

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Quality Improvement & Strategic Planning Committee Minutes
Tuesday, October 19, 2021: 4:00 p.m.**

Call to Order:

The virtual QISP Committee meeting via zoom was called to order at 4:05 p.m. The following members were in attendance:

Roll Call

Present:

Syreeta Dawkins
Ashley D.D. Brown
Jerome Cuffee
Dr. Tanya Kearney
Doris McNeill

Recipient/PC Support Staff:

Deryk M. Jackson
Jacquelyne Wiggins
Teresa Malilwe

Guest/s:

Clay Porter-Planning Council member

Absent:

Rhonda Russell

Moment of Silent Reflection:

A moment of silent reflection was observed for those living with, and those infected and affected by HIV/AIDS.

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.

Review of Minutes from last meeting:

The committee reviewed minutes from the last meeting. After review, for the May 18th meeting, a motion was moved by Jerome and seconded by Dr. Kearney to approve the minutes as written. For the minutes from September 21st, a motion was moved by Jerome and seconded by Dr. Kearney to approve the minutes as written. A motion passed to adapt both minutes.

Review of the P-CAT:

For the month of October, the committee will:

- Review P-CAT progress
- Review and update Service Category Definitions
- Review and update TGA Medication Formulary
- Plan for the Triennial Needs Assessment
- The committee is on track with the Planning Council Activity Timeline.

Parking Lot Items:

- *The committee will continue planning for the Triennial Needs Assessment:*
At the last meeting, the Planning Council Support Staff noted that due to funding limitations, the committee should consider doing the leg work instead of contracting out the work. In this regard, it was agreed that the committee will revisit the sub-populations of focus on which the committee will base the Triennial Needs Assessment. The committee will develop their own survey tool.

Dr. Kearney spent some time looking at various Needs Assessments and suggested some questions the committee could use. She hoped that the Support Staff had pulled the questions together so that the committee can begin to select what questions to use and how to roll this out throughout the TGA. The committee sets its own timeframe in this regard.

The Needs Assessments and questions were emailed to the committee, and it was recommended that the committee should start reviewing the Needs Assessments and the questions that were pulled from therein, based on the special populations the committee agreed to look at.

In the interest of time, Support Staff was requested to email the documents and questions to all committee members for review and selection. The selected questions should be received by Support Staff by Friday, November 5th. This will give Support Staff an opportunity to fine tune the questions as required for discussion at the next meeting, Tuesday, November 16th.

Because of the amount of work the committee has to deal with, the committee will meet in the month of November. Traditionally, the Planning Council/Sub-Committees do not hold meetings in November and December.

- *Review and update Service Standards:*
Support Staff are still waiting to hear from the Project Officer after they reached out to her for guidance whether or not to include Performance Measures in the Standards of Care. The item will be included in the Parking Lot and will be review after guidance has been received from the Project Officer.
- *Review/Update TGA Medication Formulary:*
Dr. Kearney reached out to Dr. Derber for comment/recommendations to the Norfolk TGA Medication Formulary. Dr. Derber, a former Planning Council member, recommended medications that should be removed from the Formulary and a list of medications that should be used. Dr. Derber offered to run an audit but would only be to EVMS specific Providers. The committee reviewed Dr. Derber's comments contained in the EVMS specific Non-ADAP drugs. And Support Staff was requested to forward to the committee, the email with the list of medications and Dr. Derber's recommendations for further review. There was also a suggestion to ask a Pharmacist, {a new member on the Council} to review the Formulary and provide input.

However, after extensive discussion regarding the Formulary, the committee agreed to accept Dr. Derber's recommendation/s. A motion was therefore, moved by Jerome and properly seconded by Doris to approve the Norfolk TGA Medication Formulary as presented. The motion passed.

New Business:

There was no new business to discuss.

Announcements/Public Comments/Discussions:

- *Wednesday, October 20th - 12:00 to 1:00 p.m.:*

A Debt Management Class with Donald Dawson has been scheduled by EVMS. Participants are welcome to attend virtually or in person at EVMS, Lewis Hall, Room 1035. Case Managers dealing with EFA, or Housing Requests are encouraged to attend.

Webinar Friday, November 22nd – 1:00 to 2:15 p.m.

Leveraging Collaboration between the RWHAP and Aging Agencies:

This webinar on HIV and aging, a collaboration between HRSA/HAB and the Administration for Community Living (ACL), will take place on October 22, 1:00–2:15 pm ET. Presentations will include an overview of ACL and its network of programs and services and the work of Area Agencies on Aging.

The Co-Chair encouraged the committee to work together to ensure that the Triennial Needs Assessment gets done..

Next Meeting:

The next committee meeting will be Tuesday, November 16th at 4:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Jerome and properly seconded by Dr. Kearney to adjourn the meeting. The motion passed.

Respectfully Submitted:

Syreeta Dawkins-Co-Chair

Ashley D.D. Brown – Co-Chair