

Ashley Brown, Jonathan Albright Williams, Jerome Cuffee - Co-Chairs

Strategic Planning and Assessment Committee Meeting

MEETING MINUTES

Thursday, June 29, 2023 – 5:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Jonathan Albright Williams	P		Christine Carroll	P	
Vonda McKeithan	P		Mary Collins-Mills	P	
Rhonda Russell		A	Marsha Butler	P	
Ashley D.D. Brown		A			
Jerome Cuffee	P		PC Support Staff:		
Tonya Pacelli	P		Thomas Schucker	P	
Tanya Kearney	P		Deryk Jackson	P	
Doris McNeill	P		Teresa Malilwe	P	
Heather Harris	P				
Irma Hinkle	P				
Guests:					
Lynea Hogan	P				
Meyoni Beale	P				
Yasmine Black	P				
The meeting had a quorum.					

AGENDA

Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Strategic Planning and Assessment (SPA) Committee virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, June 29, 2023, was called to order at 5:03 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	The Chair welcomed Committee members and guest/s to the meeting. Guests introduced themselves.
(3.0) <u>Moment of Silent Reflection</u>	A moment of silence and reflection was observed for those affected and infected by HIV/AIDS
(4.0) <u>Confirmation of Notice of Meeting Posting</u>	There was one confirmation to the Notice of meeting posted. The notice was posted on the Part A Norfolk TGA website: www.ghrplanningcouncil.org
(5.0) <u>Approval of Minutes of Previous Meeting</u>	After review of the minutes, a motion was moved by Vonda and properly seconded by Jerome to accept the minutes as written. The motion passed.

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(6.0) <u>Review of the Planning Council Activity Timeline</u>	<p>P-CAT items on the agenda:</p> <ul style="list-style-type: none"> • Review P-CAT for Progress • Review and Resolve Parking Lot Items • Review Reallocation Requests from the Recipient's Office • Review Part A Monthly Expenditure Reports by Service Category • Review Implementation of the Virginia Integrated HIV Prevention and Care Services Plan <p>Review P-CAT for Progress: The committee was on target with its Activity Timeline.</p> <p>Review and Resolve Parking Lot Items: Review Implementation of the Virginia Integrated HIV Prevention and Care Services Plan:</p> <ul style="list-style-type: none"> • A copy of the document was emailed to the committee for review prior to the meeting. A copy of the Plan was also available on the Norfolk TGA's website. • The committee reviewed feedback which was received from HRSA including recommendations. It was, overall, good feedback. A lot of the TGA's indicators were met. • However, from the feedback and the plan, moving forward, the committee was requested to start looking at Indicators and looking at ways to engage further. • There will be a joint meeting to review the Plan with the HRSA Project Officer and the CDC Project Officer which will also include Norfolk. The dates have not yet been set. However, the plan is to review and go over the findings with both Federal Partners and Program Officers. <p>Review Reallocation Requests from the Recipient's Office: There were no reallocation requests from the Recipient's Office.</p> <p>Review Part A Monthly Expenditure Reports by Service Category: There was no visual report for the committee to review. However, it was reported that the Part A Norfolk TGA budget was, originally \$5.7 million, but received \$6.20 million. The expenditures for each service category for the month ending May 31st were as follows:</p> <ul style="list-style-type: none"> • Regular EIS was at 37% • HIPCSA was at 12% • Medical Case Management was at 16% • Mental Health was at 0% • Oral Health was at 7% - the low expenditure could be because of a lag in submitting their reimbursements. • Outpatient Ambulatory Health Services was at 20% • EFA was at 20% • Foodbank and Home Delivered Meals was at 6% • Housing Services was at 20%

