monitoring Teleconference with HRSA Project Officer: during the monthly monitoring teleconference with the Project Officer, Part A Council representatives informed the Project Officer that the Quality Improvement & Strategic Planning Committee will review the EIIHA Plan at the next committee's meeting. The committee's recommendations will be included in the Grant Application. This year, after rewriting the EIIHA section, the committee will inform the Ryan White Providers of what the Part A strategies are to reach the underserved populations and what the expectations are to reach our goals. The Representatives also discussed the NOFO (Notice of Funding Opportunities) which is due on October 30<sup>th</sup>.

Review Planning Council Agenda: The committee reviewed the Planning Council agenda. Only thirty minutes will be allotted for Planning Council business. The rest of the time will be dedicated to the Planning Council Bylaws Training. Only two recommendations will be presented to the Council for a vote.

**Any Other Business/Announcements:**

There was no other business to discuss.

**Adjournment/Next Meeting:** With no further business a motion was moved by Rev. Theodore and was properly seconded by Pierre to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, October 26<sup>th</sup>, at 4:00 p.m.

Respectfully submitted

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Gwendolyn Ellis-Wilson – Planning Council Co-Chair

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Pierre Diaz – Planning Council Co-Chair