

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
Thursday, September 26, 2019: 4:00 p.m.  
Norfolk Department of Human Services  
741 Monticello Avenue, Norfolk**

**Call to Order:** The Executive Committee meeting, held at the Norfolk Department of Human Services, 741 Monticello Avenue in Norfolk, was called to order at 4:00 p.m. on Thursday, September 26, 2019.

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

Todd England  
Rachael Artise  
Doris McNeill  
Jerome Cuffee

Gwendolyn Ellis-Wilson  
Beverly Franklin  
Lisa P. Laurier

**Absent Members:**

Gregg Fordham  
Michael Singleton  
Cindy Walters

**P.C. Support Staff - Present:**

Deryk M. Jackson  
Teresa Malilwe

**Recipient Staff – Present:**

Christine Carroll  
Robert Hargett

**P.C. Staff – Absent:**

Thomas Schucker

**Moment of Silent Reflection:**

The Committee observed a moment of silence and reflection for those living with and those affected by HIV/AIDS.

**Confirmation of Notice of Meeting Posting:**

There was one confirmation of Notice of Meeting Posting received.

**Review and Approval of Minutes:**

The minutes from the last meetings were reviewed and a motion was moved by Beverly and seconded by Lisa to approve the minutes as written. The motion passed with one abstention from a member who was not present at the last committee meeting.

**Grantee's Report:**

- The Carryover, in the amount of \$163,170.00 was received during this week.
- The Grant Application was submitted on Monday, September 23<sup>rd</sup>; seven days ahead of the due date.
- On Friday, September 27<sup>th</sup>, Grantee Staff will hold a mandatory CAREWare6 training for a select group of providers before opening it up to the rest of the providers.

**Priorities, Allocations and Policies Committee:**

The Co-Chair stated that the TGA has only one Mental Health Provider. That is probably one reason expenditure is low at 12% in the service category, as indicated on the Expenditure Summary Report for the period ending July 31, 2019.

A review of the current Expenditure Summary Report indicated that the TGA should have spent 42% of the budget but was only at 36% overall. Some service categories were expending below the target 42%, such as Drug Reimbursement at 19%, HPCSA at 26%, Medication Co-pays at 18% and Substance Abuse Treatment Services (Outpatient) at

11%. A recommendation for reallocations from the Recipient's Office, in this regard, will be reviewed at next month's committee meeting. An Agency which provided five services; *EIS, Transportation, Medical Case Management, Non-Medical Case Management, and Food Bank/Home Delivered Meals*, closed down in August. Budget transfers will be made to agencies that have picked up clients from the closed provider.

## **Review/Update of the Planning Council Activity Timeline (P-CAT):**

### **Committee Reports:**

#### **Community Access Committee:**

The committee met via teleconference on September 11<sup>th</sup> to discuss plans for the Retreat. Funding for the Retreat is now available. The event will be held on March 21-22, 2020 in Wakefield and will be open Statewide because of the funding source. The committee also discussed concerns regarding the closure of the agency and the effects it has on services for clients. The committee was requested to act as liaison and advise clients impacted by the closure to contact the Grantee's Office for information.

#### **Membership and Nominations Committee:**

The Membership and Nominations Committee met on Thursday, September 19<sup>th</sup>. The committee reviewed the Norfolk TGA Matrix; moved and added members to fill the vacant slots and moved those who are no longer aligned. There are currently, three vacancies on the Norfolk TGA Matrix:

- Category 7: Hospital Planning Agencies or Health Care Planning Agencies
- Category 10: State Government- State Medicaid Agency
- Category 15: Representative of Formerly Incarcerated

An application is expected from an individual for the Part C Representative slot. The current Part C Representative has scheduling conflicts.

From the Application Tracker:

- A recommendation for a vote will be presented to the Planning Council for two applicants to be placed on the Planning Council
- One applicant was removed from the Application Tracker because of his busy schedule with other commitments.

The committee revisited the issue of Orientation for new members. The committee agreed to have orientation for new Council members restored.

The LMS Training on Line will be moved quarterly. In order to encourage participation, members who complete the training will be presented with Certificates of Completion at Planning Council meetings. The training on line is open to additional suggestions that the Planning Council would like to have trainings on. Currently, the training modules reflect the Planning Council Prima.

#### **Quality Improvement & Strategic Planning Committee:**

At the meeting on Thursday, September 19<sup>th</sup>, the committee reviewed and worked on the Standards of Care to align them with HRSA-HAB Standards. The committee worked on three Standards:

- Early Intervention Services Standards of Care.
- Medical Case Management Standards of Care
- Non-Medical Case Management.

The committee will review the remaining Standards of Care and present them to the Planning Council, as a complete package, for approval.

**Priorities, Allocations and Policies Committee:**

The committee met as scheduled and discussed Directives to the Recipient for the 2020 Grant Year. The committee discussed how they will develop and approve the MOU between the Recipient's Office and the Planning Council. The committee recommendations and comments on the MOU and the Directives will be discussed at the next committee meeting.

**Planning Council Support with Collaboration from Grantee's Office:**

*Previous Site Visit Results:* The Site Visit Report has been received. It contains various findings for both the Recipient side and the Planning Council side. The Planning Council findings will be handed to Planning Council Support for presentation to the Executive Committee for their review.

**Announcements by Members:**

The Ryan White Norfolk TGA Part A Program Manager announced that the City has hired a new City Manager. He comes with an academic background from the Old Dominion University.

During the Membership and Nominations Committee meeting, Cindy offered to make arrangements for next month's meetings to be held at the Housing Resource Center, off of Witchduck Road in Virginia Beach. The committee discussed this option. The committee agreed, starting in 2020, to hold quarterly meetings at various locations in the TGA, including meetings on the Peninsula. In Norfolk, Support Staff will make arrangements for meetings at the Pretlow Library in Ocean View and/or the new Library on Broad Creek.

The recommendation will be presented to the Planning Council for further discussion.

The LGBT Life Center clinic has a new Primary Care Physician. She will be offering LGBT Health as her main focus, ideally for clients who are insured. She is also bilingual.

The 1506 part of the VDH Grant will end September 30<sup>th</sup>. The free PrEP and free Navigation will be changing effective Monday, September 30<sup>th</sup>. In this regard, M.A.S.S., in conjunction with Health Departments will hold an event at the Newport News location, to try and find out what happens after September 30<sup>th</sup>. Committee members were encouraged to attend the event.

On Thursday, October 24<sup>th</sup>, Gilead will hold a training related to new information about PrEP. A flyer will be distributed to providers regarding the training.

**Next Meeting:**

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

**Adjournment:** There being no further business to discuss, a motion was moved by Beverly and properly seconded by Gwendolyn to adjourn the meeting. The motion passed.

Respectfully Submitted:

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Rachael Artise – Co-Chair

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Gwendolyn Ellis-Wilson-Co-Chair