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	<ul style="list-style-type: none"> • Non-Medical Case Management was at 27% • Referral for Health Care Services was at 25% • MAI was at 26% <p>Some of the service categories were on target, but others were expending under the target percentage. For the next few months, the Recipient's Office will be looking at those service categories that were under expending to see how better to utilize the funds.</p> <p>PSRA – Review Framework and Meeting Logistics for PSRA: A survey was sent out to see the availability for Council members for the PSRA Session. The majority of Council members will be available on Wednesday, August 9th. During the meeting earlier today, the Executive Committee discussed that the Planning Council meeting prior to the PSRA Session, on July 27th will serve as the Mandatory Data Training for the PSRA. In order to assist the committee, understand the Process, and what information will be included in this year's PSRA packet, the committee review last year's PSRA Process packet.</p> <p>With regard to other consumer data sources or requests for consumer data sources that can be utilized for the upcoming PSRA Process, it was agreed that this is something the Community Access Committee can talk about and see if the committee can incorporate some sort of survey that will add to the consumer part of data, including the survey results from the consumer retreat. The Committee's Co-Chair will submit the results of the survey after review to see if it will fit in the data that the Council is looking for. Part B should have data to share by then from the Needs Assessment.</p> <p>With regard to Consumer Data Satisfaction Surveys or data collection, it was advised that if the Council wants this information, the Planning Council can request this data from Sub-Recipients via the Recipient's Office.</p> <p>A poll was conducted for the committee to establish whether or not the PSRA Session should be:</p> <ul style="list-style-type: none"> • In person, or • Virtual, or • A Hybrid <p>Also, to be established is whether or not:</p> <ul style="list-style-type: none"> • Refreshments/food will be made available. <p>It was noted that it is within the SPA Committee's purview to decide the logistics and framework of the PSRA Session. The poll established that the committee was in favor of the Hybrid method to conduct the PSRA Session for those who want to attend in person, and Zoom Service for those still uncomfortable with in person meetings. The poll to the Planning Council should establish how many participants will opt for in person attendance.</p>

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	<p>A motion was moved by Jerome and was properly seconded to conduct a Hybrid 2023 Priority Setting and Resource Allocations Process on Wednesday, August 9th, 9:30 a.m. to 1:30 P.M.</p> <p>Vote: All in Favor.</p> <p>Support Staff will make arrangements for a location, possibly at a local Library, after a number is known of Council members that will attend in person.</p>
(7.0) <u>Parking Lot Items</u>	<p>Review Implementation of the Virginia Integrated HIV Prevention and Care Services Plan:</p> <p>The Virginia Integrated HIV Prevention and Care Services Plan will be addressed at the Quality Management Summit/Conference in November. The Conference/Summit will be a good place to have some collaboration on the Integrated Plan.</p>
(8.0) <u>New/Old Business</u>	<p>No New/Old Business to discuss.</p>
(9.0) <u>Announcements by Members</u>	<p>Part B had some announcements regarding:</p> <ul style="list-style-type: none"> • The Formulary • Part B Service Standards • Quality Management Plan • The Needs Assessment which is still open. The deadline was extended. The Needs Assessment has an English and Spanish version. <p>These updates will be presented at the July meeting because they are not time sensitive.</p> <p>The Part B Representative requested the committee members and Providers on the call, to check their email for notifications about health information updates for Eastern Region to make their clients aware of and their options for treatment.</p> <p>The Part B VACAC Listening Session will be conducted on July 18th at the Pretlow Library in Norfolk. Flyers will be going out about date, times, and transportation. It's a Listening Session for consumers to discuss their Part B Services.</p>
(10.0) <u>Public Comment and Discussion</u>	<p>There was no public comment and/or discussion.</p>
(11.0) <u>Compile Unresolved Issues in Parking Lot</u>	
(12.0) <u>Adjournment</u>	<p>With no further business to discuss, a motion to adjourn was moved by Jerome and seconded by Doris. Motion passed.</p>

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ashley Brown (Jan 24, 2024 16:14 EST)

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PC/PB Meeting Minutes Template

Final Audit Report

2024-01-24

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