

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL
Thursday, June 25, 2020: 5:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk**

Call to Order: The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services, held via Zoom on Thursday, June 25, 2020 was called to order at 5:11 p.m.

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

Present:

Doris McNeill
Gloria Robinson
Gregg Fordham
Gwendolyn Ellis-Wilson
Rachael Artise
Rhonda Russell
Todd England
Terry R.J. Carrington
Meyoni Beale
Syreeta Dawkins
Beverly Franklin

Absent:

Lisa P. Laurier
Cindy Walters
Davon White
Jerome Cuffee
Lexus Walker

Present P.C. Support Staff:

Deryk M. Jackson
Teresa Malilwe

Recipient Staff:

Christine Carroll

Guests:

Ashley Brown-MASS
Heather Greenfield-Janssen Pharmaceutical

Moment of Silent Reflection:

A moment of silent reflection was observed for those affected and infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

No confirmation of notice of meeting posting was received by Support Staff. Notice of meeting was posted on the Norfolk TGA Website for public information. As soon as the State starts opening up, notice of meetings will be emailed to individual agencies for posting.

Public Comment and Discussion:

There was no public comment or discussion.

Approval of Minutes of Previous Meeting:

After review of the minutes, a motion was moved by Gwendolyn and seconded by Todd to accept the minutes as written. The motion passed.

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

Planning Council Support with Collaboration from Recipient's Office.

For the benefit of the new members, the Co-Chair gave a short explanation of the meaning of a P-CAT and noted that this is a timeline for what activities each committee is expected to accomplish each month.

The Planning Council was on track with its responsibilities according to the P-CAT.

Committee Reports:

Community Access Committee:

Todd, the outgoing committee Co-Chair, presented the report and noted that the committee met as scheduled on Wednesday, June 10th and also for a call meeting on Wednesday, June 24th. The committee met to continue planning for the Statewide Retreat scheduled for September 19th-20th in Wakefield, Virginia. During the meeting, the committee discussed the Retreat Agenda for both, in-person and the possibility of a virtual Retreat via zoom. The next meeting will be July 8th at 6:00 p.m. via zoom. The committee will, at this meeting, elect new Co-Chairs.

Membership and Nominations Committee:

The committee met but did not have a formal meeting because of lack of a quorum. Because there was no quorum for the newly proposed day, *the third Tuesday of every month*, the committee discussed the possibility of meeting on the second Wednesday of every month before the Community Access Committee. However, Support Staff were requested to send out a short survey to the committee members to find out the most convenient day and time for the committee to meet.

In order to assist with making a quorum, Rachael, the Planning Council Co-Chair, volunteered to attend all Membership and Nominations Committee meetings. Gwendolyn, the other Planning Council Co-Chair, will also attend whenever possible. The other option discussed was for committee chairs to alternate in attending the committee meetings. This will help with a quorum and also serve as training for new members on the committee.

The committee asked for a vote to bring Ashley on the Planning Council. The recommendation was seconded by Todd. The motion passed. Support Staff will send a request to the CEO for Ashley's appointment. Darius, who attends Community Access Committee meetings will also serve on the Planning Council in place of Doris who is rotating off the Council at the end of June.

Planning Council Co-Chair Nominations:

One of the Co-Chair positions is up for election. Support Staff will send, by email, a list of possible nominees for co-chair of the Planning Council for election at the upcoming Council meeting. The four possible nominees are:

1. Lisa P. Laurier
2. Jerome Cuffee
3. Beverly Franklin
4. Rachael Artise

The four individuals will be requested to prepare a short "elevator" speech to introduce themselves, at the July meeting. This will be for the benefit of new members who are not yet familiar with individuals on the Planning Council.

Staggered Planning Council Appointments:

It was noted that the Planning Council is going to lose some members who are rotating off the Council at the most crucial time when the PSRA Session is conducted. Some newly appointed members will be expected to participate and vote on issues they barely understand. The Council looked at various options how to deal with such a situation. Some options included:

- Mentoring of newly appointed members
- Allowing members who are supposed to rotate off, to remain on the Council until after the PSRA Session, and/or
- Staggered appointments to the Planning Council, once or twice a year.

Quality Improvement/Strategic Planning Committee:

The committee met as scheduled, on Tuesday, June 16th. The committee reviewed the Emergency Financial Assistance (EFA) Standards of Care. The committee discussed adding a component that has to do with medication to it. The Recipient Staff will review the Standard once the agreed language is added to it. The revised Standard will be presented to the Planning Council in July for a vote and ready to roll out in August.

The committee had a long conversation with Ms. Kimberly Scott, a Representative from VDH. Ms. Scott discussed data, how to provide it, the clusters, what Part A Norfolk TGA needs, service delivery, VDH and Transgender collection of data, the Affordable Care Act, the Mapping and Needs Assessment. She also discussed Medicaid and how it will be required that all persons do have private health insurance and also apply for Medicaid to assist with co-payments. It was noted that there is a way that EFA will be able to help out with some of the expenses people will have if their income is lowered because they have to take out insurance as required by their employer. The committee will follow up and let people know as soon as written confirmation of all that was discussed is received.

