

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, May 16, 2019: 3:30 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 3:36 p.m. on Thursday, May 16, 2019.

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

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

Staff:

James Rogers-Deputy City Manager
Thomas Schucker-PC Support
Michael Koran-PC Support
Deryk M. Jackson
Teresa Malilwe-PC Support Staff

Welcome and Introduction of Guest(s):

- Christine Barney-Project Officer for the City of Norfolk Part A Ryan White Program (HRSA Staff)
- Sheron Scott-Former Planning Council Member
- Amelia Khalil-HRSA Clinical Consultant (HRSA Staff)
- Ashley Brown-Minority AIDS Support Services (MASS)
- Sylvia Moreno-Administration Consultant (HRSA Staff)

Moment of Silent Reflection:

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

Review and Approval of Minutes:

The minutes from the last meeting were reviewed and a motion was approved to accept the minutes as written.

Review of the Planning Council Activity Timeline:

During the meeting, the Executive Committee will consider:

Reports from each of the committees

- Design of the Assessment of the Administrative Mechanism/Review Outcomes as needed.
- Collaboration with the Recipient's Office
- Review Reallocation Requests from the Recipient's Office

The committee worked on the Assessment of the Administrative Mechanism in March and approved the questions, which have been sent to the Recipient's Office. The responses from the Sub-Recipients will be reviewed at the next Executive Committee meeting.

Committee Reports:

Community Access Committee:

The committee met on April 10th and the Ad Hoc Committee met on April 24th. The committee is working to put together a Consumer Retreat to empower consumers. In order to avoid distraction, the Retreat was not going to be local. The Location was going to be at Lakefield in Wakefield. The committee presented a proposal to the Grantee which was turned down due to funding constraints. The committee will try other sources for funding. A follow-up letter was sent to the Recipient's Office seeking clarification on why the request was denied.

In preparation for the Priorities Setting and Resource Allocations Process, the Community Access Committee has reached out to the major Support Groups in the area for the Red Ribbon Exercise. The response has been good.

Membership and Nominations Committee:

The Membership and Nominations Committee met as scheduled on April 18th. The committee reviewed two membership applications which were received in the office. The committee went over the new Learning Management System which was presented by Support Staff. The Training Management System will be posted on the Norfolk TGA website. New Council members will be encouraged to access the training on the website for their orientation. Support Staff have reached out to D-MAS for a Medicaid Representative on the Council, and efforts are being made to reach out to an identified individual to fill the slot for the formerly incarcerated.

Cindy Walters was nominated and elected Co-Chair of the Membership and Nominations Committee.

Quality Improvement & Strategic Planning Committee:

The committee met on April 18th as scheduled. The committee reviewed the Early Intervention Services (EIS) Standard of Care. The main question was when to consider someone out of care. After some discussion, the committee agreed to table the recommendation and to bring it to the Ryan White Provider meeting for discussion.

The committee also discussed the data request which was made to the Grantee to get guidance on the caps for the Emergency Financial Assistance Program. The committee did not have that information to make any recommendations.

Priorities, Allocations and Policies Committee:

The committee met on April 18th and reviewed the Expenditure Summary Report by category. Copies of the Preliminary Final Report was distributed to the committee for review. The target expenditure was at 100%. The TGA spend 95% of the grant. A lot less was spent in HIPCSA than was originally planned. Medicaid expansion in the State of Virginia affected expenditures in this service category. The committee agreed to put less funding in HIPCSA for next year.

Ms. Mae Rupert, on a Site Visit to the Norfolk TGA, is the Branch Chief at HRSA in the HIV/AIDS Bureau; the North/East Region that includes the Norfolk TGA, asked the committee to discuss how the Norfolk TGA Part A Planning Council goes about reallocations during the year. Whether or not there are opportunities to reallocate? The Chair stated that there is a reallocation policy in place. For reallocations over 10%, the Recipient's Office has to present the recommendation to the Committee before money is moved between the line items. The recommendation should be based on use at that particular time and projections of what the particular service category is going to do.

And the Guest was informed that the Expenditure Summary Report, which is about a month or two behind, is presented to the committee every month.

