

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**NOTES OF THE PLANNING COUNCIL DISCUSSION**  
**Thursday, February 24, 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 Zoom on Thursday, February 24, 2022 was called to order at 5:04 p.m.

**Present:**

Jonathan Albright Williams  
Meyoni Beale  
Clay Porter  
Lynea Hogan  
Jerome Cuffee  
Ashley Brown  
Syreeta Dawkins

**Absent:**

Cindy Walters  
Davon White  
Lexus Walker  
Terry R.J. Carrington  
Rhonda Russell  
Welton Rouse  
Dr. Michael Bane

**Introduction of Guests**

Kristen Donovan-VDH  
Gwendolyn Ellis-Wilson  
Tonya Pacelli-VDH  
Yasmine Black  
Sharon Scott  
Dr. Tanya Kearney-EVMS/AIDS Resource Center  
Vonda McKeithan-EVMS/AIDS Resource Center

**Recipient Staff:**

Christine Carroll  
Michael Dedeaux  
Deryk M. Jackson  
Teresa T. Malilwe

**The Planning Council did not make a quorum for an official meeting to vote on recommendations from the committees.**

**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:**

The notice of the meeting was posted to the Norfolk TGA website: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org). There was no response to the notice of meeting posted was received.

**Public Comment and Discussion:**

There was no public comment or discussion.

**Review of Minutes:**

There was no motion to vote on Minutes because of lack of a quorum

**Planning Council Activity Timeline (P-CAT)**

For the month of January, 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
- Review Scope of Work and Planning Council Activity Timelines (P-CAT)
- Approval of Directives to the Recipient.

## **Committee Reports:**

### **Community Access Committee:**

The Community Access Committee met as scheduled on February 9<sup>th</sup> at 6:00 p.m. The committee:

- Discussed the upcoming virtual Town Hall tentatively scheduled for April 20<sup>th</sup> and 21<sup>st</sup> at 6:30 p.m. This will be a two-day event scheduled for one hour on each day. The committee discussed a basic agenda for the two-day event:
  - **Day 1:**
    - Aging and HIV
    - Consumer Perspective on Support Group
  - **Day 2:**
    - Taking Ownership of your Health and How to Navigate the Ryan White Services
    - Medical Pharmacy's view on Care
- At the end of each day, there will be a short period where participants will be introduced to the Planning Council. Information and advocacy about the Planning Council will be given to encourage participants to get involved by joining the Council.
- A doodle video created by the committee will be played to promote the upcoming Statewide Consumer Retreat in Wakefield, Virginia.
- During the Town Hall, the committee will administer a zoom evaluation to collect some data. Emails of the evaluation will still be sent out to participants without the zoom capability.
- As stated, the Quality Improvement and Strategic Planning (QISP) Committee will work collaboratively with the Community Access Committee on the upcoming Town Hall.
- Completed the flyer and a draft Application Form for the Statewide Consumer Retreat.

The next committee meeting will be Wednesday, March 9<sup>th</sup>, at 6:00 p.m.

### **Membership and Nominations Committee/Executive Committee:**

The committee met on February 24<sup>th</sup>, prior to the Planning Council meeting. The committee discussed Orientation training dates for new Planning Council members. The final decision on the training dates will be reported to the Council at the next Council meeting.

The committee reviewed the scope of work and the Planning Council Activity Timelines. The committee will also report back to the Council at the next Council meeting.

The committee reviewed and approved the Directives to the Recipient. The committee presented to the Council; the 2021 Directives adapted by the Executive Committee for 2022. The minor revision which was made to the 2021 for the 2022 Directives was noted. The final vote by the Planning Council was tabled because of lack of a quorum.

*In this regard, the Chair thanked members of the Council and guests who took time to virtually attend the meeting. However, he noted that the Council was currently struggling with attendance issues and compliance with the federal mandate regarding the composition of the Planning Council, especially with nonaligned consumers. The lack of a quorum at a meeting means, official business cannot be conducted, and recommendations cannot be voted on. The Project Officer at HRSA is concerned with the current status of the Part A Norfolk TGA Planning Council. She recommended Technical Support for the Planning Council to improve membership recruitment and retention, and attendance. The Chair encouraged attendees to assist with the recruitment effort, especially consumers recruitment.*

The Chair noted that currently, there is one applicant who is scheduled for interviews and a committee member who also submitted an application and is waiting to be interviewed.

#### **Quality Improvement/Strategic Planning (QISP) Committee:**

The committee met as scheduled on Tuesday, February 15<sup>th</sup>. The committee agreed to table their work on the Triennial Needs Assessment because an RFP was put out for Planning Council Support Staff. Assistance with the Needs Assessment was included in the Scope of Work for whoever will be awarded the contract.

The committee reviewed and approved the revisions to Service Standards.

The committee submitted their Committee's Annual Budget Request to the Recipient's Office. The committee will work in collaboration with the Community Access Committee on the Consumer Forum/Town Hall to assist with incentives for participants.

