

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

Thursday, May 27, 2021: 4:00 p.m.

Call to Order: The virtual Executive Committee meeting held via Zoom Services on May 27, 2021, was called to order at 4:04 p.m.

Roll Call:

The roll was called, as follows:

Present:

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

Meyoni Beale
Beverly Franklin
Jerome Cuffee

Absent Members:

Cindy Walters
Gwendolyn Ellis-Wilson
Syreeta Dawkins

Planning Council Support Staff:

Deryk Jackson
Thomas Schucker
Teresa Malilwe

Grantee Staff -Present

Christine Carroll

The meeting 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:

A motion was moved by Meyoni and seconded by Beverly to approve the minutes from the last meeting as written. The motion passed.

Recipient's Report:

- There was no report presented by the Recipient.

Planning Council Activity Timeline P-CAT):

Committee Reports:

Community Access Committee:

The committee met on Wednesday, May 12th. The meeting was attended by Ms. Alexandria Baldwin from the LGBT Life Center who gave a presentation on COVID-19 Vaccine/s.

The Committee Co-Chair met with the Recipient Staff to discuss the committee's budget requirements for the Committee's events/activities. However, the Co-Chairs were informed that, currently, there are no funds available to fund committee activities because of the reduction in the grant award.

The committee finalized the sponsorship letter and the donation letter. The sponsorship letter was distributed to pharmaceutical companies.

The committee further reviewed the consumer survey and agreed that it needed to be revised a little bit more. The survey was emailed to committee members for more time for review and to make necessary changes or add some survey questions, as needed.

The next committee meeting will be Wednesday, June 9th at 6:00 p.m.

Membership and Nominations Committee

At the meeting held on Thursday, May 27th, at 2:00 p.m. the committee interviewed Mr. Williams, who was appointed by VDH to be the Part B Representative on the Planning Council. Mr. Williams will fill the slot on the Norfolk TGA Metrix, previously held by Ms. Gloria Robinson. Because it is a mandated slot, it is not necessary for the committee to hold an up or down vote to have Mr. Williams seated as a Council member.

The committee discussed the nomination of the committee's co-chair. However, as was agreed at the last meeting, the Membership/Nominations Committee will roll into the Executive Committee. Ms. Cindy Walters will continue as the Committee's Co-Chair and will be assisted, if need be, by one of the Council Co-Chairs.

Quality Improvement/Strategic Planning Committee:

The committee met as scheduled on Tuesday, May 18th. The committee reviewed data that was provided by VDH. Some of the data was from the COVID-19 survey which was administered to consumers during the pandemic.

The committee reviewed the current Service Standards and voted to revise the old TGA Standards by adding in, language of COVID-19 telehealth where it applies, and to remove Performance Measures as recommended by the Project Officer.

The committee discussed the upcoming Priority Setting and Resource Allocations Process and the data which the Planning Council will be looking at. The committee will coordinate with the Priorities, Allocations and Policies Committee for the data provisions/datasets.

Priorities, Allocations and Policies Committee:

The committee met prior to the Executive Committee meeting. The committee discussed the merging of the Membership and Nominations Committee with the Executive Committee. During discussion, the committee noted that since the start of virtual meetings, the Priorities, Allocations

Policies Committee meetings have only lasted about half an hour or less. The committee proposed to continue meeting at the current time, that is:

- 3:00-3:30 p.m. : Priorities, Allocations and Policies (PAP) Committee
- 3:30-5:00 p.m. : Membership and Nominations Committee/
Executive Committee
- 5:00 p.m. : Planning Council

The Priorities, Allocations and Policies Committee moved a motion and was properly seconded by Ashley to change the meeting times as noted above. The motion passed with:

- 0 - Nays
- 0 - Abstentions

The committee did not have the monthly Expenditure Summary Report to review this month because the City of Norfolk is in the process of Changing the Payment Management System which also includes Ryan White as per HRSA Site Visit.

New Business:

Design the Assessment of the Efficiency of the Administrative Mechanism:

This is a questionnaire that the Planning Council distributes to Ryan White agencies to assess how efficiently contracts are administered by the Grantee's Office. The committee tabled the discussion and/or review of last year's questions to the June meeting because the committee did not have a quorum to vote to approve the questionnaire after one member excused herself from the meeting.

Review and Sign Annual Progress Report/Program Terms Report:

The Annual Progress Report has already been completed and was due to the Recipient on May 26th. HRSA requires for the report to be due by the end of May, which, in this case, is tomorrow. However, the committee looked at what were the challenges and accomplishments of the Planning Council.

Any Other Business:

The Program Manager addressed people's concerns regarding left over funds that are sent back which they think could be used for committee activities. She noted that committee activity funds, such as the Triennial Needs Assessment, come out of the 10% of the Grantee/Planning Council Support Administration funds. Funds for services, therefore, cannot be used for committee activities.

Adjournment:

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

Respectfully Submitted

Rachael Artise-P.C. Co-Chair