

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Quality Improvement & Strategic Planning Committee Minutes
Tuesday, October 20, 2020: 4:00 p.m.**

Call to Order:

The virtual meeting via zoom was called to order at 4:05 p.m.

Moment of Silent Reflection:

A moment of silent reflection was held for those deceased and those living who are affected and infected by HIV/AIDS.

Roll Call

Present:

Gwendolyn Ellis-Wilson
Syreeta Dawkins
Jerome Cuffee
Ashley Brown
Rhonda Russell
Tanya Kearney

Recipient/PC Support Staff:

Marsha Butler – Recipient Staff
Jacquelyne Wiggins-Recipient Staff
Thomas Schucker-PC Support Staff
Deryk M. Jackson-PC Support Staff
Teresa Malilwe-PC Support Staff

Guests:

Doris McNeill

Confirmation of Notice of Meeting:

The notice of meeting was posted on the Norfolk TGA Website.

Review of Minutes from last meeting:

After review of the minutes, a motion was moved by Jerome and properly seconded by Gwendolyn to approve the minutes as written. Motion was approved.

Planning Council Activity Timeline (P-CAT):

The committee was on track with the P-CAT. For the month of October, the Committee's Timeline is as follows:

- Review and update

Part A Norfolk TGA Formulary:

The Ryan White Part A Norfolk TGA Virginia Medication Assistance Program (VA MAP) and the Ryan White Part B Medication Formularies were reviewed, and the committee voted to approve the Formulary as currently noted.

Parking Lot Items:

Finalize Housing Service Standard

The edited Housing Service Standard was submitted for review. There was a recommendation to include a timeline restriction to access the funds in the Service Standard. However, the committee felt that there was no guidance as to what is currently happening with other housing programs,

such as HOPWA, including what the waiting list looks like. Doris was requested to email to the committee, a list of other Housing Programs including contact persons.

The committee agreed to include into the Part A Norfolk Program Guidance verbiage that the Part A Norfolk TGA has elected to limit utilization of the Emergency Housing program to collate with the client's emergency housing needs up to a 24-month period. The committee agreed that sustainability should be a requirement and should be included in the Performance Measures.

After review of the Standard which also included discussion of:

- The Personnel Qualifications
- Housing Case Managers Minimum Training regiment
- Sub-Recipient Responsibility
- Part A Norfolk TGA Care Continuum Performance Measures.
 - Edits were made:
 - To remove the timeframe on it.

A motion was moved by Gwendolyn and properly seconded by Jerome to approve the Emergency Housing Standards with all noted corrections. The motion was not called for the committee's vote.

For further discussion, the requirement for clients to be virally suppressed, under the Norfolk TGA Care Continuum Performance Measures, the committee accepted the Recipient Staff recommendation to take it out and let viral suppression be the Performance Measure for the service category.

An amended motion was moved by Gwendolyn to approve the Emergency Housing Service Standard with the noted revisions and was properly seconded by Jerome.

Motion passed with:

o – nays

o – abstentions

Support Staff will make the recommended final revisions to the Emergency Housing Standards of Care.

Reapproval of Part A Norfolk TGA Service Standards:

The Part A Norfolk TGA Standards of Care were updated within the last year. If there are no recommendations from the Recipient's Office to make revisions to any of the Service Standards, the Support Staff recommended that the Planning Council/QISP Committee reapprove all the Service Standards for the 2021/2022 grant year. A motion was moved by Jerome to reapprove the Part A Norfolk TGA Service Standards for the 2021/2022 grant year with an updated date of October 20, 2020. The motion was properly seconded by Ashley.

The motion passed with:

o – nays

o – abstentions

Norfolk TGA Triennial Needs Assessment:

In summary, the QISP Committee was tasked to start planning for the Triennial Needs Assessment. Last year, the planning was on hold in part because the committee was waiting to hear from Part B whether or not they would assist with the Needs Assessment. However, Part B indicated that they would not help as fully as they would have wanted to. It was also brought to

the QISP Committee's attention that the Community Access Committee is also talking about planning for their own survey to assess the consumers' current needs in the TGA, gaps and barriers to care. The committee will start formulating survey questions at the next committee meeting and the completed survey tool will be presented to the QISP Committee for review. It was recommended that the committee be encouraged to use the Red Ribbon Exercise to identify needs, barriers and gaps and add additional questions which should include COVID-19 questions, and questions on needs of different demographics. The data will help the TGA to look at the underserved populations or EIIHA populations and the needs of those specific populations.

In response to the committee's recommendation for the Planning Council Support Staff to collaborate with other entities in the TGA, Thomas stated that he attended his first meeting at the CPG and will help to represent the Part A Norfolk TGA. Currently, the CPG has no plans to do a Needs Assessment. However, the Norfolk TGA Representative will bring it up during the CPG meeting and ask for the Part A Norfolk TGA to be included in the round of assessments and partner with them when they do their next year's Statewide Needs Assessment.

With regard to the Part A Norfolk TGA triennial Needs Assessment, the committee should work with the Recipient's Office for a budget and make a request for funds to be set aside next year to complete the Needs Assessment.

Announcements by Members:

Committee members were asked to be on the lookout for the M.A.S.S. fund raising; *Beauty Beyond My Status 2020/2g.021 Calendar campaign* which is currently in the final stages.

M.A.S.S. will hold a Food Voucher Fall Festival on October 30th in Newport News for clients who access the program.

Public Comment or Discussion:

There was no public comment or discussion.

Compile Unresolved Issues in Parking Lot:

The Part A Norfolk TGA triennial Needs Assessment discussion will continue at the next committee meeting.

Adjournment:

With no further business to discuss, a motion was moved by Gwendolyn and properly second by Ashley to adjourn the meeting. The motion passed.

Respectfully Submitted:

Syreeta Dawkins-Co-Chair

Ashley D.D. Brown-Co-Chair

