

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**EXECUTIVE COMMITTEE MINUTES**  
**Thursday, April 27, 2017: 4:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:**

The meeting was called to order at 4:07 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	Beverly Franklin
Doris McNeill	Lisa P. Laurier
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

**Members Excused:**

Gregory Fordham	Earl Hamlet
Pierre Diaz	Rev. Ted Lewis

**Review and Approval of Minutes:**

The committee reviewed the minutes from the last meeting. A motion was moved by “Doris 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 committee’s agenda:

- Executive Committee Meeting Support with Collaboration from the Grantee’s Office  
Collaboration from the Grantee’s Office is continuing
- Provide Planning Council Membership Trainings:  
Planning Council trainings continue to be provided on a monthly basis. The next training is scheduled for May 18<sup>th</sup>. Rachael and Gwendolyn will be presenting on the Planning Council Structure and Governance. Trainings are posted on the website for those who are not able to attend scheduled trainings.

**Executive Committee Business:**

**Committee Reports:**

**Community Access:**

The committee report was tabled due to excused absence of the Co-Chairs.

### **Membership and Nominations:**

The committee voted to bring three new candidates on to the Planning Council. The three individuals, who will be presented to the Planning Council for a vote, are:

1. Deryk Jackson
2. Lynea Hogan
3. Tarena Williams

There are currently, twenty-four (24) Council members, 42% of whom are unaligned consumers. With three additions, the Council will be at 27 membership. Twenty-eight (28) is the cut off membership number. All new members will, initially, start participating on the Membership and Nominations Committee.

Nominations for Planning Council Chair, Vice-Chair, and Secretary will be conducted at the 5:00 p.m. Planning Council meeting. In accordance with the Bylaws, call-ins for nominations are not be accepted, and neither are electronic votes, unless authorized prior by the Planning Council Chair.

The committee reviewed Interview Questions. Some changes were made to the questions to take care of the concerns regarding interviews of new applicants. Changes were made to the Interview Panel due to non-participation. As a result, some volunteers were dropped from the panel. A request for volunteers will, again, be made at today's Council meeting.

In preparation for making the committee a working Planning Council, where sub-committees will be doing work related to Needs Assessments, Quality Improvement, Quality Management, and Federal Legislation, the Committee is instituting a set of review questions where people whose terms are ending, will have to be re-interviewed by the Membership and Nominations Committee and will be re-scored. In that re-scoring, the member's attendance will be taken into consideration and participation on the committee.

The revised Attendance Policy was removed from the Bylaws and was approved by the Priorities, Allocations and Policies Committee. The Policy will be presented to the Planning Council for a final vote.

After the amendments to the Bylaws have been approved, committees will elect committee Co-Chairs in order to be in compliance with the new Bylaws.

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

The committee met as scheduled. The committee discussed the four Service Standards that still have to be brought in line with the ones that were worked on this past year. The four service standards that will be reviewed and written up in the same format used in the other Standards are:

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

The Grantee's Office will be starting some quality management monitoring with regard to performance measures and will report quarterly to the Quality Improvement & Strategic Planning Committee for some items that are listed on the medical providers' standards of service, such as cervical cancer screening and oral hygiene treatment plan. The monitoring will begin in June this year and the information gathered will assist in moving forward with the initiative set and required by HRSA.

The committee discussed working together with the Community Access Committee in planning and implementing a Red Ribbon exercise during some of the committee's planned community events to get feedback from members of the public. The outcome of the exercise will be announced to the Council for any involvement and participation in such activities.

The committee will be presenting some key findings of the recently completed Needs Assessment. The Council will be requested to consider the information presented and approve the uploading of the Needs Assessment report on to the Norfolk TGA website. Copies of the summary will be presented for discussion at the Planning Council meeting.

Mr. Robert Bailey was elected the new Co-Chair of the Quality Improvement & Strategic Planning Committee.

The next meeting of the committee will be on Thursday, May 18<sup>th</sup> at 4:00 p.m.

**Priorities, Allocations & Policies:**

The committee met as scheduled. The committee reviewed the Preliminary Final Expenditure Summary Report for the period ending February 28, 2017 dated April 10, 2017. From the preliminary final report, it is projected that, \$431,000 will be left over from the 2016 fiscal year. The target expenditure was at 100%. However, overall expenditure was at 93%. Most service categories were close to the target expenditure with:

1. Primary Medical Care at 94%
2. Oral Health Services at 95%
3. Medical Case Management at 97%
4. Early Intervention Services at 98%

The committee voted to take the Attendance Policy out of the Bylaws, so that it can remain an active document as a policy on its own.

The committee went over the Priority Setting and Resource Allocations Process and what the terms mean. Support Staff gave a PowerPoint presentation of the process and the committee reviewed data from previous PSRA Sessions.

A location has been secured for the upcoming PSRA Session at the Salvation Army Kroc Center at the corner of Ballentine Blvd and Princess Anne Road. As a reminder, the events will take place as follows:

- Wednesday, July 26, 2017:  
5:00 to 7:00 p.m. Mandatory PSRA Training – Norfolk Department of Human Services, 741 Monticello Avenue, Norfolk
- Thursday, July 27, 2017:  
9:00 a.m. to 5:00 p.m.: PSRA Session – Salvation Army at the Kroc Center  
1401 Ballentine Blvd, Norfolk, VA 23504

The committee will meet on Thursday, May 25, 2017 at 2:30 p.m.

**New Business:**

Monthly Monitoring Teleconference with HRSA Project Officer: On the call with the HRSA Project Officer, the Chair gave a summary of each sub-committee's activities for the month of March.

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

**Any Other Business/Announcements:**

An email was sent to all Council members which contained a survey and was accompanied by a number specific to each member of the Planning Council. The number was allotted to each individual, in order to keep confidential, personal information obtained from the survey. Support Staff is, therefore, requesting Council members to complete the survey and email the completed document back, referencing the personal number.

**Adjournment/Next Meeting:** With no further business, a motion was moved by Beverly and properly seconded by Rachael and Doris to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, May 25<sup>th</sup>, at 4:00 p.m.

Respectfully submitted

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Jerome Cuffee – Planning Council–Chair