

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Quality Improvement & Strategic Planning Committee Minutes  
Norfolk Department of Human Services  
Tuesday, September 15, 2020: 4:00 p.m.**

Call to Order and Roll Call Moment of Silent Reflection for those infected and affected by HIV/AIDS

**Roll Call**

Gwendolyn Ellis-Wilson  
Syreeta Dawkins  
Jerome Cuffee  
Ashley Brown  
Doris McNeill

**Absent**

Tanya Kearney

**Recipient Staff**

Marsha Butler  
Jacquelyne Wiggins

**Guests**

Kimberly Scott

**Support Staff**

Deryk Jackson  
Thomas Rodriguez-Schucker

**Welcome and Introduction of Guests.**

The chair started the meeting at 4:02 p.m. welcomed guests which was followed by

**Confirmation of Notice of Meeting:**

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

**Approval of Minutes from last meeting:**

After review, a motion was made by Gwendolyn and properly seconded by Syreeta to accept the minutes as written. All in favor.

**Planning Council Activity Timeline (PCAT):**

The committee was on track with the PCAT.

**Parking Lot Items**

The committee reviewed the final version of the EFA service standard with the addition of the wording to allow medications as an allowable cost in the TGA. A motion was made by Gwendolyn to accept the standards of care for Emergency Financial Services as amended and seconded by Syreeta. All in favor.

**New Business**

- Review of Norfolk TGA Formulary
  - The committee reviewed the Ryan White Part A Norfolk TGA, Virginia (VA) Medication Assistance Program (VA MAP), and the Ryan White Part B Medication Formularies. Staff from the Recipient's office informed the

committee that there were no requests for additions to the formulary as it is now. A motion was made that the committee reviewed the formulary on 9.15.2020 by Jerome and seconded by Gwendolyn. All in favor.

- Development of Housing Standard for Norfolk TGA
  - The Norfolk TGA Planning Council voted to fund Emergency Housing under supportive services. Support staff provided two Housing Standards from different jurisdictions as a reference for creating the Norfolk TGA standard. The committee also reviewed PCN #16-02, which details the HRSA definition and allowable costs under Ryan White. It was noted that Housing services should be emergency only. Clients using this service should be linked to a core service and should be exploring other housing assistance options that are more stable.

**Announcements by Members:**

Kimberly Scott from VDH announced that Grace Neaves (sp?) would be no longer filling the position of Assistant Director of Medication VAMAP Program. Kimberly Ealey (sp?) will be acting Assistant Director of Medication VAMAP Program until recruitment for an eligible candidate is completed. She urged everyone to share this information once the position is posted to have a large pool of candidates.

**Public Comment and Discussion:**

**Adjournment:**

A motion to adjourn was made by Gwendolyn and properly seconded by Jerome. All in favor, meeting adjourned at 4:50pm.

Respectfully submitted:

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Ashely Brown

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Syreeta Dawkins