

Greater Hampton Roads HIV Health Services Planning Council Minutes of the Executive Committee Meeting

Thursday, April 29, 2021: 4:00 p.m.

Call to Order: The virtual Executive Committee meeting held via Zoom Services held on April 29, 2021 was called to order at 4:05 p.m.

Roll Call:

The roll was called, as follows:

Present:

Lynea Hogan
Beverly Franklin
Jerome Cuffee
Syreeta Dawkins

Rachael Artise
Lisa P. Laurier
Ashley D.D. Brown

Absent Members:

Cindy Walters
Gwendolyn Ellis-Wilson
Meyoni Beale

Planning Council Support Staff:

Deryk Jackson
Thomas Schucker
Teresa Malilwe

Grantee Staff -Present

Christine Carroll

The committee had a quorum.

Moment of Silent Reflection:

A moment of silent reflection was observed both for those living with and those who have succumbed to HIV/AIDS.

Confirmation of Notice of Meeting Posting:

The confirmation of notice of meeting was posted on the Norfolk TGA website: www.ghrplanningcouncil.org. However, there were no responses to the notice of meeting posting.

Approval of Minutes of Previous Meeting:

The committee entertained a motion by Beverly and seconded by Jerome to approve the minutes from the last meeting as written. The motion passed.

Recipient's Report:

The Program Manager noted that the full Award was received. The Recipient's Office is closing out fiscal year 2021. All bills were due by April 15th except for HIPCSA which is due by the end of April.

During the monthly teleconference call with the Project Officer last week, she discussed and clarified the reason/s for the reduction of the Part A Norfolk TGA's grant as:

- Basically, the overall Part A funding was reduced.
- The numbers, as far as Formula funding, is reduced.

- The Supplemental, which is the scoring of the application, which was 96% with no weaknesses in the grant application, does not outweigh the Formula as far as numbers go.

For this year, all contracts have been developed, signed by appropriate individuals and are on the way, electronically to Providers and to the Finance Department through the DocuSign process and should be fully executed within the next week.

The Recipient's Office will use the Quality Management funding and the carryover funding to supplement services that are short on funding. All services received level funding.

Planning Council Activity Timeline P-CAT):

Committee Reports:

Community Access Committee:

The committee met as scheduled on Wednesday, April 14th. Ms. Jenny Carter from the LGBT Life Center attended the meeting as a guest speaker. At the meeting, she discussed the Hague Pharmacy and addressed the concerns clients have expressed regarding the difficulty they have accessing HIV medications. She informed the committee how consumers, who previously got their HIV medications through the Hague Pharmacy, can access their medications at another Pharmacy. She answered questions and gave consumers her contact information and that of the other Pharmacy.

The committee discussed the yet to be scheduled meeting with the Recipient's Office. The committee gave suggestions of some of the issues they want the Co-Chairs to bring up at the meeting with the Recipient, including the Town Hall meeting and the upcoming Statewide Retreat scheduled for October 2021.

The committee finalized the Budget Request which will be presented to the Recipient at the meeting.

The next committee meeting will be Wednesday, May 12th at 6:00 p.m.

Membership and Nominations Committee

The committee met as scheduled. The committee reviewed two applications. One application was received from Mr. Williams; a candidate who has been appointed by VDH to be a Part B Representative on the Council. He was appointed in place of Gloria who resigned her position at VDH. The committee also reviewed an application for membership which was received from Dr. Bane. The committee voted to proceed with the interview process for the two applicants. Support Staff will coordinate a convenient date for the interviews.

It was noted, during the meeting that 99.9% of membership on the Membership and Nominations Committee were also members of the Executive Committee. In this regard, the committee discussed the option of rolling the Membership and Nominations Committee into the Executive Committee. This will mean that the Priorities, Allocations and Policies committee will move their meeting time to the 2:00 p.m. slot, and the Executive Committee/Membership and Nominations Committee will meet for two hours from 3:00 to 5:00 p.m. Part of the agenda would be conducting Membership/Nominations Committee business for an hour and Executive Committee business for the last hour.

The Membership and Nominations Committee presented a motion to roll the Membership and Nominations Committee into the Executive Committee and was properly seconded by Ashley. The motion passed.

Quality Improvement/Strategic Planning Committee:

The committee met as scheduled on Tuesday, April 20th. The committee discussed the type of data they will need for the Triennial Needs Assessment. However, the committee was informed that there were not enough funds to cover the cost of a Triennial Needs Assessment.

The Virginia Department of Health Staff who were attending the meeting as guests, volunteered to share data they obtained from the 2019 surveys that VDH conducted, and the Statewide data from the COVID-19 survey. Ms. Yocum will also check if VDH has data from the survey that was conducted by VACAC just before the pandemic shutdown and share it with the committee. The committee will review the surveys from VDH at the next meeting in May to see if there is any data that Part A can use for their Triennial Needs Assessment.

In response to funding for the Triennial Needs Assessment, the committee discussed the best time to discuss, not only funding for the Triennial Needs Assessment, but budgets for all Planning Council sub-committees. There was a recommendation to set a standard by having the committees' budget requests discussed at the PSRA Session.

The committee also briefly reviewed the Service Standards. The committee will continue review of the Service Standards at the next meeting.

In response to the inadequate funding for the Triennial Needs Assessment, the Recipient stated that with the expected Carryover funding, there might be some funds to conduct the Triennial Needs Assessment as planned. She could not confirm the dollar amount as yet.

Priorities, Allocations and Policies Committee:

The Priorities, Allocations and Policies Committee met prior to the Executive Committee meeting. The committee discussed the framework around the Priority Setting and Resource Allocations Process and the meeting logistics. The committee discussed datasets and some information in preparation for the upcoming PSRA Session. The committee tabled further discussion of the framework to give members more time to read through the document and understand the process before taking a vote on it.

There was no Expenditure Summary Report submitted by the Recipient's office for review by the committee. The Final Expenditure Summary Report will be submitted to the committee for review at the May 27th meeting.

Any Other Business:

There was no other business to discuss.

Next Meetings:

The next Planning Council/sub-committee meetings will be as follows:

- Wednesday, May 12th
 - Community Access Committee at 6:00 p.m.

- Tuesday, May 18th,
 - Quality Improvement/Strategic Planning Committee at 4:00 p.m.

- Thursday, May 27th,
 - Membership/Nominations Committee at 2:00 p.m.
 - Priorities, Allocations/Policies Committee at 3:00 p.m.
 - Executive Committee at 4:00 p.m.
 - Planning Council at 5:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Lisa and properly seconded by Syreeta to adjourn the meeting.

Respectfully Submitted

Rachael Artise-P.C. Co-Chair