

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
MINUTES
Joint Meeting – Needs Assessment & Comprehensive Planning Committee/
Care Strategy Committee
Thursday, March 19, 2015: 11:30 a.m.**

The meeting was called to order at 11:35 a.m. and a moment of silent reflection was observed.

Review of Minutes: Minutes for the Joint Meeting were reviewed.

The roll was called and the following were in attendance:

- *Present:*

LuAnn Gahagan	Jerome Cuffee
Jenny Carter	Cynthia Banks
Gloria Anderson	Tanya Kearney
	Robert Bailey

- *Staff:*
 - Marsha Butler-Grantee Staff
 - Jacquelyne Wiggins-Grantee Staff
 - Jeff Daniel-PC Support (*Attended via teleconference*)
 - Teresa Malilwe-PC Support Staff

- *Visitor:*
 - Susan Thorner-Presenter
 - (*Training Resources Network, Inc.*)

Review/Approval of Minutes:

The committee reviewed the minutes. Robert moved a motion to approve the minutes, and was properly seconded by Jerome. The motion passed.

Presentation: (*By Ms. Susan Thorner-Training Resources Network, Inc.*)

Ms. Thorner introduced herself. She is the Quality Management Consultant for the Norfolk Ryan White Part A TGA Grantee. After introducing herself, Ms. Thorner gave a report of the 2014 Quality Management Review: Summary of Findings for the following service categories:

1. Early Intervention Services
2. Oral Health
3. Mental Health
4. Substance Abuse
5. Medication Co-Pay

Ms. Thorner discussed the review process overview; Quality Management Review Summary, and findings for each of the above-mentioned service categories. (Please see the attached 2014 Quality Management Review). At the end of her presentation, the participants thanked Ms. Thorner for her informative discussion.

Old Business:

Strategies for merging the Care Strategy Committee and the Needs Assessment and Comprehensive Planning Committee: The two committees discussed the possibility of combining the two committees. They looked at the positive and negative aspects of merging the committees. Jeff noted that the Planning Council does not have a strategic planning committee that looks at the continuum of care, to what services the TGA funds to impact the continuum of care to reach viral suppression. Currently, the functions of strategic planning are spread out to various other committees, under different chairs. Jeff noted that the presentation by Training Resources Network, Inc. was good in that it has made the Council aware of what the TGA needs to do to impact the bars on the continuum. The work around those discussions and those strategies, whether they are Standards of Care of the TGA, or strategies, or needs assessment activities, need to be balled up into one function to impact viral suppression among people living with HIV in the TGA.

The recommendation was, therefore, to look at the functions of the two committees, pick the major mandates that the Planning Council has to fulfill and put them together. This will be on the cutting edge of Council organization when you have standards and outcomes aligning with strategic planning. It was, therefore, strongly recommended to merge the two committees because, at federal level, the most important function of the Council, currently, is the continuum of care and how to achieve viral suppression, quality improvement input, as well as strategic planning.

Jeff noted that the committee also has to work on the upcoming Comprehensive Plan. The Guidance will be out in two months and the committee will need outcomes from the Training Resources Network's data, the needs assessment data, continuum of care data, and also partner with Prevention on the Plan. The merger of committees will help with the issue of making a quorum at meetings to move recommendations forward.

After extensive discussion, it was moved and properly seconded to accept the recommendation for a trial period from April through August 2015. The motion passed. The committee will meet the third Thursday of each month at 4:00 p.m. The next meeting will be on April 16, 2015. LuAnn will chair the committee with Jerome as Vice-Chair.

Other Business

There was no other business.

Adjournment: With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

Respectfully Submitted

Jerome Cuffee – Chair
Needs Assessment

LuAnn Gahagan-Chair
Care Strategy