

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Quality Improvement & Strategic Planning Committee Minutes  
Tuesday, June 21, 2022: 4:00 p.m.**

**Call to Order:**

In the absence of the Committee's Co-Chairs, the Planning Council Co-Chair called the meeting to order, at 4:03 p.m. The Chair welcomed committee members to the meeting. The following participants were in attendance:

**Roll Call**

**Present:**

Vonda McKeithan-EVMS  
Clay Porter  
Jerome Cuffee  
Dr. Kearney  
Doris McNeill

**Recipient/PC Support Staff:**

Marsha Butler  
Deryk M. Jackson  
Thomas Schucker  
Teresa Malilwe

**Guest:**

Tory Stamps-LGBT Life Center

**Absent:**

Rhonda Russell  
Syreeta Dawkins

**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 and 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 Clay and seconded by Doris to accept the minutes as written. The motion passed.

**Review of the P-CAT:**

For the meeting of June 21<sup>st</sup>, the committee's agenda was as follows:

- Review P-CAT for progress
- Review Implementation of Norfolk TGA Integrated HIV Prevention and Care Plan
- Review TGA Quality Assurance Outcomes (e.g., chart reviews, service standards adherence)
- Review/Provide Input for the Recipient's Quality Improvement Plan
- Coordinate Data Provision on Outcomes to the Priorities, Allocations and Policies (PAP) Committee for the PSRA Process.
- Review/Update Clinical Quality Management Performance Measure Portfolio
- Review QI Portion of Grant Guidance
- Review/Update Service Category Definitions

**Parking Lot Items:**

- Norfolk TGA Part A Service Standards
- Norfolk TGA Part A Needs Assessment

**Norfolk TGA Part A Service Standards:**

The revised draft Service Standards were emailed to the committee for review prior to the committee meeting. After review and brief discussion, a motion was moved by Clay and was seconded by Doris to approve the revised Service Standards as presented. The motion passed.

**Norfolk TGA Needs Assessment:**

The Instrument for the Needs Assessment was emailed to the committee for review prior to the committee meeting. A few revisions were recommended to the survey tool. Support Staff will make the noted changes. It was noted that the survey will be administered electronically, and the font will be enlarged, as recommended, for the paper version of the survey. After extensive discussion, the committee voted, unanimously, to accept the Needs Assessment Survey Instrument as presented.

**Review Implementation of the Norfolk TGA Integrated HIV Prevention and Care Services Plan:**

Support Staff attended a meeting in Richmond where they reviewed the current updates to the Integrated HIV Prevention Care Services Plan. There was feedback from VDH's public hearing on the Integrated Plan Services for Virginia. The Public Hearing summary was held on April 20<sup>th</sup> via a zoom virtual meeting. The objective of the meeting was to provide information updates and get feedback on the Integrated HIV Prevention and Care Services Plan. Support Staff gave a short summary of some of the ideas that came out of the meeting.

Support Staff will reach out to Ashley, the HIV Care Services Planner at VDH, for feedback slides that were presented, for the committee's review and information. The Group will meet on a monthly basis to look at the goals and objectives. The next Virginia HIV Planning Group meeting will be held on August 19<sup>th</sup> in person, in Richmond. The meeting location is yet to be announced.

**Review TGA Quality Assurance Outcomes:**

The CQM Committee has not met yet for this grant year. The Recipient Staff will, however, have a report to present at the next month's committee meeting.

**Review/Provide Input for the Recipient's Quality Improvement Plan:**

The Recipient Staff will share the Plan with the committee at next month's committee meeting.

**Coordinate Data Provision on Outcomes to the Priorities, Allocations and Policies (PAP) Committee for the PSRA Process:**

Once data is obtained from the Needs Assessment, Support Staff will share the information with the Priorities, Allocations and Policies (PAP) Committee.

With regard to the dates for the upcoming Priority Setting and Resource Allocations Session, Support Staff will come up with some dates for review and discussion at the next Executive Committee meeting. Aside from the data that is usually requested from the Recipient's Office, Support Staff might also ask for one new data element about those that are uninsurable.

**Review/Update Service Category Definitions:**

The committee already completed this task.

**Announcements by Members:**

There were no announcements by members.

**Public Comment/Discussion:**

On June 28<sup>th</sup>, the AIDS Resource Center will host a “Safe Talk” Training. This information has already been disseminated to Council members.

Doris announced her move from the LGBT Life Center to Eastern Virginia Medical School (EVMS).

Support Staff stated that once the Planning Council has ratified and approved the Needs Assessment, the palm cards will be printed for distribution. The Planning Council members will be requested to assist with the distribution of the cards within the agencies and areas where they work, and to also get them into the private provider areas as well. There will be an incentive for the Needs Assessment.

**Next Committee Meeting:**

The next committee meeting will be Tuesday, July 19<sup>th</sup> at 4:00 p.m.

**Adjournment:**

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

Respectfully Submitted:

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Jerome Cuffee – P.C. Co-Chair