

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

Strategic Planning and Assessment Committee Meeting

MEETING MINUTES

Thursday, April 27, 2023 – 5:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Ashley D.D. Brown	P		Christine Carroll	P	
Clay Porter		A	Mary Collins-Mills	P	
Davon White		A	Marsha Butler	P	
Jerome Cuffee	P				
Jonathan Albright Williams	P				
LaQuasia Cotton	P				
Lynea Hogan	P				
Meyoni Beale	P				
Dr. Michael Bane		A			
Rachael Artise		A			
Rhonda Russell		A			
Syreeta Dawkins		A			
Tonya Pacelli	P				
Vonda McKeithan	P				
Yasmine Black		A			
Heather Harris	P				
Irma Hinkle	P				
Doris McNeill	P				
Tanya Kearney	P				
PC Support Staff					
Thomas Schucker	P				
Deryk M. Jackson	P				
Teresa Malilwe	P				
Guests: Beverly Franklin					

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, April 27, 2023, was called to order at 5:06 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	The Chair welcomed guest/s to the meeting

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(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 no response to the Notice of meeting posted. However, the notice was posted on the Part A Norfolk TGA website: www.ghrplanningcouncil.org
(5.0) <u>Approval of Minutes of Previous Meeting</u>	There were no minutes for review and approval because the newly created committee was meeting for the first time.
(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 • Review of the Triennial Needs Assessment Outcomes and Data • PSRA – Review Framework and meeting logistics for PSRA • PSRA – Identify Datasets for PSRA • Review/Provide Input for Recipient's Quality Improvement Plan • Review Award from HRSA/HAB for Grant Year • Review and Approve Final Reallocations based on Actual Amount (<i>If a partial award was received, this process could take place again when another award is received</i>) • Review TGA Quality Assurance Outcomes (<i>e.g., Chart Reviews, Service Standards Adherence</i>) <p>Review Part A Monthly Expenditure Reports by Service Category: The committee reviewed two expenditure Reports:</p> <ul style="list-style-type: none"> • The Ryan White Part A FY 2022 Expenditure Report - Preliminary Final: The target expenditure was 100%. However, the TGA was at 83% expended. Foodbank/Home Delivered Meals was the highest expended at 101%. The lowest was HIPCSA at 52%. Not all invoices were in because Providers for the service category were given up to the end of April to submit their invoices. All the other service categories had a cut off date of April 15th to submit their invoices. The Final report will be presented at the next committee meeting. • The Ryan White Part A FY 2023 Expenditure Report for the Period Ending March 31, 2023: There are currently two contracts that are not fully executed. The report, therefore, does not show any expenditures by service category, except for the funds that were put in the system for Administration and Clinical Quality Management expenses.

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	<p>Review implementation of the Virginia Integrated HIV Prevention and Care Services Plan: There was no update on the VA Integrated HIV Prevention and Care Services Plan. Support Staff are still waiting for feedback from HRSA.</p> <p>Review of the Triennial Needs Assessment Outcomes and Data: Before merging into the SPA Committee, the QISP Committee reviewed the Needs Assessment Outcomes and Data. The SPA Committee had a snapshot of the Report which will be used as one of the Datasets at this year's PSRA Session. There were 105 respondents to the survey.</p> <p>The Recipient noted that it would be helpful to know why some respondents of the survey indicated that they could not access certain services. Going forward, during the structuring of the survey questions, the committee should think about how they can get responses as to why there are barriers to accessing certain services.</p> <p>In order to get further feedback from the survey responses, there was a suggestion to conduct Focus Groups in the community. The committee will plan on conducting Focus Groups, deriving questions from the survey responses.</p> <p>Support Staff will email the Triennial Needs Assessment Report to Council members as requested.</p> <p>PSRA – Review Framework and Meeting Logistics for PSRA: The TGA is in the third year of the non-continuation for the Part A Grant Application, and the Guidance has not yet been received. Some of the activities that require to be completed during PSRA may change. As a result, the committee tentatively, agreed to conduct the PSRA Session during the second week in September. The recommendation was:</p> <ul style="list-style-type: none"> • Mandatory PSRA Training: Tuesday, September 12th and • Priority Setting and Resource Allocations (PSRA) Session: Wednesday, September 13th. <p>In order to find a consensus, a survey monkey will be sent out to Council members to find a more convenient date, time, and virtual versus in person and/or hybrid for individuals who cannot participate in person.</p> <p>PSRA – Identifying Datasets for PSRA: The main datasets that the Council uses during the PSRA Session are:</p> <ul style="list-style-type: none"> • Data from the Needs Assessment • Service Utilization Data • EP1 Data from VDH • The Red Ribbon exercise <p>Support Staff are waiting for data requested from VDH on Unmet Needs. VACAC in the Eastern Region is planning a Listening Session in this area,</p>

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	<p>which will also serve as a Needs Assessment. Data collected from the Listening Session will be presented to the Planning Council. The Community Access Committee can also collect data from the upcoming Town Hall meeting. There was also a recommendation to have consumer led data for the Process.</p> <p>Housing has come up as one of the main concerns during the surveys that have been done so far. The committee would like to see if there has been any data targeted specifically at housing at State level. And would also like to see the data collected from the survey conducted by HOPWA of two/three years ago.</p> <p>Review/Provide Input for Recipient's Quality Improvement Plan: This was deferred to the next committee meeting.</p> <p>Receive Award from HRSA/HAB for Grant Year: The Part A Norfolk TGA received the full award with an increase of \$257,000.00 from the previous year. The 2022 award was \$5.462 million, and the 2023 award was \$6,020,000.29. The TGA will not request carryover funds.</p> <p>Review/Approve Final Reallocations based on Actual Amount: There were no reallocations. Recipient's Office is still using the percentages as approved by the Council at the last PSRA Session.</p>
(7.0) <u>Parking Lot Items</u>	<p>Parking Lot Items for the June 29th Committee meeting:</p> <ul style="list-style-type: none"> • Review TGA Quality Assurance Outcomes: This discussion was tabled to the next committee meeting. • Input for Recipient's Quality Improvement Plan: The Clinical Quality Management Team has not met yet. • Implementation of the Virginia Integrated HIV Prevention and Care Services Plan: There were no current updates on the Virginia Integrated HIV Prevention and Care Services Plan. • Development of Case Management Manual: As discussed, this task will go back to Clinical Quality Management.
(8.0) <u>New Business</u>	No New Business to discuss.
(9.0) <u>Announcements by Members</u>	The position for the Fiscal Monitoring Specialist has been readvertised and will close on April 30 th .
(10.0) <u>Public Comment and Discussion</u>	There was no public comment and/or discussion.
(11.0) <u>Compile Unresolved Issues in Parking Lot</u>	

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(12.0) <u>Adjournment</u>	With no further business to discuss, a motion to adjourn was moved by Vonda and seconded by Meyoni. Motion passed.


ashley Brown (Jan 24, 2024 16:13 EST)

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PC/PB Meeting Minutes Template

Final Audit Report

2024-01-24

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