

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Quality Improvement & Strategic Planning Committee Minutes  
Tuesday, February 18, 2021: 4:00 p.m.**

**Call to Order:**

The virtual meeting via zoom was called to order at 4:07 p.m.

**Moment of Silent Reflection:**

A moment of silent reflection was held for those deceased and those living with and those affected by HIV/AIDS.

**Roll Call**

**Present:**

Gwendolyn Ellis-Wilson  
Rhonda Russell  
Jerome Cuffee  
Ashley Brown  
Tanya Kearney

**Recipient/PC Support Staff:**

Marsha Butler – Recipient Staff  
Jacquelyne Wiggins-Recipient Staff  
Thomas Schucker-PC Support Staff  
Deryk M. Jackson-PC Support Staff  
Teresa Malilwe-PC Support Staff

**Absent:**

Ashley D.D. Brown  
Syreeta Dawkins

Jerome Cuffee  
Tanya Kearney

**Confirmation of Notice of Meeting:**

There was no response to the notice of meeting posted. However, the notice of meeting was posted on the Norfolk TGA Website: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org).

**Review of Minutes from last meeting:**

The committee did not vote on the minutes from the previous meeting because of lack of a quorum.

**Planning Council Activity Timeline (P-CAT):**

The committee was on track with the P-CAT for the month of February 2021.

**Parking Lot Items:**

**Norfolk TGA Triennial Needs Assessment:**

The committee continued planning for the upcoming Triennial Needs Assessment. The committee reviewed the RFP from the last Triennial Needs Assessment. Support Staff was requested to send the documents to all the committee members for review, and to remind the committee that they were responsible for the Scope of Work in the Triennial Needs Assessment. The committee will be requested to come back with annotations, documentations, and markups, including questions they may have, for some constructive discussion at the March Committee meeting. On completion, the committee will present the Scope of Work to the Planning Council for review and approval.

With regard to the issue of who compiles the questions, it was recommended that the committee should outline the expected outcome by the contractor. The committee can add, if any, specific questions regarding the TGA in general. The committee will, at the March meeting, also discuss some proposed changes to the scoring.

**Review the Committee's Planning Council Activity Timeline (P-CAT):**

The Planning Council Activity Timeline is a living document. The committee agreed, at the last meeting that moving forward, the committee should keep the edits and changes that have been made this year. If there are any other activities or added work that need to be made for the timeline to go ahead and include them.

**Review and Update the Committee's Budget Request to the Recipient:**

The main piece of the budget request to the Recipient will be the triennial Needs Assessment.

**Announcements:**

Support Staff noted that a Pharmacist who works remotely, from North Carolina up to Washington, D.C., who is also a consumer for Part A services is interested in joining the Norfolk TGA Planning Council. An application form for Planning Council membership has been sent for him to complete.

**Public Comment or Discussion:**

There was no public comment or discussion.

**Compile Unresolved Issues in Parking Lot:**

The Part A Norfolk TGA triennial Needs Assessment discussion will continue at the next committee meeting.

**Adjournment:**

With no further business to discuss, a motion was moved by Gwendolyn at 4:28 p.m. and properly second by Jerome to adjourn the meeting. The motion passed.

Respectfully Submitted:

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Gwendolyn Ellis-Wilson – P.C. Co-Chair