For the upcoming Triennial Needs Assessment, VDH can help with reports and data. However, they cannot provide funding assistance. The new Committee Co-Chair will go ahead in planning for the Triennial Needs Assessment. For the next meeting, the committee will review/discuss:

- The Norfolk TGA Part A Formulary to see if there is anything to add or delete from it.
- Elect new committee Co-Chairs. Volunteers for the committee's Co-Chair positions are welcome.

For the sake of new members on the Council, Doris discussed the responsibilities of the Quality Improvement and Strategic Planning Committee.

Also for the new members, Todd explained the responsibilities of the Community Access Committee the meeting day and time. There was emphasis of the importance of ensuring that new members understand the terminology.

The next committee meeting will be Tuesday, July 21st, at 4:00 p.m.

Priorities, Allocations and Policies Committee:

The committee met as scheduled, on Thursday, June 26th, prior to the Executive Committee meeting.

Expenditure Summary Report:

The Council reviewed the Expenditure Summary Report for the period ending April 30, 2020 dated June 15, 2020. The target expenditure was at 17% for all services. Overall, Part A TGA was at 12%. The final, final expenditure summary report for FY 2019 was not ready and will be presented to the Council at the next meeting.

Priority Setting and Resource Allocations Session:

The Notice of Grant Award came out to the Recipient this week and it indicates that there is an extension to it and is not due until mid-October 2020. In this regard, the Priorities, Allocations and Policies Committee revised the dates for the Session as follows:

- **Thursday, August 20, 2020:**
5:00 p.m. to 7:00 p.m.
Mandatory Data Training
- **Thursday, August 27, 2020:**
9:00 a.m. to 12:00 Noon
Priority Setting and Resource Allocations Process

The committee is also planning virtual for both Data Training and the PSRA Session. The documents pertaining to the PSRA Process will be finalized in time for the next Executive Committee meeting. The committee will review the documents and make revisions as necessary. The revised PSRA Session dates will be posted on the Part A Norfolk TGA website.

Part A Program Manager's Report:

- The Recipient received the Notice of Grant Award and is not due until mid-October 2020.
- The Recipient Staff is still working on the final, final Expenditure Report for FY 2019
- All Contracts are fully executed.
- The COVID-19 funding contracts have not yet been executed because the funding has to be executed separately and tracked separately from the regular funding.

Part B (VDH) Update:

The Part B update for the month of July was emailed to the Council members for review prior to the meeting.

COVID-19 Funding:

VDH is still working out the CARES Act funding. The funds have been allocated and VDH is in the process of completing contract modifications. VDH is focusing on items and activities that have reasonable chance of procurement within the period of performance for:

- PPE
- Purchase of cleaning and disinfecting supplies for clients
- Equipment for telehealth services,
- Home delivery of medications
- Dissemination of materials on COVID-19 through outreach and education
- Purchase of computer and software to support remote service delivery.

Program Updates:

- VDH is currently in the planning and implementation phase of a Rapid Start of Antiretroviral Therapy Initiative for newly diagnosed people. Currently VDH is working

with five RWHAP B sub-recipients to plan and implement a Rapid Start Program in five health regions throughout the Commonwealth.

- HRSA has waived the RW Part B required in-person site visits for GY20
- Virginia CPG Meeting will be June 26, 2020 at 9:00 a.m.
- Case Managers Weekly Webinar is scheduled every Wednesday from 12:30 to 1:30 p.m.
- VACAC Consumer next call is Tuesday July 21, 2020 from 2:00 to 3:00 p.m. Registration is required.

VDH will find out from Service Coordinators how many PLWHA have contracted COVID-19 and report back to the Council.

Ryan White Part C update:

In the absence of a Part C representative, no Part C update was presented. No response has yet been received to the Recipient's second request for Part C to have a Representative on the Planning Council.

HOPWA Update:

In the absence of the HOPWA Representative, no update was presented to the Council. Support Staff reached out to the HOPWA Representative for a written update. The Representative had indicated that she would join the scheduled zoom meeting.

Any Other Business:

There was no other business to discuss.

Any Announcements:

This was Todd's last Planning Council/Committee meeting because he was rotating off the Planning Council at the end of June. The Co-Chair, on behalf of the Council, thanked him for his service, commitment, tireless efforts, and experience, to the PLWH/A for the last six years. We hope he will be back after a year off the Council, in accordance with the Norfolk TGA Bylaws.

Next Meeting Date:

The next Planning Council virtual meeting will be Thursday, July 30th, at 5:00 p.m.

Meeting Adjournment:

With no other business to discuss, a motion was moved by Gwen and properly seconded by Todd to adjourn the meeting. The motion passed.

Respectfully submitted:

Rachael Artise-Co-Chair

Gwendolyn Ellis-Wilson-Co-Chair