

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, March 30, 2017 – 3:00 p.m.**

Call to Order: The meeting was called to order at 3:10 p.m.

Roll Call:

The roll was called, and the following members were in attendance:

Committee Members:

Rachael Artise	Kanetra Nwajei
Gwendolyn Ellis Wilson	Lisa Laurier
Ashley Veal	Jerome Cuffee

Staff in attendance:

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Jacquelyne Wiggins-Grantee Staff	Thomas C.M. Schucker-PC Support
Teresa-PC Support Staff	

Excused Members:

None

Absent Members:

None

Moment of Silent Reflection:

A moment of silence was observed for people who are infected and affected by HIV and AIDS.

Review of Minutes:

The committee reviewed minutes from the last meeting. After review, a motion was moved by Rachael and properly seconded by Gwendolyn to approve the minutes as written. The motion passed with one abstention.

Old Business:

Review of P-CAT:

The committee reviewed the P-CAT. For the March meeting, the committee's agenda included the following:

- **Grantee's Reports:**
 - Review Expenditures by Service Category
 - Review Support Budget
- **Committee business**
 - Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information
 - Review framework for PSRA (including Directives)
 - Compile unresolved issues in parking lot

Grantee's Reports:

Review Expenditures by Service Category: The committee reviewed the expenditure summary report for the period ending January 31, 2017, dated March 13, 2017. The target expenditure was at 92%, overall expenditure was at 85%. Not all the billing has been received. Through the month of January, the TGA is showing a balance of \$920,123. However, it is anticipated that the report for the month of February, which will be presented at the April meeting, the balance will be less. This year, the TGA has a shorter time to report all of the fiscal year's expenditures. This might affect some of the providers. The changing of the reporting dates has an effect on the TGA and this has been relayed to the Project Officer. The Grantee's Office is looking at \$400,000 and \$500,000 in terms of carryover for 2016.

Fiscal Year 2017 Partial Award: The committee discussed, the Fiscal Year 2017 Partial Award and reviewed the funded services that were prioritized at the last PSRA Session, the FY 2017 grant request, the relative percentages that were determined at the last PSRA Session, and the amounts allocated to services from the partial award. including the administrative funding that is used to run the Program.

The Grantee noted that there were no respondents to the Medical Nutrition Therapy RFP. In this regard, the Grantee presented a recommendation to:

- Reallocate \$31,905 from Medical Nutrition Therapy and put it into Medical Case management so that the service will be adequately funded for the next six months. A motion was moved by Jerome and properly seconded to accept the recommendation as presented. The motion passed with one nay.
- Reallocate \$31,905 from Food Bank/Home Delivered Meals into Early Intervention Services-regular. A motion was moved by Jerome and properly seconded by Gwendolyn to accept the recommendation as presented. The motion passed with one nay.

There was extensive discussion about transportation and the need to fund the Psycho-Social Support category which allows for peer-led support groups and transportation to the support groups. In this regard, the Grantee stated that depending on the availability of funds when the full award is received, an RFP can be put out for the Psycho-Social Support category.

Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information: The committee was reminded of the dates for the PSRA Session, as follows:

- Wednesday: July 26, 2017 : Mandatory PSRA Training
5:00 p.m. to 7:00 p.m.
- Thursday, July 27, 2017 : PSRA Session
9:00 a.m. until process is completed
- Location : To be determined (Support Staff are looking at various locations for the event)

The committee will discuss, at the April meeting, data sets which the Planning Council will utilize for the PSRA Session. It was recommended that the committee should start to closely analyze the current Needs Assessment and what data from the document the Planning Council wants to use. The committee should also look for gaps from the document that the Planning Council might need more information on. The committee was requested to come to the April meeting with suggestions and data sets which the Council might need to utilize.

Review framework for PSRA (including Directives): Support Staff explained the PSRA Process scheduled for July 27th and noted that the Council will do Priority Setting first and Resource Allocations after.

Unresolved Issues in Parking Lot:

Bylaw and MOU review and updates: It was noted that there were no major changes to the proposed amendments to the Bylaws. The minor, proposed corrections have been done and the document will be sent back to the City Attorney's Office. Once the Attorney approves them, they will be presented to the Planning Council for a vote.

Other Business:

A recommendation was presented to the committee to schedule the meeting time from 3:00 p.m. to 2:00/2:30 p.m. when there is a need. This will give the committee ample time to complete the committee's business, especially going into the PSRA Session. For the next meeting's discussion, the committee was requested to think about whether the Grantee should put out an RFP for the Psycho-Social Support Category before the full award is received. Support Staff was requested to get details regarding the Psycho-Social Support Category from other jurisdictions that fund it. A motion to meet at 2:30 p.m. at the April meeting was accepted by the committee.

Adjournment/Next Meeting: With no further business to discuss, it was moved by Jerome and properly seconded by Rachael to adjourn the meeting. Motion passed. The next meeting will be Thursday, April 27th, at 2:30 p.m.

Respectfully submitted,

Lisa P. LARRIER – Committee Chair