

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Quality Improvement & Strategic Planning Committee Minutes
Tuesday, January 18, 2022: 4:00 p.m.**

Call to Order:

The virtual QISP Committee meeting was called to order, at 4:05 p.m. The Chair welcomed members to the QISP Committee meeting. The following were in attendance:

Roll Call

Present:

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

Recipient/PC Support Staff:

Marsha Butler
Deryk M. Jackson
Teresa Malilwe

Absent:

Rhonda Russell

Guest/s:

Vonda McKeithan

Moment of Silent Reflection:

A moment of silence and 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 posting. 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 November 16, 2021 committee meeting. A motion was moved by Jerome and seconded by Dr. Kearney to accept the minutes as written. The motion passed. The committee did not meet in December.

Review of the P-CAT:

For January's meeting, the committee will:

- Review P-CAT for progress
- Plan for the Triennial Needs Assessment
- Review/update the Planning Council Activity Timeline (P-CAT)
- Review/Prepare Committee Activity Budget to Recipient

The committee is on track with the Planning Council Activity Timeline.

Parking Lot Items:

- *The Norfolk TGA Triennial Needs Assessment:*
At the last meeting, Clay volunteered to reformat the survey and make the questions flow. Dr. Kearney also volunteered to assist in reviewing the reformatted document for further

discussion at the next committee meeting. Dr. Kearney gave credit to Ms. McKeithan for helping to pull it all out together. Jerome thanked committee members for their work and effort on the survey tool.

The committee reviewed the reformatted document. During the review, some questions were eliminated to shorten the survey, and some were reworded, especially the open-ended questions which would pose a challenge to analyze and for data collection.

Because of the complexities of the Triennial Needs Assessment, the committee expressed concern on the Council's inability to contract a professional, qualified organization to do the work and get the responses the committee needs. A professional contractor that can administer the survey, analyze the data, and write a report that the TGA can use for the next three years. Conducting the survey would be too much work for the committee composed of volunteers who have full time jobs.

It was noted, however, that the inability to have a contractor do the work was due to a lack of funds. Because of this expressed concern, the committee's Co-Chairs and the Council Co-Chair were requested to:

- Have a conversation with the Recipient's Office for some funds that can be used to contract with an organization to do the Triennial Needs Assessment in order to get good results, and good analysis data to use for the duration of the Needs Assessment.
- Does it benefit the TGA to put in some funds for the Triennial Needs Assessment for the next grant year (FY 2022), which starts March 1?

There was a recommendation for the committee to consider going back to the review of the RFP process for FY 2022. That way, the committee will have an idea of how much funding the process will need for the Triennial Needs Assessment before presenting the request to the Recipient.

In order to cut costs, the committee was advised to:

- Finalize the survey
- Go back and complete the RFP process and indicate for a contractor to administer the survey, collect data, analyze it and report back. There was no dollar amount included in the RFP which the committee worked on previously. In this regard, the Recipient Staff will research and find out how much was paid to the contractor who conducted the last Triennial Needs Assessment.
- Take it to the Recipient for a bid.
- Support Staff will re-email the RFP which the committee worked on last year for review.

During the committee's discussion about a contractor to work on the Triennial Needs Assessment, the committee briefly discussed the scope of work for Planning Council Support who are contracted to help the Council in their work. The Planning Council Support contract will be up for renewal with all the other services. It was recommended that during discussion with the Recipient for funding of the Triennial Needs Assessment, the committee must request that the contract for Support Staff should include conducting of the Needs Assessment in their scope of work.

- The Committee's Co-Chairs will bring up the discussion with the Norfolk Part A Ryan White Program Manager.
- With regard to the Committee's annual budget request, Support Staff will follow up with Michael in the Recipient's Office.

During review of the survey tool, some questions were eliminated, and revisions were made, and rewording was done to some questions. After review, a motion was moved by Syretta and properly seconded by Clay and Jerome to accept the questions with noted revisions.

Amendment: There was an amendment to the motion. It was noted that even if the committee voted to accept the survey tool, the contractor will have the ability to make minor changes to the survey questions as needed. Because of this amendment, the motion on the floor was withdrawn.

After a short discussion, a new motion was moved by Syreeta and properly seconded by Jerome to accept the revised survey questions with the proposed amendment that the committee will accept minor changes to the survey that the contractor might deem necessary for collection of data. The motion passed with:

- Nays
- Abstentions

The Survey will be presented to the Planning Council for final review and approval.

Part A Norfolk TGA Service Standards:

During a teleconference with the Project Office, she advised that Performance Measures should not be included in the Service Standards. Support Staff will make the necessary revisions and email the Standards to the Committee for review and approval at the February meeting.

New Business:

Review/Update Committee Planning Council Activity Timeline (P-CAT):

The item will be placed in the Parking Lot until after the committee's questions have been addressed.

Review/Prepare Committee Activity Budget Request to Recipient:

The committee is waiting to hear from the Fiscal Officer on the Recipient side with regard to the committee's activity budget. The committee will continue to discuss the budget request/s at the next meeting. Support Staff will follow up with the Recipient Staff regarding this issue. The item was placed in the Parking Lot.

Announcements by Members:

There were no announcements.

Public Comment/Discussion:

There was no public comment/discussion.

Next Committee Meeting:

The next committee meeting will be Tuesday, February 15th at 4:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Clay and seconded by Syreeta to adjourn the meeting. The motion passed.

Respectfully Submitted:

Ashley D.D. Brown - Co-Chair

Syreeta Dawkins-Co-Chair