

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL MINUTES**

Thursday, April 28, 2022: 5:00 p.m.

Call to Order: The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Microsoft Teams on Thursday, April 28, 2022 was called to order at 5:03 p.m.

Present:

Jerome Cuffee
Lynea Hogan
Ashley D.D. Brown
Meyoni Beale
Yasmine Black

Clay Porter
Dr. Michael Bane
Jonathan Albright Williams
Rhonda Russell

PC Members Absent:

Welton Rouse
Cindy Walters
Lexus Walker
Davon White
Terry R.J. Carrington
Syreeta Dawkins

Recipient/PC Support Staff:

Christine Carroll-Program Manager
Michael Dedeaux-Recipient Staff
Teresa Malilwe – PC Support Staff

Welcome/Introduction of Guests

Sharon Scott

The Planning Council had a quorum.

Moment of Silence and Reflection:

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

Confirmation of Notice of Meeting Posting:

There was no response received from Sub-Recipients to the notice of meeting.

Public Comment and Discussion:

There was no public comment or discussion.

Review of Minutes:

After review of the minutes, a motion was moved by Meyoni and properly seconded by Dr. Bane to approve the minutes as written. The motion passed.

Planning Council Activity Timeline (P-CAT)

For the month of April, the Planning Council will:

- Receive monthly reports from Standing Committees
- Hear Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items

- Approval of New Planning Council members
- Receive Award from HRSA/HAB for Grant Year. Review and Approve Final Allocations based on the actual Award Amount. *(If a partial Award is received, this process could take place again when another Award is received).*

Committee Reports:

Community Access Committee:

The Community Access Committee met as scheduled on March 9th at 6:00 p.m. The committee:

- Agreed to request the Executive Committee for an evote for the Town Hall flyer.
- The Co-Chair reached out to VDH for transportation funding assistance. The Chair was encouraged to find out from Providers if they had left over money which they could utilize towards transportation for participants to the Statewide Consumer Retreat.
- The virtual Town Hall meeting which was scheduled for April 26th and 27th was cancelled. The committee will work on a new date to schedule the Town Hall to give enough time to providers to help disseminate the information and for participants to register for the event.

The next committee meeting will be Wednesday, May 11th, at 6:00 p.m.

Membership and Nominations Committee/Executive Committee:

The committee met as scheduled, prior to the Planning Council meeting. The committee reviewed and discussed:

- **Planning Council Membership Attendance:**
Due to concerns about low attendance at meetings, the committee agreed that Planning Council/Sub-Committee membership attendance should begin to be recorded.
- **Developing Membership Recruitment Campaign:**
The committee looked at various options for Planning Council membership recruitment. This included:
 - The use of flyers and the Part A Norfolk TGA brochure. Asking providers to disseminate the Part A Norfolk TGA brochure to their clients and educating them about the Planning Council.
 - Support Staff will reach out to VDH for assistance in sourcing for a Medicaid Representative on the Council.
- **Managing the Membership Application Process**
Currently, there is one applicant on file. The applicant will be invited for an interview at the May committee meeting. There are two candidates who have gone through the interview process and are currently waiting for a slot to open up on the Council. They have been encouraged to participate on a committee of their choice.
Ms. Black was appointed member of the Planning Council. This, therefore, was her first Council meeting. The Co-Chair congratulated Ms. Black on her appointment and welcomed her as a new Council member.
- **New Planning Council Member Orientation:**
The committee was in agreement regarding the importance of Orientation for new members. The committee also agreed that Council members should receive refresher trainings periodically.

- **Membership Metrix for Compliance with the Federal Mandate:**
This ties into the recruitment campaign. The Council needs unaligned consumers for membership in order to be in compliance with the Federal Mandate.
- **Planning Council Feedback/Feedback Form:**
Prior to the COVID-19 pandemic, the Council provided feedback, after every Planning Council meeting, on their meeting experience. The committee agreed to start asking for feedback after every Council meeting, as was the case prior. The committee felt that this is a good opportunity for those members who are not comfortable to express themselves during the meeting, to do so outside of a formal meeting. Feedback will also improve performance at Planning Council/Sub-Committee levels.
- **Planning Council Nominations and Elections**
No Council member is currently rotating off the Council. And there was no requirement for elections at this time.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee did not meet as scheduled because the agenda items for the month of April required input from Support Staff. The Service Standards which were supposed to be presented to the Council for a vote, will be taken back to the committee. The committee will be required to update Eligibility Guidelines. The RWPA Eligibility Policy was changed because of HRSA's PCN 21-02.

