

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Thursday, October 31, 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, October 31, 2019.

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

Gregg Fordham
Rachael Artise
Lisa P. Laurier

Gwendolyn Ellis-Wilson
Beverly Franklin
Jerome Cuffee

Absent Members:

Todd England
Cindy Walters
Doris McNeill

P.C. Support Staff - Present:

Deryk M. Jackson
Teresa Malilwe

Recipient Staff – Present:

Christine Carroll

P.C. Staff – Absent:

Thomas Schucker

Recipient Staff - Absent:

Robert Hargett

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 Lisa and seconded by Gwendolyn to approve the minutes as written. The motion passed with six yeas and zero nays.

Review of the Planning Council Activity Timeline (P-CAT):

The committee's agenda was the:

- Review of Committee Activity Budgets
- Review of committee monthly reports

Committee Reports:

Membership and Nominations Committee:

The Membership and Nominations Committee met on Thursday, October 17th. The Planning Council Co-Chair presented the committee's report. Two reappointment interviews were scheduled to be done during the meeting. However, only one candidate, Rachael, was interviewed for reappointment to the Council. A recommendation for Rachael's reappointment will be presented to the Planning Council for a final vote.

Due to conflict with his work schedule, Earl, declined to serve a third two-year term. Earl will be stepping down from the Council after today's Council meeting.

One applicant for Planning Council membership was unable to attend the interview because she was out of town. Arrangements will be made to reschedule her interview.

Rhonda and Davon were officially appointed to the Planning Council. Letters of appointment were sent to the candidates electronically and via the USPS.

The committee recommended that in January 2020, Darius, from the LGBT Life Center should shadow Doris, who is from the same Organization and will be rotating off the Council in June 2020.

Quality Improvement & Strategic Planning Committee:

The Committee report was presented by the Planning Council Co-Chair who chaired the meeting. She noted that the committee reviewed the following Standards of Care:

- Medical Case Management
- Substance Abuse
- Food Bank/Home Cooked Meals
- Dental Treatment/Oral Health
- Emergency Financial Assistance (EFA)
- Medical Transportation

Committee members were tasked to work on the Standards of Care during their own time. The committee is working to revise the Standards of Care and align them with the HRSA/HAB Standards. Some Standards, across all services, were moved into the Universal Standards of Care. During revisions, the committee worked to make the Standards of Care unique to the Norfolk TGA's specific needs. The Support Staff will work to reformat the drafts as required.

Priorities, Allocations and Policies Committee:

The committee met prior to the Executive Committee meeting. The committee reviewed the Expenditure Summary Report for the period ending August 31, 2019 and noted that the target expenditure was at 50% and the TGA was at 44% overall. Because of underspending service categories, the Recipient's Office will make some reallocations to overspending service categories.

The committee expressed concern about underspending in the HIPCSA service category. The Recipient's Staff indicated that funds will be reallocated from that service category to services that need more funding. The Recipient recommended that the Planning Council should not put that much money in HIPCSA at the next PSRA Session.

The MOU between the Planning Council and the Recipient's Office which was on the agenda was tabled until the next committee meeting. The Recipient's Office would like to review the MOU and provide input.

The committee also reviewed the 2019 Directives to the Recipient for the 2020 Grant Year. No revisions were made to the Directives. The Directives to the Recipient were, voted on by the Committee and will be presented to the Planning Council for the final vote.

Community Access Committee:

The Community Access Committee, at their meeting on October 9th, agreed to hold a one-day Retreat for the committee members who have, diligently been coming to meetings. The reason is for the committee to revitalize its members and look at different options to recruit and retain membership on both the committee and the Planning

Council. The one-day Retreat will be held at the Pretlow Library in Ocean View on Saturday, November 23, 2019. The event will include Team-Building exercises. One Facilitator from Baltimore will be at the event. The Co-Chair is soliciting for another Facilitator, possibly from Baltimore too.

The Executive Committee discussed, at length, how the Community Access Committee plans to recruit membership, especially, the young people, under 30 years who have tested positive. The chair stated that the committee will put together, an ad hoc committee to look into the issue of recruitment. The Planning Council should also be involved to provide ideas about how to get these young people to the table starting with the idea of going to places where young people hangout.

Review Previous HRSA Site Visit Results:

Copies of the RWHAP Part A Planning Council: HIV/AIDS Bureau Division of Metropolitan HIV/AIDS Programs Site Visit Report 2019 were distributed to Council members for review. The committee discussed the findings that were included in the report pertaining to the Planning Council.

The report also notes that the Council did not have a standing Policies and Procedures Manual. Under Recommendations, the report spells out the key components that should be included. The Executive Committee was requested to disseminate which committee should handle or tackle which or what policies.

The response to the findings is due November 10th. Support Staff will work on the response and will email response to Executive committee for review, by next week.

The HRSA Site Visit Report was also discussed at the Community Access Committee meeting. The committee reiterated some of the findings/concerns in the report. The Community Access Committee would like to be informed about how these concerns will be addressed by the Planning Body.

Announcements by Members:

- *Assessment of the Administrative Mechanism*: Support Staff will follow up on the Assessment of the Administrative Mechanism. The Committee will discuss the issue at the next meeting in 2020.
- *Meeting Locations – Survey Results*: The survey outcome for the possible meeting locations in the TGA include the following:
 - The Jordan Newby Anchor Branch Library at Broad Creek
 - The Mary D. Pretlow Anchor Branch Library at Ocean View
 - The Hampton Health Center in Hampton
 - The Ray & Joan Kroc Community Center in NorfolkThe survey results will also be presented at the Planning Council meeting.

Next Meeting:

The next meeting will be Thursday, January 30th, 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:

Rachael Artise – Co-Chair

Gwendolyn Ellis-Wilson-Co-Chair