

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Quality Improvement & Strategic Planning Committee Minutes
Tuesday, March 16, 2021: 4:00 p.m.**

Call to Order:

The virtual QISP Committee meeting via zoom was called to order at 4:06 p.m.

Moment of Silent Reflection:

A moment of silent reflection was held for those who succumbed to HIV and those still fighting the virus.

Roll Call

Present:

Gwendolyn Ellis-Wilson
Rhonda Russell
Jerome Cuffee
Doris McNeill
Tanya Kearney
Ashley D.D. Brown

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:

Syreeta Dawkins

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 the minutes. A correction was noted on the Roll Call. Jerome, who was present at the last meeting, was marked both as present and absent. A motion was moved and properly seconded to accept the minutes with noted correction. The motion passed.

Planning Council Activity Timeline (P-CAT):

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

For March, the committee will:

- Review P-CAT for progress
- Review Implementation of the Norfolk TGA Integrated HIV Prevention and Care Plan
- Review TGA Quality Assurance Outcomes
- Review and Provide Input for the Recipient's Quality Improvement Plan
- Define Needs Assessment

Parking Lot Items:

Norfolk TGA Triennial Needs Assessment:

The committee was meeting to finalize the RFP with the suggested edits. A copy of the RFP for the previous Triennial Needs Assessment was emailed to the committee prior to the meeting date.

The committee was requested to review the RFP to see if there were any changes that needed to be changed or updated and to provide any other input.

The Planning Council Co-Chair who was chairing the QISP Committee meeting discussed a letter from HRSA regarding the Triennial Needs Assessment. Basically, HRSA was giving the EMA's/TGA's some leeway for delaying the Triennial Needs Assessment because of the impact of the COVID-19 pandemic on the jurisdictions.

The committee noted the guidance from HRSA. However, the committee did not want to lose the momentum for the issues they have been working on with regards to the Triennial Needs Assessment. As requested, the letter from HRSA will be emailed to committee members for information.

Some committee members stated that while they see the need to move forward with a well-defined Triennial Needs Assessment Scope of Work, it would be prudent for the committee to adhere to the guidance from HRSA. The country is still in a COVID-19 pandemic. In order to get the required data, the committee needs to hold off a little bit longer so that there will be more people in place to respond to the survey. It was advised to move forward with a skeleton, per se. But in terms of the scope of work and what the committee would like to include in it, that may change because of what the country is going through. It may change the outcome if the committee waits a little bit longer, because that way, the committee might have a well-defined definition of some other issues that HRSA wants the TGA to look at as a result of the impact of the COVID-19 pandemic, such as the need for some other services, expansion of some services, an additional comorbidity to people who are HIV positive who might want another service, etc... There could be some unmet needs the TGA does not know about because of COVID-19 that has had a severe impact on the HIV population. The TGA will not be able to get that information right now. Until everyone feels comfortable enough with coming back.

After extensive discussion, the committee agreed to work on the skeleton, get it together and fine tune the RFP but wait to put in additional information from HRSA.

The committee reviewed the feedback and suggestions to the RFP from the committee members.

For the Triennial Needs Assessment, the committee agreed to include special populations such as:

- The Aging with HIV population; what their needs are and any gaps and barriers to services. Included in the aging population is the population of people who were born with and are still living with HIV. This population should be about 40+ years old now.
- The Incarcerated population who are HIV positive.
- The committee will also look at the health disparities calculator for emerging populations that should be the focus for the Triennial Needs Assessment.

There was a question of how the potential contractor will get a list of non-Ryan White providers. The contractor who worked on the last Triennial Needs Assessment got the list with the committee's suggestions in terms of trying to canvass Infectious Disease Doctors in the area; on the Peninsula and the Southside.

The Recipient's Office can also reach out to Sub-Recipients to help identify some non-Ryan White providers where some of their clients go outside the Ryan White Program and give the list to the potential contractor.

Also going forward, work with the Recipient's Office on Eligibility paperwork for clients consenting to utilize their email address for notifications or mailings from Ryan White.

Scope of Services:

The committee reviewed the Scope of Services in the RFP from the last Triennial Needs Assessment and what they want to include in the Background, such as:

- What the committee wants the potential contractor to be able to provide.
- The Needs Assessment verbiage from the Planning Council Primer as it relates to what the purpose is for the Triennial Needs Assessment.
- To define the Part A Norfolk TGA by listing the fifteen counties in the service area.
- A slot for a pre-conference.

Planning Council Support will send out copy of the Planning Council Primer to committee members for ease of reference.

It was recommended that the committee should get information on the affected populations as well, especially coming out of the COVID-19 pandemic. It would be a good variable for the committee to explore.

There was discussion about sampling and if 15% of the HIV population in the TGA was a true representative sample, and if a vendor will be able to survey the following populations and what resources are in place for the vendor to do that:

- The Transgender population living with HIV.
- Young MSMs
- African American MSMs
- African American Females
- The Population Ageing with HIV
- The formerly incarcerated
- Hispanic Males/Females

When the surveys are administered for the Triennial Needs Assessment, the committee will want to know that;

- The number of respondents is a true representative sample of the HIV population in the TGA
- The best places/areas to reach these populations.
- What their needs, gaps and barriers are.

A motion was moved by Gwendolyn and properly seconded by Rhonda for the committee to continue reviewing the RFP as a work in progress and use the Planning Council Primer as it relates to the Triennial Needs Assessment for the correct verbiage. The motion passed with:

o Nays

o Abstentions

The Planning Council Co-Chair will send out an email to the HRSA Project Officer for further guidance on how the committee should proceed with the Triennial Needs Assessment.

New Business:

Review the Norfolk TGA Part A Quality Assurance Outcomes:

The committee agreed to defer the review to next month's committee meeting.

Service Standards of Care:

In accordance with the HRSA Project Officer's recommendation, the committee will, at the next committee meeting, begin to review and revise the Part A Norfolk TGA Service Standards of Care. After the recommended revisions, the Standards of Care will be submitted to the Recipient Staff for review and further discussion with the Project Officer. Support Staff will send copies of the old Service Standards to the committee for review prior to the next meeting.

Announcements:

There were no announcements

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.

Next Committee Meeting:

The next Committee meeting will be April 20th, at 4:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Gwendolyn and properly second by Rhonda to adjourn the meeting. The motion passed. The meeting adjourned at 5:22 p.m.

Respectfully Submitted:

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

Ashley D.D. Brown-Committee Co-Chair