Ms. Rupert wanted to know if the Committee has the information that is needed to timely reallocate funds so that the TGA can use the money and leave less money on the table? It was noted that after a decision is made to reallocate, money is moved late because, historically, the TGA was not getting full funding until late; about August or September. This has made it hard for sub-recipients to hire staff not knowing when the funds will be coming in.

With the changes that are happening in the area, such as Medicaid Expansion in the State of Virginia, leadership on the Planning Council are encouraged to come up with new models of how the allocated funds can be spent. It was noted that, as leadership, there is a lot of reliance on the Grantee's Office and are not coming to the table with recommendations of how to spend the money. Some of the initiatives by committees included:

- The Priorities, Allocations and Policies Committee invited speakers from the University of Virginia to come and talk about "Positive Links." This is an Adherence Program, which would be interesting and useful to Ryan White Providers in the area. Some Providers in the area did attend the presentation. The program uses a phone app for clients.
- The Quality Improvement & Strategic Planning Committee agreed to fund the Food Bank/Home Delivered Meals Program to ensure use of the extra funds. The program has been expanded and is doing very well.
- The TGA also increased the FPL from 400% to 500%. As a result, about eleven (11) more clients have been added.
- The Quality Improvement & Strategic Planning Committee recommended increasing the caps on EFA.

The Quality Improvement & Strategic Planning Committee is still looking at different housing models; that is, expanding and increasing EFA-Housing.

HRSA Site Visit Team:

At the conclusion of committee monthly reports, the HRSA Team was invited to discuss their agenda.

Ms. Kristina Barney, the Project Officer for the Norfolk TGA, stated that the HRSA Team was not ready to talk about the items which were discussed at the Executive Committee meeting. The Team will initially have to come together to review the items and any comments will be brought up during the Exit Interview.

Ms. Barney introduced herself and stated that she was the Project Officer for the City of Norfolk. Part of her responsibilities is to monitor the City of Norfolk to ensure that they are abiding by the legislative requirements of the Ryan White Part A Program and Program expectations. The City of Norfolk then monitors the sub-recipients who are providing the services to the Ryan White community.

The reason for the site visit was; every four years, HRSA will go into a comprehensive site visit of all the Part A jurisdictions. During the site visit, the team will assess and look at three areas:

1. Clinical Quality Management
2. Administration
3. Programmatic aspects of the Program

The Team ensures that the jurisdiction is in compliance with the legislative requirements and the Programmatic requirements.

While on the Site Visit, the Team selects two sub-recipient sites; not to monitor them, but to check on the City of Norfolk's monitoring of those sub-recipients. At the end of the site visit (May 17th), after a HRSA Team meeting to review and discuss all they have observed, the Team will meet with the City of Norfolk to discuss the noted findings and also bring to the City's attention, the issues the City is doing well. A few weeks later, the Team will issue a report. If there are any findings, the City of Norfolk will complete a Corrective Action Form stating how they will address the findings.

Executive Committee Meeting Support with Collaboration from Grantee's Office:

Previous Site Visit Results: Support Staff will submit a summary report of the last Site Visit at the next Executive Committee meeting. Support Staff, however, noted that, at the last Site Visit, there were some legislative findings from the Department of Metropolitan HIV/AIDS Program. Support Staff will start addressing issues that may have deficits from the earlier assessment. Staff will, in preparation for the upcoming Site Visit prepare a Policies and Procedures manual for the Executive Committee's review and approval. Support Staff went through the Planning Council check list of the things the HRSA visiting team are requesting to be provided to them as part of their preparation for the visit.

Learning Management System: Support Staff presented the new Learning Management System that Collaborative Research is developing for all the Planning Councils under their contract. This is a training module and will be accessed from any electronic device available to an individual. Enrolment into the system will come into effect on May 1st. The modules will follow the Planning Council Primer.

Announcements by Members:

There were no announcements.

Public Comment and Discussion:

There was no public comment.

Next Meeting:

The next Executive Committee meeting will be Thursday, May 16th at 3:30 p.m.

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

Respectfully Submitted:

Rachael Artise – Co-Chair