

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, August 30, 2018: 4:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk**

Call to Order: The meeting was called to order at 4:00 p.m.

Moment of Silent Reflection: The Council observed a moment of silence and reflection for those affected and infected by HIV/AIDS.

Roll Call: The membership roll was called, and the following were in attendance:

Rachael Artise	Lisa P. Laurier
Beverly Franklin	Michael Singleton
Todd England	Doris McNeill
Rev. Ted Lewis	Gwendolyn Ellis-Wilson

Absent Members:

Gregory Fordham

Staff:

Christine Carroll-Program Manager
Thomas Schucker-PC Support
Teresa Malilwe-P.C. Support Staff

Guests:

Deryk M. Jackson-PC Member

Review and Approval of Minutes:

The committee approved a motion to accept the minutes as written.

Old Business:

Committee Reports:

Quality Improvement & Strategic Planning Committee:

The Quality Improvement & Strategic Planning Committee met as scheduled. Marsha, from the Recipient's explained how the Quality Management portions of what the Quality Improvement & Strategic Planning Committee used to be responsible for are going to be coming out of the Quality Improvement & Strategic Planning Committee. She stated that the Policy Notice 1502 directs the Administrative Agencies to have a Quality Management Committee. That committee will not be under the Planning Council. The work of the new Quality Management Committee will change the scope of the Quality Improvement & Strategic Planning Committee. The Quality Improvement & Strategic Planning Committee will be working on Quality Assurance versus Quality Management. The committee will be looking more at assuring that the right process is in place in the right manner.

The Quality Improvement & Strategic Planning Committee will continue to work on the Needs Assessment and the Standards of Care. During this grant year, the committee will review and update the Standards of Care as needed.

September 20th Meeting: The Quality Improvement & Strategic Planning Committee will discuss the Needs Assessment for the coming year. The needs assessment will concentrate on information from the Providers; their perspective on the needs of the communities they serve. The committee recommended a day of education for Providers and the Community Access Committee.

October 18th Meeting: The committee will discuss the Federal Poverty Level (FPL) and look at the numbers of how many more people will be served if the FPL is moved from the current 400% to 500%. This will seriously be considered because of the Medical Expansion which is expected to impact the Ryan White clients in a positive way.

October 18th Meeting: The committee will also review available data on the Food Voucher Program which was started in mid-2017. The committee will look at how many people were served and discuss ways to improve the program for the new grant year. The data will be based on feedback from the providers who administer this Program.

The committee discussed issues that a non-member experienced, involving medical procedures and bills that were incurred as a result. While the discussion was relevant and helpful to the individual who was searching for answers and direction, it quickly devolved into an unacceptable debate between the guest and a committee member. For the future, the Co-Chair will automatically close the meeting if such behavior ensues during the meeting.

Membership and Nominations Committee:

The Membership and Nominations Committee did not have a formal meeting for the month of August. However, the committee met to conduct interviews which were rescheduled from the July meeting. The following individuals were interviewed as follows”

- Reappointments to the Planning Council
 1. Darrell Brisbon
 2. Tony Boston
- New Planning Council Member Applicants:
 1. Terry Clark III
 2. Clay Porter

Mr. Gregg Fordham; for reappointment to the Planning Council, and Mr. Jerome Cuffee who applied for new Planning Council membership; will be interviewed after the August 30th Planning Council meeting.

The committee’s recommendations regarding the interviewed applicants will be presented to the Planning Council for a final up or down vote.

In order to protect the committee’s recommendations, a motion was accepted for the committee to go into Executive Session.

Priorities, Allocations and Policies Committee:

The Priorities, Allocations and Policies Committee met as scheduled. The committee reviewed the Expenditure Summary Report for the period ending June 30, 2018 dated August 20, 2018. The target expenditure was at 33%. However, the overall expenditure was at 30%. It was noted that some services were over expending, while others were below the target. The Chair noted that the Grantee’s Office will have to pay special attention to services, such as Food Bank/Home Delivered Meals which was at 55%, Medical Case Management at 34%, Early Intervention Services at 37%, and Non-Medical Case Management at 36%. The chair noted that some funds were reallocated from

Clinical Quality Management into Oral Health/Dental Services, and Medical Case Management.

