

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
EXECUTIVE COMMITTEE MINUTES  
Thursday, April 26, 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 for those affected and infected by HIV and AIDS.

**Roll Call/Introductions:**

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

Gregg Fordham	Todd England
Gwendolyn Ellis-Wilson	Beverly Franklin
Doris McNeill	Michael Singleton
Lisa P. Laurier	Rachael Artise

**Absent Members:**

Rev. Ted Lewis

**Staff:**

James Rogers-Deputy City Manager (Liaison)	
Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Teresa Malilwe-P.C. Support Staff	Michael Koran-P.C. Support

**Welcome and Introductions:**

The Executive Committee had the honor to welcome the Deputy City Manager, Mr. James Rogers, who is also the Liaison on the Planning Council. Because this was Mr. Roger's first meeting at the Executive Committee meeting, members of the committee introduced themselves and gave a brief background of their employment in their respective fields, and as co-chairs, the responsibilities of the committees they chair.

In his introductory remarks, Mr. Rogers noted that he was the Deputy City Manager. In that role, as one of the four Assistant City Managers, he helps the City Manager run or manage the City of Norfolk. His portfolio at the City involves, among other things, the Ryan White Program, as the City Manager's Liaison. He has, since September, been making rounds to familiarize himself with the workings of the departments under his portfolio.

**Review and Approval of Minutes:**

A motion was accepted to approve the minutes from the last meeting as written.

## **Old Business**

### **Executive Committee Business:**

### **Committee Reports:**

### **Community Access:**

The committee met as scheduled and continued to plan for the June consumer Kickback event. The committee is also working collaboratively with the Portsmouth Health Department.

### **Membership and Nominations:**

The Committee did not have a formal meeting. However, they to:

- Conduct interviews for members who applied to be reappointed to the Planning Council for another two-year term. The committee's recommendation will be presented to the Planning Council for a vote.
- Because of Mr. Pierre Diaz's resignation as a Member and Co-Chair of the Planning Council, and in accordance with the Norfolk TGA current Bylaws, the committee will, at the Council meeting, request the Planning Council to conduct nominations for a co-chair
- The committee will recommend to the Council that, during the fiscal year, committees will not be required to conduct meetings during those months they do not have anything to discuss or work on. Committees will review their agenda to determine whether or not to meet as scheduled the next month.

### **Quality Improvement and Strategic Planning:**

The committee met on April 19<sup>th</sup> as scheduled. The committee basically discussed the Norfolk TGA Formulary. The committee agreed to add some medications from the Part B Formulary to the Part A Formulary. The recommendation will also include the addition of the diabetes test strips. The recommendation will be presented to the Planning Council for a vote.

The committee discussed the recommendation not to meet every month unless there was some business to discuss or work on.

The committee put in the Parking Lot, discussions about:

- Moving the Federal Poverty level to the 500% mark. As of now, it will remain at the current 400% mark.
- The Food Voucher Program to give the program a full year before the committee can request for information to see how it is performing. This will come up for discussion about November.

### **Priorities, Allocations & Policies:**

The committee met as scheduled. The committee reviewed the Preliminary Final Expenditure Summary Report for the period ending February 28, 2018 dated April 25, 2018. The TGA has spent about 90% of the funding. There is, therefore, still about 10% of funding left over. The final financial report will be presented at next month's meeting, which will reflect expenditures from HIPCSA and Substance Abuse.

The Virginia Department of Health submitted, as requested, the epidemiological profile for the Norfolk TGA in preparation for the upcoming PSRA Session in June. The committee reviewed the report and had some discussion about it. The committee will, at the next meeting, review:

- The Final Expenditure Summary Report
- The Early Intervention Service Data

- The Service Utilization Data

The review of this data is necessary before the Priority Setting and Resource Allocations Session on June 21<sup>st</sup> at the Kroc Center.

Chairs were requested to explain the responsibilities of their committees in order to give the Assistant City Manager a better understanding of the work of each committee. The Chairs discussed the work of the following sub-committees:

1. The Community Access Committee
2. The Membership and Nominations Committee
3. The Priorities, Allocations and Policies Committee
4. The Quality Improvement & Strategic Planning Committee

The Assistant City Manager asked some questions, especially related to the Quality Improvement & Strategic Planning Committee; that is, Standards of Care, and how it relates to Quality Management, Core Services, the Needs Assessment, the separation of responsibilities by the Recipient and the Planning Council, etc...

On behalf of the Planning Council, the Committee's Co-Chair, thanked Mr. Rogers on the role he played; which enabled the TGA to get some funds from the City of Norfolk. In this regard, sub-recipients continued to provide services to the Ryan White clients.

The committee invited Mr. Rogers to the upcoming Priority Setting and Resource Allocations Session on June 21, 2018 at the Salvation Army Ray and Joan Kroc Corps Community Center of Hampton Roads from 9:00 a.m. to 5:00 p.m. Mr. Rogers indicated that he will make every effort to attend the event. He thanked everyone on the Planning Council for taking the time to attend Planning Council meetings. He noted that the work that everyone puts in the running of the Planning Council is not lost on him, including that of staff. The service and care for the most vulnerable population in this area is an important segment of the Norfolk community. The committee thanked Mr. Rogers for coming to attend the meeting.

Monthly Monitoring Teleconference with HRSA Project Officer: Support Staff noted that the Federal Budget has been passed officially. Funds will now be handed over to HHS and then to HRSA and eventually to the Bureaus and Recipients. The Notice of Funding Opportunity is still on board for June.

The HRSA Project Officer would like to have someone from the Planning Council to participate on the monthly monitoring calls. The Executive Committee, was therefore, requested to decide who will be participating on the monthly calls, on behalf of the Planning Council.

After extensive discussion, it was agreed that one committee co-chair or a representative from each committee, will participate on the PO monthly teleconference. The representative/co-chair will provide the committee's report. The teleconference is held the third Tuesday of every month at 11:00 a.m. Support Staff prepares notes for the teleconference. In this regard, Staff will set up a calendar of calls and send it out to committees. This will include the phone number and code. Support Staff will continue to participate on the monitoring monthly teleconference.

#### **Any Other Business/Announcements:**

The chair discussed the recommendation of having floating meetings. That is, for the Planning Council to schedule some meetings in other locations of the TGA, such as a location on the Peninsula and/or Portsmouth, etc... so long as the location has the capability for electronic equipment, for PowerPoint Presentations.

**Next Meeting:**

The next meeting will be Thursday, May 31<sup>st</sup>, at 4:00 p.m.

**Adjournment:** With no further business a motion was accepted to adjourn the meeting.

Respectfully submitted

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Gwendolyn Ellis-Wilson – Planning Council Co-Chair