

GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, January 25, 2018: 4:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order:

The meeting was called to order at 4:09 p.m.

Moment of Silent Reflection:

The committee observed a moment of silence and reflection.

Roll Call/Introductions:

A roll of the membership was conducted. The following members were in attendance:

Todd England	Pierre Diaz
Gwendolyn Ellis-Wilson	Rev. Theodore Lewis
Lisa P. Laurier	Rachael Artise

Absent Members:

Gregory Fordham	Beverly Franklin
Doris McNeill	Michael Singleton

Staff:

Marsha Butler-Grantee Staff	Jacquelyne Wiggins-Grantee Staff
Thomas Schucker-PC Support	Michael Koran-P.C. Support
Teresa Malilwe-P.C. Support Staff	

Visitors:

Kierra Hines-Founder for *Battle AIDS Together*.

Review and Approval of Minutes:

Minutes were initially tabled because of lack of a quorum. When the requirements for a quorum were met, the committee reviewed the minutes. A motion was moved by Pierre and properly seconded by Rev. Theodore Lewis. The motion carried.

Gwendolyn introduced the guest, Ms. Kierra Hines from “*Battle AIDS Together*.” Ms. Hines was a guest speaker at the Community Forum which was hosted by the Community Access Committee on Saturday, January 20, 2018 at the Hampton Health Department. Ms. Hines was invited to attend the Executive Committee by the Co-Chair to give a short insight of her organization to the Executive Committee. The Co-Chair felt that what she was involved in could be a new resource in the TGA.

Ms. Hines introduced herself as the Founder of *Battle AIDS Together*; a non-profit organization based in Virginia Beach. The organization provides support to individuals and families infected and affected by HIV/AIDS. The organization also focuses on educating the youth and communities about HIV/AIDS to help end the stigma attached to the disease. Ms. Hines went on to talk about the events in her life that inspired her to start the organization. The organization offers a place where people can go to talk to someone about their situation; to help end the stigma of HIV/AIDS. The organization does a lot of open discussions, educating people, using social media about the effects of HIV/AIDS. The organization has a blog on the website where people

can share their stories, educate each other and share information about resources available in the area. People are encouraged not to suffer in silence. The organization is aiming to find a physical address and engage therapists and carry out HIV testing. At the end of her discussion, the committee thanked her for attending the meeting to share information about her organization's work in the area.

Old Business

Review the P-CAT:

The committee discussed the Executive Committee's Planning Council Activity Timeline. It was noted that the committee's P-CAT is designed to conduct the Assessment of the Administrative Mechanism for May and June. The Assessment of the Administrative Mechanism needs to be part of the Grant Application this year.

Support Staff discussed the HRSA deadlines for this year, as follows:

- February 1: HRSA is planning to have a partial grant award which will be 31.5% Formula and 20.6% of MAI award with the remainder coming later.
- May/June 2018: HRSA has already announced that the Notice of Funding Opportunities award will be released in June 2018 with a due date of September 2018. In this regard, the Planning Council will conduct the Priority Setting and Resource Allocations Session in June instead of July. The data and data sets should be ready by then, including the Assessment of the Administrative Mechanism, which is part of the application process.
- July/August: Review of the Assessment of the Administrative Mechanism.
- Every month: Executive Committee Meeting Support with Collaboration from Grantee's Office.
- January/February: Review the Committee's Planning Council Activity Timeline.
- January/February: Review Committee Budget Requests. However, a recommendation to move the *review of committee budget requests*, up to October/November because of unpredictable weather events, was accepted.
- Every Month: Receive Committees' monthly reports.

For Comments and/or input, committee members were requested to email suggestions to the Co-Chair; Ms. Gwendolyn Ellis-Wilson, who will then forward the comments to Support Staff.

Planning Council Training for January 2018 is scheduled to be conducted at the Planning Council meeting at 5:00 p.m.

Executive Committee Business:

Committee Reports:

Community Access:

The committee hosted the Community Forum on January 20th at the Hampton Health Department. The following topics were discussed:

- Advocacy
- Case Management
- The Ryan White Program-The Different Parts
- Battle AIDS Together by Ms. Kierra Hines

However, the committee's main concern is the lack of Planning Council support at Community Access Committee events. The next committee meeting will be February 14th at 6:00 p.m.

Committees' Budget Requests: The committee discussed the committees' budget requests that are due to the Grantee's Office no later than February 23rd. Copies of the Budget Request Forms have already been emailed to Committee Co-Chairs.

Gwendolyn noted that there was Part B Representation from the Virginia Department of Health (VDH) at the Consumer Forum on Saturday. Some participants at the Forum were expressing concern related to lack of transportation to Support Groups. However, she informed the group that Psycho-Social or Support Groups is included on the current referral/Request forms. It is, therefore, a matter for the Medical and/or Non-Medical Case Managers completing the form. Part B does it. The VDH Representative, therefore, volunteered to come and discuss the issue at a relevant meeting.

