

Greater Hampton Roads HIV Health Services Planning Council

Quality Improvement & Strategic Planning Committee Meeting

Norfolk Department of Human Services, 741 Monticello Avenue

Thursday, August 18, 2016– 4:00 p.m.

Call to Order: The meeting was called to order at 4:14 p.m.

Moment of Silent Reflection: A moment of silent reflection was observed for those affected and infected by HIV and AIDS.

Welcome/Introductions/Roll Call: Attendance was called as follows:

Present:

Doris McNeill
Gloria Anderson
Todd England

Rachael Artise
Gwendolyn Ellis-Wilson

Members Excused:

Catherine Derber,
Jerome Cuffee

Katrina Fontenla
Tanya Kearney

Members Absent:

André Christian

Nysheena Daniels

Staff:

Marsha Butler-Grantee Staff,
Thomas Schucker-P.C. Support,

Jacquelyne Wiggins-Grantee Staff,
Teresa-P.C. Support Staff

Visitors:

Ashley Veal

Review of Minutes:

The minutes were tabled due to lack of a quorum.

Old Business:

Review the P-CAT: The committee reviewed the Planning Council Activity Timeline (P-CAT). The committee is on track based on activities outlined on the P-CAT.

The committee's agenda for the meeting included the following items:

- Review Implementation of Health Care Reform/National HIV/AIDS Strategy impact to RW
- Review the Comprehensive Plan
- Refine Standards of Care
- Review Q1 portion of Grant Guidance
- Compile Unresolved Issues in Parking Lot

Review the Comprehensive Plan: The Support Staff worked with the Contractor for VDH for the Integrated Comprehensive Plan. Thomas briefly discussed the Plan and gave some updates, as follows:

- A preliminary final rough draft has been completed and has been reviewed by VDH Staff who has run the HIV Program previously. Comments are being awaited that will be integrated into the final version.
- This is a rough draft and responses to some questions are still being developed, for example, there is a question regarding the capacity of the HIV work force.
- The Norfolk TGA prevalence data has been incorporated including the Norfolk Continuum of Care. The contractor needs to incorporate the Norfolk TGA's Needs Assessment data as well. The section which deals with needs, barriers, and gaps was written by several people and it needs more work in pulling it out altogether.
- The contractor stated that she was attaching the draft that was going to the CSPG on Friday for review and feedback. There is still more that needs to be done as reflected in the draft.
- The draft was developed with extensive VDH input and crossed the lines of collaboration. However, it does lack input from the Norfolk TGA. It will be helpful for the Planning Council to review and add anything specific to the TGA that the Council would like to add. The contractor is also interested in the Norfolk TGA's overall feedback.
- The format of the Plan follows the Integrated Plan Guidance developed by HRSA. The final format may change. Several questions have been left in to be sure that the Contractor answers all the questions.

Copies of the Plan will be emailed to committee members for review. The Plan is due to HRSA by end of September. The committee was advised that any questions regarding the Integrated Plan should be emailed to the Contractor.

Review of the QI portion of the Grant Guidance: Support Staff noted that the Guidance for the Grant Application came out about two days ago. The Grant Guidance will also be emailed to committee members for review. Committee members interested in being part of the final review are welcome and should inform the Support Office.

The committee reviewed the Ryan White Part A Implementation Plan: Service Category Table. The Grantee's Office will work on the Table for the next meeting. The committee was advised to review the document, understand it and come back with questions, ideas and/or suggestions whether to continue to use the measures as documented or add a new measurement.

Review Committee for the Needs Assessment RFP: With regard to the Needs Assessment RFP which was put together by the committee, the Chair stated that the committee needs to come up with a committee to review the proposals once they are received and also to devise a tool to grade the proposals. In preparation for the review, the committee reviewed the Needs Assessment RFP. The due date is August 29th. The committee will extend the due date for another two weeks, that is, up to September 12th, if there are no bids received within the timeline. The Review committee will convene on September 8th. Review members were advised to block off 9:00 a.m. to 5:00 p.m. of that date. The review committee was requested to read the document, and score the application/s. The committee will, therefore, only meet to discuss their actions.

The following members volunteered to be on the Review Committee:

1. Doris McNeill
2. Gwendolyn Ellis-Wilson
3. Rachael Artise
4. Jerome Cuffee
5. Marsha Butler
6. Jacquelyne Wiggins

The committee discussed how to set up the rubric for scoring the bids. Marsha volunteered to take the lead in setting up the rubric and will have it ready by the review date.

New Business:

Review HRSA: HIV/AIDS Bureau (HRSA:HAB) Performance Measures: The committee was requested to review the Norfolk TGA Implementation Plan, and to understand it. The Plan will be presented for discussion at the next meeting; whether to keep the HRSA-HAB or HHSS Performance Measures or to add a second. Marsha asked the committee if they wanted to look at all of the Performance Measures or pick out certain ones to monitor throughout the year. Marsha will make a small presentation to the committee, in this regard. Therefore, for the next meeting, the committee was asked to review the:

- Funding Opportunity Announcement (FOA)
- Draft of the Integrated Plan
- Norfolk TGA's Implementation Plan

The committee discussed the Ryan White Part Implementation Plan: Service Category Table extensively and the committee was requested to study the document in detail. As the committee takes control of its responsibilities, the more they will start to understand about adding more quality measurements.

Any Other Business:

There was no other business to discuss.

Date of Next Meeting/Adjournment: The next meeting will be on Thursday, September 15th, at 4:00 p.m. With no further business, a motion was moved by Gwendolyn and properly seconded by Rachael to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill-Committee Chair