

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Quality Improvement & Strategic Planning Committee Minutes  
Tuesday, September 20, 2022: 4:00 p.m.**

**Call to Order:**

The meeting was called to order, at 4:06 p.m. The Chair welcomed committee members to the meeting. The following participants were in attendance:

**Roll Call**

**Present:**

Jerome Cuffee  
Ashley Brown  
Clay Porter  
Vonda McKeithan  
Tanya Kearney  
Doris McNeill

**Recipient/PC Support Staff:**

Mary Collins  
Thomas Schucker  
Deryk M. Jackson  
Teresa Malilwe

**Absent:**

Rhonda Russell  
Syreeta Dawkins

**Introductions:**

Mary Collins, the new Program Monitor introduced herself to the committee. Mary was hired to fill the position that was left vacant by Ms. Wiggins. She will be working in the Recipient's Office. The Co-Chair welcomed Mary on behalf of the committee

**Moment of Silent Reflection:**

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

**Confirmation of Notice of Meeting:**

The notice of meeting was posted on the website. There were no responses from Sub-Recipients.

**Review of Minutes from last meeting:**

The committee reviewed minutes from the last meeting. A motion was moved by Jerome and properly seconded by Clay to accept the minutes as written. The motion passed.

**Review of the P-CAT:**

For the meeting of September 20<sup>th</sup>, the committee's agenda was as follows:

- Review P-CAT for progress
- Review/Update Service Category Definitions
- Review/Update Standards and TGA Medication Formulary
- Planning for Needs Assessment
- Discuss Needs Assessment Current Status

**Review/Update Service Category Definitions:**

The Part A Norfolk TGA approved the Service Standards in early April 2022 and just recently received new Guidance from the Eastern Region Bureau Chief. In this regard, the Norfolk TGA is on the right track with the Service Standards. The Guidance from the Bureau Chief was to take out the Performance Measures from the Service Standards. The Part A Norfolk TGA has all the components in the Service Standards; the Definition from 1602 and all the other components.

After some discussion, the committee agreed to mail over the Service Standards and come back at the October meeting with a review and approval of the Standards. A link of the Norfolk TGA website that has all the Service Standards will be emailed to the committee for review of the Standards. The committee was requested to come back with suggestions, correction, etc... for discussion at the October meeting.

**Review/Update Norfolk TGA Medication Formulary:**

The Non-ADAP Formulary was reviewed and was updated by Dr. Derber in 2021. However, it is not needed because the TGA is not funding Non-ADAP drugs anymore. In this regard, a motion was moved by Dr. Kearney and properly seconded by Jerome to remove the Non-ADAP Formulary from the P-CAT due to non-funding of ADAP for Part A. The motion passed with:

- o – Nays
- o – Abstentions

**Current Status of the Needs Assessment Survey:**

The Part A Norfolk TGA was a little behind putting out the Needs Assessment survey, which was done just before the PSRA Session. The Planning Council utilized what was the current data at that time for the PSRA Session. There are currently 109 responses with 50 incompletes. The committee was requested to ensure that Service Providers were encouraging their clients to take the survey in order to have accurate data. The data currently being collected will be added to the datasets that were used at the PSRA Session.

**New/Old Business:**

There was no new or old business to discuss.

**Announcements by Members:**

The committee was encouraged to attend the HIV Fall Summit scheduled for September 21, 2022 from 7:30 a.m. to 4:00 p.m. at the Delta Marriott in Chesapeake Greenbriar.

The Benefits Training 101 will be held on October 5<sup>th</sup> from 1:00 to 4:00 p.m. at Eastern Virginia Medical School in Waitzer Hall-Room 133.

Thomas serves on the Chesapeake Commission for Health and Wellbeing. The Commission is about to launch a Citywide project called; *Chesapeake Thrives*. Inside of that whole plan is the HIV epidemic. He noted that the Council might be able to find some Health Departments for people who are interested from the City in joining the Planning Council and vice-versa. Members who are interested in doing presentation from their organization, please contact Thomas for assistance in that regard.

The Annual Retreat for HPG for the State of Virginia is October 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> in Lynchburg, Virginia.

One of the parking lot items is to review the Recipient's Quality Improvement Plan will be presented at the next committee meeting for discussion. The Recipient Staff on the Quality Improvement/Strategic Plan was not available for this meeting.

**Next Committee Meeting:**

The next meeting will be Tuesday, October 18<sup>th</sup>, at 4:00 p.m.

**Adjournment:**

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

Respectfully Submitted:

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Ashley D.D. Brown – P.C. Co-Chair

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Jerome Cuffee-Co-Chair