During the meeting, the committee also worked on the 2019 Directives to the Grantee which were presented by the Planning Council Support. After review, the committee voted to accept the revised 2019 Directives.

For the benefit of the Executive Committee, Support Staff went through the edits that the Priorities, Allocations and Policies Committee made. The 2019 Directives will be presented to the Planning Council for a final vote.

The Priorities, Allocations and Policies Committee will not meet in the months of November and December 2018.

Community Access Committee

The Community Access Committee held the Community Cookout on Sunday, August 19th from 2:00 to 6:00 p.m. at the Fort Monroe Park. The Chair thanked, on behalf of the committee, the CBOs who helped with food and paper products. He thanked and commended Doris for helping out at the Cookout. Doris served and made sure that all the participants had something to eat. A thank you to Jerome for providing the grill and doing the cooking. About fifty-four surveys were completed. They will be handed over to the Support Staff for analyzing.

There was discussion regarding the surveys, and in order to get a good variety and/or diversity of respondents, some recommendations were made, which also included providing incentives to respondents. It will be incumbent upon the people conducting the survey to reach out to individuals who go to private physicians, but are Ryan White eligible, to offer them incentives along with the survey.

The next Community Access Committee Kick Back event is scheduled for Saturday, September 29th at the Holiday Inn Express Hotel on Military Highway in Norfolk. The chair reported that some Community Access Committee members will be travelling to Florida for the Positive Living 21 Conference scheduled for September 14 to 16, 2018. VDH will assist with funding the trip.

New Business:

Assessment of the Administrative Mechanism: Support Staff presented questions for the 2018 Assessment of the Administrative Mechanism and asked the committee's approval to send it to the Recipient's Office. After review of the questions, Lisa moved a motion to accept the Assessment of the Administrative Mechanism sample questions and was properly seconded by Michael. The motion passed. The Support Staff will send the Assessment of the Administrative mechanism questions to the Recipient's office for a response.

Report on Monthly Monitoring Teleconference with HRSA Project Officer: Except for the Community Access Committee, the Planning Council/Sub-Committees did not meet in the month of July. None of the Planning Council or Committee Co-Chairs were on the call. Therefore, no reports were presented. However, Support Staff gave a brief overview of the upcoming events. The Co-Chair wanted to put it on record that membership on the Planning Council was voluntary. Most Council members are employed outside of the Planning Council and, it was, therefore, difficult sometimes to find time to fulfill the responsibilities that a member did volunteer for.

Review of the Planning Council Agenda: While the committee was reviewing the Planning Council agenda, the Chair ran through the dates of the next meetings as follows:

- Wednesday, September 12th at 6:00 p.m.:
Community Access Committee
- Thursday, September 20th at 3:00 p.m.:
Membership and Nominations Committee
- Thursday, September 20th at 4:00 p.m.:
Quality Improvement & Strategic Planning Committee
- Thursday, September 27th at 3:00 p.m.:
Priorities, Allocations and Policies Committee
- Thursday, September 27th at 4:00 p.m.:
Executive Committee
- Thursday, September 27th at 5:00 p.m.:
Planning Council

Any Other Business/Announcements:

A recommendation to cancel the November and December 2018 Executive Committee meetings was presented to the committee. Beverly moved the motion and was properly seconded by Doris to cancel the November and December Executive Committee meetings. The motion passed.

Next Meeting:

The next meeting of the Planning Council will be on Thursday, September 27th at 5:00 p.m.

Adjournment: There being no further business, a motion was accepted to adjourn the meeting.

Respectfully Submitted:

Rachael Artise

Gwendolyn Ellis-Wilson – P.C. Co-Chair