

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, October 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 4:00 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:

Todd England	Gwendolyn Ellis-Wilson
Rachael Artise	Beverly Franklin
Michael Singleton	Lisa P. Laurier
Deryk M. Jackson	

Absent Members:

Gregory Fordham
Doris McNeill
Rev. Ted Lewis

Staff:

Robert Hargett-Recipient's Office
Thomas Schucker-PC Support
Michael Koran-PC Support

Review and Approval of Minutes:

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

Reports of Special Committees:

Committee Reports:

Community Access Committee:

The committee met as scheduled, on October 10th. The committee discussed outcomes from the Kick Back event which was held on Saturday, September 29, 2018. The committee agreed to cancel the Health Fair event which was scheduled for November 2018.

Membership and Nominations Committee:

The committee met as scheduled on Thursday, October 18th. In the absence of the Co-Chairs, Ms. Artise chaired the meeting. The committee reviewed the new application. The committee will, at the January 2019 meeting, re-review the new application, including the three applications that were rescheduled at the last meeting due to lack of a quorum.

The committee reviewed the Norfolk Part A Matrix and analyzed the Planning Council Membership for Federal Reflectiveness Mandate. It was noted that there was a need to fill the *State Government – State Medicaid Agency* slot which is currently vacant. The committee agreed that while slots are being filled, the Planning Council should be more cognizant of the reflectiveness. There is, also, a need to recruit more Caucasian males.

The Membership and Nominations Committee has been having problems making a quorum for their meetings. At, at least, three committee meetings did not have the required quorum. In this regard, a recommendation was presented for the committee to consider combining the Membership and Nominations committee with the Executive Committee. The Membership and Nominations Committee will, after the merger, be responsible for the interviewing and training processes. However, the membership business, and decisions thereof, will be the responsibility of the Executive Committee.

It was brought to the committee's attention that monitoring of Attendance runs from March to February. The Chair wanted to know whether, for members that are reappointed, their attendance runs through the grant year, or they start over after the reappointment. The question was in regard to some members that are on the verge of violating the Attendance Policy. The committee will, at the January meeting, review attendance and possibly recommend removing members who are in violation of the Attendance Policy.

Quality Improvement & Strategic Planning Committee:

Due to the power outage, the committee did not meet.

However, Support Staff noted that the committee was going to discuss data which was received from the Food Bank /Home Delivered Meals Service Category. The data will be distributed to the committee during the Holiday break. The committee, in conjunction with the Recipient's Office, will take another look at the Food Bank/Home Delivered Meals Service Category with some recommendations.

The committee recommended that, while looking at Food Bank/Home Delivered Meals, the Quality Improvement & Strategic Planning Committee should review EFA and Housing as well because some of the guidelines are outdated and archaic. Some of the issues that might come out of the HOPWA Needs Assessment Survey, which the Planning Council might wish to consider, is Housing; that is, *Transitional/Emergency Housing* that HOPWA does not fund. *Legal Services* might be one other issue that will come out of the Housing Survey which the committee might wish to consider. With data from the Housing Survey, the committee might consider a recommendation to fund the Legal Service Category if there is enough need.

Priorities, Allocations and Policies Committee: The committee did not meet as scheduled in October because there was no business to discuss. However, Lisa introduced Ms. Shixiu Ricardo, A Public Health Associate from the CDC. Ms. Ricardo will work in the Three Rivers Health District for two years. She will be doing some community health assessments and running the Community Action Network. The committee welcomed Ms. Ricardo and invited her to join the Planning Council membership.

Expenditure Summary Report: Even though the committee did not meet as scheduled, Lisa presented the Expenditure Summary Report for the period ending August 31st dated October 15, 2018. The target expenditure rate was at 50% and overall, the TGA was at 46%. Categories that are above the target expenditure rate included:

- Drug Reimbursement at 52%
- Mental Health at 66%
- Early Intervention Services at 53%
- EFA Housing at 51% and
- Medical Case Management at 51%

Low expending services included:

- Medication Co-Pays at 19% and
- HIPCSA at 20%

- Medication Co-Pays at 19%

There was a recommendation to look at services that will be impacted by Medicaid Expansion, which will come into effect on January 1, 2019 in the State of Virginia. For the following year, the Planning Council will need to make some adjustments, as a result. The Project Officer is aware that the TGA will only find out in about February/March about the situation with the ACA enrolment and the Medicaid Expansion.

The committee discussed what services the Planning Council can plan for consumers to use the cost savings from the ACA and Medicaid Expansion. The committee talked about a creating a Housing Model, because housing has always been identified as an issue. And everyone does not fit into the HOPWA framework. In this regard, the best way to spend the money would be to mimic or model some type of housing program with some type of utility assistance. It should, however, be a structured program.

Of the service categories funded by the TGA, Food Bank/Home Delivered Meals has the best viral suppression at 95%. And, of the service categories that the TGA funds, Drug Reimbursement has the lowest viral suppression rate at 47%. Support Staff discussed the various categories funded by the TGA and the viral suppression rates:

- Non-Medical Case Management: 91% are virally suppressed
- Medical Case Management: 81% are virally suppressed
- Early Intervention Services: 62% are virally suppressed
- Emergency Financial Assistance: 83.8% are virally suppressed
- Food Bank/Home Delivered Meals: 95% are virally suppressed
- HIPCSA: 87% are virally suppressed
- Outpatient Ambulatory Health Services: 68.8% are virally suppressed

Of the 445 clients served from March to August 2018, only 306 are virally suppressed.

Special Orders:

There were no special orders.

Unfinished Business and General Orders:

There was no unfinished business and general orders to discuss.

New Business:

P-CAT Items:

Collaboration with the Grantee's Office: There is collaboration and support with the Grantee's Office

Report on Monthly Monitoring Teleconference with HRSA Project Officer: The teleconference with the HRSA Project Officer went well.

Review Planning Council Agenda: The committee reviewed and approved the Planning Council Agenda.

Any Other Business/Announcements:

End of Year Gathering: The Planning Council will not meet for the end of year celebration in December.

Planning Council/Sub-Committee Meeting Dates:

- Community Access : Wednesday, November 14th, at 6:00 p.m.

- Membership and Nominations: No Meeting in November or December.
- Quality Improvement & Strategic Planning No Meeting in November or December.
- Priorities, Allocations and Policies: No Meeting in November or December.
- Executive Committee: No Meeting in November or December.
- Planning Council: No Meeting in November or December.

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

Respectfully Submitted:

Rachael Artise

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