

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Quality Improvement & Strategic Planning Committee Minutes  
Tuesday, September 21, 2021: 4:00 p.m.**

**Call to Order:**

The virtual QISP Committee meeting via zoom was called to order at 4:07 p.m. The following members were in attendance:

**Roll Call**

**Present:**

Ashley D.D. Brown  
Doris McNeill  
Jerome Cuffee  
Rhonda Russell  
Tanya Kearney

**Recipient/PC Support Staff:**

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

**Absent:**

Syreeta Dawkins

**Moment of Silent Reflection:**

A moment of silent reflection was observed for those living with, 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](http://www.ghrplanningcouncil.org).

**Review of Minutes from last meeting:**

The committee tabled approval of the minutes. Support Staff will resend the May 18<sup>th</sup> minutes for review and approval at the next meeting.

**Review of the P-CAT:**

For the month of September, the committee will:

- Review and update Service Category Definitions
- Review and update Service Standards
- 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:**

**Review and update Service Standards:**

As recommended at the last meeting, the Support Staff combined the previous Standards with the Universal Standards as suggested by the committee. The Recipient's Office is still reviewing the Service Standards. However, the Standards were shared with the committee for review.

During review of the Universal Service Standards, it was noted that Service Standards are a joint effort between the Planning Council and the Recipient's Office. If the Planning Council is going to incorporate into the Service Standards package, Universal Standards that are contractual obligations that the Recipient requires of each Sub-Recipient, those will have to be updated from the Recipient's side.

With regard to *AIDS Pharmaceutical Assistance – Local Pharmaceutical Assistance Program Service Standard*, it was noted that there was too much verbiage for the jurisdiction. Some of it is what the Recipient will do versus what the Sub-Recipients will do. The Recipient Staff will, therefore, review the Standard and come back to the committee with a recommendation at a later date.

#### *Goals and Objectives:*

The committee accepted the inclusion of Goals and Objectives into each Service Standard.

With regard to Emergency Financial Assistance (EFA) Service Category, it was noted that in accordance with the Program Guidance, Emergency Financial Assistance (EFA) Service Category may assist with short-term assistance for medications. LPAP, according to 1602 is for only HIV related medications that are not on the Formularies. EFA is for a short-term medication to bridge a gap.

The committee liked the format that was used for the Service Standards. The committee also accepted the recommendation to allow the Recipient's Office to continue with the review of the Service Standards. At next month's meeting, the committee will review the revisions from the Recipient's Office and .vote to approve the Standards.

The committee reviewed, discussed, and revised the following Service Standards:

- Universal Standards
- **Core Medical Services:**
  - AIDS Pharmaceutical Assistance – Local Pharmaceutical Assistance Program
  - Early Intervention Specialist
  - Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
  - Medical Case Management
  - Mental Health
  - Oral Health Care Services
  - Outpatient Ambulatory Health Services
  - Substance Abuse – Outpatient Care
- **Support Services:**
  - Emergency Financial Assistance (EFA)
  - Food Bank/Home Delivered Meals
  - Housing Services
  - Medical Transportation
  - Non-Medical Case Management

#### **Norfolk TGA Triennial Needs Assessment:**

There was a recommendation for the committee to develop, design and administer their own Needs Assessment because there is no funding to contract out the Triennial Needs Assessment.

The last updated data is from 2016. The committee will, therefore, need to update the data. If the committee can come up with some survey questions, Support Staff will render their expertise, which will include looking at and sharing some questions with the committee and putting the questions in survey monkey format.

Because there are no funds for contractual work for the Triennial Needs Assessment, the committee will look at what was initially discussed at committee level, such as populations the committee was going to look at, etc... Dr. Kearney volunteered to review what was preliminarily discussed by the committee and put some questions together for the group.

It was noted that, initially, for the Triennial Needs Assessment, the committee reviewed two surveys that VDH did; that is, the 2019 Consumer Survey, and the 2020 COVID-19 Consumer Survey. The committee did some work for the RFP and identified the populations and areas of focus. However, the committee did not work on the Needs Assessment survey questions.

As examples, Support Staff will email survey questions from other jurisdictions to the committee including the results and discussions from the past surveys.

**Review and Update the Norfolk TGA Medication Formulary:**

Support Staff indicated that the Recipient's Office has not had any requests for additions to and/or removal of some medications from the Norfolk TGA Medication Formulary. However, the list was not reviewed by a Clinician. And in this regard, Dr. Kearney will reach out to Dr. Derber to take a look at the Formulary and make recommendations.

**Announcements/Public Comments/Discussions:**

- *Wednesday, September 22, 2021 - 12:00 to 1:00 p.m.:*  
Mental Health Presentation by Syreeta Dawkins. A flyer regarding the event was sent out to the Planning Council for information.

**Adjournment:**

A motion was moved by Jerome and properly seconded by Dr. Kearney to adjourn the meeting. The motion passed.

Respectfully Submitted:

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Ashley D.D. Brown – Co-Chair