

Greater Hampton Roads HIV Health Services Planning Council

Quality Improvement & Strategic Planning Committee Meeting

Norfolk Department of Human Services, 741 Monticello Avenue

Thursday, June 16, 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: The following committee members were in attendance:

Present:

Nysheena Daniels, Doris McNeill, Jerome Cuffee, Rachael Artise, and Tanya Kearney

Members Excused:

Catherine Derber, Gwendolyn Ellis-Wilson, Gloria Anderson, Todd England, and Katrina Fontenla

Members Absent:

André Christian

Staff:

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

Visitors:

Michael Singleton.

Review of Minutes:

The committee reviewed the minutes from the last meeting. Due to lack of a quorum, the minutes were tabled and will be re-submitted at the next meeting.

Introductions/Welcome: Mr. Michael Singleton, a guest at the meeting, introduced himself as a Peer Educator.

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 Needs Assessment Scope of Work
- Review Implementation of Health Care Reform/National HIV/AIDS Strategy impact to RW
- Review the Comprehensive Plan
- Refine Standards of Care
- Compile Unresolved Issues in Parking Lot

The committee's main focus for the meeting was to complete the Needs Assessment Scope of Work. Copies of the draft RFP were distributed to committee members for review. During review, the committee made amendments to the RFP which will be reflected in the final documents to be submitted to the Grantee by July 1, 2016.

The amendments were made to the following:

- The proposed timeline: Release RFP and submission deadline date.
- The expected completion of the Final Needs Assessment Report.
- Needs Assessment which included:
 - The primary focus of the needs assessment
 - Data sets
 - The representative sampling
 - The populations on which the epidemiological profile must focus on
- Draft Report:
 - The draft report due date
- The Draft Report must address the following:
 - The current prevalence of HIV/AIDS cases in the Norfolk TGA
 - Total number of clients linked to care and have no evidence of a 2nd care marked at greater than 90 of linkage
 - Data used should be captured from January 1 to December 31, 2016 period
 - List of any barriers to care, linkage and retention to care

The committee agreed that special attention should be given to the following special categories of people:

- African-American males
 - MSM
 - Heterosexual
- African-American females
- Hispanic males
- Hispanic females
- Transgender Male to Female
- Transgender Female to Male
- Final Report:
 - Timeline of the final report to the Quality Improvement & Strategic Planning Committee
- Additional Final Deliverables
- Progress Reports and Progress Contact
- Other Required Contact
- Description and capability of the Contractor
- Experience with HIV Infected and Affected Populations
- Timeline, Work Plan and Itemized Budget

After review, the committee did not vote on the recommended amendments because of lack of a quorum. The revised Needs Assessment; with recommended revisions (including track changes) will be emailed to the Committee for review and request for an e-vote to be received in the Support Office by Wednesday, June 22nd.

Because of lack of time, the following agenda items were tabled and will be discussed at the next meeting:

- Review Implementation of Health Care Reform/National HIV/AIDS Strategy impact to RW
 - Refine Standards of Care
 - Review the Comprehensive Plan
- With regard to the Comprehensive Plan agenda item, the committee agreed to table discussion of the agenda item until the State completes the Statewide Plan; after which the committee will decide whether to adopt the Plan for the Norfolk Part A TGA or make revisions to it.

Any Other Business:

There was no other business to discuss.

Date of Next Meeting/Adjournment: The next meeting will be on Thursday, August 18th, at 4:00 p.m. With no further business, a motion was moved and properly seconded to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill-Committee Chair