Membership and Nominations:

The Membership and Nominations Committee did not meet. However, Support Staff informed the committee that the committee's request to include the recruitment flyer in the eligibility and/or recertification packets has come back from the Priorities, Allocations and Policies Committee as a non-directive. The committee can request the Grantee, but not direct them, in this regard.

Quality Improvement and Strategic Planning:

Due to inclement weather, the Quality Improvement & Strategic Planning Committee did not meet as scheduled in January. The Co-Chair, however, wanted the committee to discuss the Health Insurance Premium and Cost Sharing Assistance (HIPCSA) Standards as well as to review the Non-Medical Standards of Care and how the TGA is measuring outcomes. Non-Medical Services was mainly for ACA enrollment and eligibility. For a sub-recipient who is receiving funds for Non-Medical Services, the Co-Chair wanted to know what the Grantee was doing to measure. However, after some discussion, it was noted that that was not the Planning Council's purview. It is a contractual obligation.

Priorities, Allocations & Policies:

The committee did meet as scheduled. During discussion, the committee agreed to send data requests to:

- **The Fiscal Officer in the Grantee's Office:** Health Insurance Premium and Cost Sharing data by month; and
- **The Virginia Department of Health:** The Affordable Care Act data for the Eastern Region. That is, how many people were enrolled in 2017 as compared to 2016.
- **For Norfolk Ryan White Part A:** For Non-Medical Case Management – Add a tracking mechanism for enrollment or eligibility in the Affordable Care Act. And find out some of the barriers that prevent individuals from enrolling in the ACA.

The committee also updated the Planning Council Activity Timeline (P-CAT). The committee started reviewing the Directives to the Grantee; and also reviewed the Expenditure Summary Report for the period ending November 30, 2017 dated January 5, 2018. The committee will present the Expenditure Summary report to the Planning Council.

New Business:

Monthly Monitoring Teleconference with HRSA Project Officer: The Planning Council Co-Chair and Support Staff participated in the monthly monitoring teleconference with the HRSA Project

Officer as scheduled. The Project Officer requested a copy of the current Norfolk TGA Needs Assessment and a copy was sent to her, for the fourth time. The Project Officer expressed concern that the Norfolk TGA's website is not user friendly. Committee members made some recommendations to improve access to the website.

Review Planning Council Agenda: The committee reviewed the Planning Council agenda. Dates for the upcoming meetings are as follows:

- Community Access Committee:
Wednesday, February 14, 2018 at 6:00 p.m.
- Planning Council Training:
Thursday, February 15, 2018 at 2:00 p.m.
Topic of discussion: *Skills for Effective Planning and Decision Making*
Presenters: Gregory Fordham and Todd England
- Membership and Nominations Committee:
Thursday, February 15, 2018 at 3:00 p.m.
Going forward, the Membership and Nominations Committee will review another form of doing the training. An information packet will be presented to Planning Council members on this subject. Members will be asked to complete a quiz on line. Failure to complete the quiz will be taken into consideration during a member's reapplication for Planning Council membership.
- Quality Improvement & Strategic Planning Committee:
Thursday, February 15, 2018 at 4:00 p.m.
- Priorities, Allocations and Policies Committee:
Thursday, February 22, 2018 at 3:00 p.m.
- Executive Committee:
Thursday, February 22, 2018 at 4:00 p.m.
- Planning Council:
Thursday, February 22, 2018 at 5:00 p.m.

For future reference, after agendas have been sent out, the Planning Council members were advised to inform Support Staff of additional agenda items before the agendas are posted on the website. Otherwise, any additions can be brought up under *New Business*.

Reminders:

- The Priority Setting and Resource Allocations Session will be scheduled in June 2018 because HRSA will release the Grant Application in June with a due date of September.
- Directives will be reviewed by the Priorities, Allocations and Policies Committee. Additional recommendations/suggestions to the Directives from committee members should be sent to the Priorities, Allocations and Policies Committee Co-Chairs.

Currently, the committee's recommendations to the Directives are as follows:

- Lifting the 10% cap from November 1 for the Grantee to move money
- Removing the Case Management Model Standard
- Training for sub-recipients regarding the utilization of HIPCSA funds. Because, it was noted, that this assistance is not only for individuals who utilize Ryan White services.
- Requesting the Recipient to conduct, once a year, a workshop/training for prospective sub-recipients.

Planning Council Training:

Ms. Nada Kawwass from the City Attorney's Office was invited to the Planning Council meeting to conduct a Planning Council Training on Roberts Rules of Order.

Any Other Business/Announcements:

There was no other business to discuss.

Adjournment/Next Meeting: With no further business a motion was moved by Rev. Theodore Lewis and was properly seconded by Todd to adjourn the meeting. The motion passed. The next committee meeting will be on Thursday, February 22nd, at 4:00 p.m.

Respectfully submitted

Gwendolyn Ellis-Wilson – Planning Council Co-Chair