Priorities, Allocations and Policies Committee

The committee met on Thursday, April 28th, prior to the Executive Committee meeting. The committee discussed and reviewed the Expenditure Summary Report for the period ending March 31, 2022. The target expenditure was at 100%. The majority of the service categories were above 70% expended. At least, 98% of invoices have been submitted. HIPCSA was given up to the end of the month to submit their reimbursements. The final report, therefore, will be presented to the Council at the May 26th meeting.

It was noted that HRSA has received the full appropriations. The Part A Norfolk TGA is, therefore, expecting to receive the full award in a few weeks.

Collaborative Research was awarded the Planning Council Support Staff contract and will start work May 1st.

Program Updates:

RW Part A Program Manager's Report:

In the report, the Program Manager stated that:

- The Recipient's Office was currently working on executing contracts for all services.
- There are two new RW Norfolk TGA Part A Providers; a Mental Health Services Provider, and a Primary Medical Care provider.
- The position for Program Monitor will be advertised in the next two weeks.

Part B Update:

Virginia Ryan White Part B Updates for Norfolk TGA Planning Council 03/31/2022 as presented by the Part B Representative, were as follows:

1. VDH is making changes to our Ryan White Part B eligibility process beginning April 1, 2022:
 1. VDH will now require clients to complete a full client eligibility assessment for Ryan White Part B services every 24 months.
 2. VDH is also moving towards Unified Eligibility that will allow clients to complete one client eligibility assessment for all Ryan White Part B services, including medication access services.
 3. Even though April 1 is the start date given to Unified Eligibility, it will take 9-12 months to fully include all clients into the Unified Eligibility process and update their eligibility on the new 24-month cycle.
 4. **It is not necessary nor recommended that subrecipients enter assessments on all clients into the Provide system by 4/1/2022.** Subrecipients should complete assessments for clients as their records indicate an updated eligibility (i.e., recertification) is due. Any client assessment completed and approved in Provide on 9/1/2021 or after will count as the client's updated eligibility and starts the 24-month counter for when the next full eligibility update is due.
 5. All of these steps will aid in spreading out eligibility due dates over a longer period of time, which will prevent subrecipients from needing to complete a large volume of assessments 24 months after 4/1/2022.
2. VDH is hiring for multiple positions. For more information on those positions as well as how to apply: <https://www.vdh.virginia.gov/disease-prevention/ddp-recruitment/>.
3. Virginia Department of Health invites providers, consumers, and community members to attend a Virtual Public Hearing to provide input on the next Virginia Integrated HIV Prevention and Services Plan. This plan will be a roadmap and lead Virginia in how we address and end the HIV Epidemic in Virginia.
 1. The meeting will be held virtually on **Wednesday, April 20, 2022 from 4:30 – 6:30 PM** through an Online ZOOM session with a phone-in option.
 2. Attached is a flyer for the event (with both a clickable link and a QR code that can be scanned to reach the registration page) - Please post the flyer around your agencies where clients can see it.
 3. Please also share this information widely with your network of providers and consumers who may provide or receive services, including medication pick up.

4. If you would like to participate, please register using the link:
<https://vdh.zoom.us/meeting/register/tJcpc-yvqTsrHdJupbA4ne3wuUgTaDsHhFDK>
 5. After registering, you will receive a confirmation email containing information about joining the public hearing.
 6. If you have any questions about this Public Hearing, please contact VDH's RWHAP B HIV Services Planner, Ashley Yocum by email at Ashley.Yocum@vdh.virginia.gov.
4. Ryan White Part B received a partial award for services for FY 2022 and await the full award from HRSA.

Part C Update:

In the absence of the Part C Representative, there was no Part C update presented to the Council.

HOPWA Update:

In the absence of the HOPWA Representative at the meeting, there was no HOPWA update presented to the Planning Council.

Announcements by Members:

There were no announcements by members. The Planning Council Co-Chair welcomed the new Council member, Ms. Yasmine Black.

Adjournment:

With no further business to discuss, a motion was moved by Meyoni and properly seconded by Ashley to adjourn the meeting. The motion passed.

Respectfully Submitted:

Jerome Cuffee – P.C. Co-Chair

Ashley D.D. Brown - P.C. Co-Chair