

GREATER HAMPTON ROADS HIV HEALTH SERVICES
EXECUTIVE COMMITTEE MINUTES
Thursday, February 22, 2018: 4:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order:

The meeting was called to order at 4:15 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	Gwendolyn Ellis-Wilson
Doris McNeill	Michael Singleton
Lisa P. Laurier	Rachael Artise

Absent Members:

Gregory Fordham	Beverly Franklin
Pierre Diaz	Rev. Theodore Lewis

Staff:

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Teresa Malilwe-P.C. Support Staff	Michael Koran-P.C. Support

Review and Approval of Minutes:

Minutes from the last meeting were approved as presented.

Old Business

Executive Committee Business:

Committee Reports:

Community Access:

The committee met as scheduled. The committee discussed plans for the next activity titled “Kick Back Gathering.” This will be an informal gathering and is planned for some time in April. The committee’s Co-Chair presented the Committee’s Budget Request for fiscal year 2018. The request included planned activities for the first, second and third quarters. The committee proposes an amount of \$6,000.00. However, due to a small partial award that has been received, the Grantee will not be able to approve current budget requests, starting March 1, until the full award is received. For the first quarter event, the committee was advised to ask for assistance from Sub-Recipients or community partners.

For the third quarter funding request, the chair stated that there are about five/six individuals who would like to attend a conference on “*Positive Living*” in Florida. The committee was asking for an amount of \$1,600.00 in this regard. The committee was also talking to Part B and looking

for scholarships. To underscore the funding problem, the Grantee noted that The All Titles/Grantees Conference will be held in Washington, D.C. this year. Eight individuals are expected to attend from each jurisdiction. After extensive discussion, the Community Access Committee Co-Chair was advised to submit the committee's Budget Request to the Support Staff as requested.

Membership and Nominations:

The Committee met as scheduled. Due to the absence of the committee's Co-Chairs, the meeting was chaired by Ms. Gwendolyn Ellis-Wilson, the Planning Council Co-Chair. One of the issues the committee discussed was, that the committee was going to send a Directive to the Recipient to ask sub-recipients to include a recruitment flyer, from the Membership and Nominations Committee, in the eligibility and/or certification/recertification packets. However, this was not accepted because it would be difficult to track and/or regulate as a Directive. The committee, instead, agreed to update the information on the current brochure. One recommended update was to shift the focus from inviting people to join the Planning Council, but rather to encourage them to serve on committees. In this regard, the updated brochure will be circulated to the community, the Planning Council/Sub-committees, providers, etc..., and will be uploaded to the Norfolk TGA website.

The committee reviewed the Planning Council Activity Timeline. The committee recommended some revisions to the committee's P-CAT that included the Planning Council Nominations and Elections, and the Planning Council Membership Training dates.

The next meeting will be Thursday, March 15th at 3:00 p.m.

Quality Improvement and Strategic Planning:

The committee met as scheduled. The Grantee will invite a Representative from The Hague Pharmacy and Dr. Derber to attend the March 15th meeting to discuss any changes to the current Part A Formulary and making it align with the Part B, and the ADAP Formularies. The committee will formally request the Recipient to conduct a Quality of Life Satisfaction Survey with current Sub-Recipients at the March/April Sub-Recipient Quality Management meeting with a special guest. The committee was advised to submit a formal request to the Recipient's Office.

The committee reviewed the P-CAT and made some minor changes to better align with the expected due dates of certain tasks required by HRSA.

The committee discussed some current Standards of Care in response to recent issues with Providers and clients served. Currently, the committee did not find any reasons to not provide services, based on the Standards of Care, to any eligible client. It was advised that, any client who may have difficulties with a particular Provider, initiate the Provider's Grievance Procedure in place. If not satisfied, the client should then approach the Grantee with their concern/s.

Priorities, Allocations & Policies:

The committee met as scheduled. According to the Executive Committee minutes from the January meeting, the committee agreed to send a Data Request to the Recipient for:

- *Non-Medical Case Management*: Add a tracking mechanism for enrollment or eligibility in the Affordable Care Act to find out some of the barriers that prevent individuals from enrolling in the ACA. According to the Recipient, this information can be obtained from sub-recipients at the Provider meeting when they present their quarterly reports. Support Staff will submit a data request to the Recipient.

- *The Fiscal Officer in the Recipients Office for Health Insurance Premium and Cost Sharing (HIPCSA) data by month:* The committee would like to see a trendline for the year to see in which months expenditures peaked and/or what months expenditures were down. The committee's chair was advised to request Support Staff to send a data request to the Recipient.

The Chair noted that the TGA received a partial Formula Award in the amount of \$1,145,105.00 and MAI funding of \$109,639.00. This is substantially less funding than last year's planned allocations of \$453,000 for MAI. The TGA will get a 100% of Supplemental which will be about \$2,000,000.00/\$2,500,000.00.

Expenditure Summary Report: The committee reviewed the Expenditure Summary Report for the period ending December 31, 2017 dated February 15, 2018. The target expenditure was at 83% and the overall expenditure was at 73%. Expenditure is expected to pick up for January and February. The Chair noted that after one Mental Health Provider dropped out, there is only one Mental Health Provider left.

Planning Council Activity Timeline: The chair called for a motion to approve the Planning Council Activity Timelines as revised. Motion was accepted.

Priority Setting and Resource Allocations Session: A recommendation to hold the PSRA Session on Thursday, June 21, 2018 will be presented to the Planning Council for a vote.

HOPWA Needs Assessment: The request by the HOPWA Representative for volunteers from the Planning Council to participate on the HOPWA Needs Assessment Ad Hoc Committee will be discussed at the Planning Council meeting.

Any Other Business/Announcements:

There was no other business to discuss.

Adjournment/Next Meeting: With no further business a motion was accepted to adjourn the meeting. The next committee meeting will be Thursday, March 29th at 4:00 p.m.

Respectfully submitted

Gwendolyn Ellis-Wilson – Planning Council Co-Chair