#### **Priorities, Allocations and Policies Committee:**

The committee met on Thursday, February 24<sup>th</sup>, prior to the Planning Council meeting. During the meeting, the committee;

- Reviewed and approved the Memorandum of Understanding (MOU) between the Planning Council and the Recipient's Office.
- reviewed and approved the Code of Conduct. This is a document that covers basic rules and guidelines and is signed by all Planning Council members annually
- Jonathan agreed to fill the position of Co-Chair for the Priorities, Allocations and Policies Committee in place of Lisa who rotated off the Planning Council after her three two-year terms.
- Reviewed the monthly expenditure Summary Report for the period ending January 31, 2022. The target expenditure was at 92%. However, overall, the TGA expended 66% of its grant award. EIS Services-Regular was the most expended at 101%. Funds were reallocated from the Grantee Administration and Quality Management into MAI and EIS-Regular and into other overspending categories such as Case Management, and Foodbank and Home Delivered Meals. However, it was noted that some categories were underspending, partly because some sub-recipients are months behind in reporting

expenditures. The Recipient's Office is processing the reports that have since been received and the Council might notice some changes in percentages at the next meeting.

### **Program Updates:**

#### **RW Part A Program Manager's Report:**

- The Program Manager noted that, for the last month, the Recipient Staff has been working on the RFP for all Services. The current contract for Planning Council Support ends in two/three days and, therefore, Recipient Staff will be working on the RFP for Planning Council Support next. It was noted that some new Providers have submitted proposals for Planning Council Support.
  
- The Project Officer indicated that the TGA will be getting up to three partial awards this year. The TGA already received one partial award (\$1.9 million) which includes a percentage of the Minority AIDS Initiative (MAI) funding and formular funding. The TGA has not yet received Supplemental Funding.

#### **Part B Update:**

Mr. Jonathan Albright Williams, the Part B (VDH) Representative on the Council submitted the following Part B Update for 2/24/22:

- Grants Management:
  - Currently finalizing contract renewals for the upcoming GY22 Part B grant year that will begin on April 1<sup>st</sup>.
  - Part B expended all of its carry over for GY21 but has experienced a reduction in our rebates generated in GY21 which has reduced our projected budget for GY22.
  - Part B subrecipients are being held at level funding
  - Part B has received guidance from our Program Officer regarding HIPCSA and our need to maximize our rebate dollars through ADAP (or VA MAP) services.
  - Part B will receive partial award, which will be about 35% for each of our funding categories with the exception of the Emerging Communities funding, which is for the Richmond Metropolitan Statistical Area. We will receive 100% of our funding.
- Provide Enterprise Database Training:
  - We are still in Phase II and currently combing through and working out the kinks of the transition to the new state client level database, Provide Enterprise. We are working with subrecipients to assist them with preparing their RSR.
  - VDH is providing weekly check-ins/technical assistance calls for subrecipients learning to use the Provide system. This will give subrecipient staff an opportunity to ask questions about system functionality and the assessment process.
  - Questions can be sent in advance of each meeting to Kimberly Eley at [kimberly.eley@vdh.virginia.gov](mailto:kimberly.eley@vdh.virginia.gov).
  - Next call will be Monday, February 28, 2022 3:00 – 3:45 p.m.
  - Will send the calendar of dates to Deryk to send out

- QM Summit
  - VDH hosted a highly successful two-day virtual QM summit titled “Changing Your Lens to Enhance Quality” with topics focused on Trans-Health, consumer input and experience, mental health and substance use services. We had over 100 people attend.
  - We also provided information on the new Unified Eligibility that will be rolling out for Part B services beginning April 1<sup>st</sup>.
  - We will share more information at our upcoming quarterly contractors meeting on March 2<sup>nd</sup> and the Case Management Summit March 3<sup>rd</sup> & 4<sup>th</sup> and will be continuing sending out information and updating our website.

Ms. Kristen Donovan from VDH presented an update of the Integrated Plan. This was a quick overview of the current status of the Plan. During the brief presentation, Kristen noted that both Part A and VDH could consider writing the Part A Norfolk TGA Triennial Needs Assessment into the Integrated Plan and coordinate together the bank of questions and have a Statewide bank of people who they can reach out to. This is something that can be done in coordination. If there are thoughts on the recommendation, she asked the committee to let Support Staff know the decision regarding the recommendation for collaboration.

Copy of the Integrated Plan update will be emailed to Support Staff for dissemination to the Council for information. She invited questions from the Council members who are interested in providing feedback via her email at VDH.

**Part C Update:**

In the absence of the Part C Representative on the Council, there was no monthly Part C update.

**HOPWA Update:**

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

**New Business:**

**Review Scope of Work & Planning Council Activity Timeline (P-CAT):**

The Council accepted the recommendation to table the review of the scope of work and P-CAT to the March 31<sup>st</sup> meeting. Collaborative Research submitted the response to the Planning Council Support RFP.

**Co-Chair Nominations:**

After three two-year terms, Rachael rotated off the Planning Council in December 2021. The Council was, therefore, in need of another Co-Chair to assist Jerome. Ashley was nominated for Co-Chair, and she accepted the nomination. A list of eligible Planning Council members for Co-Chair will be emailed for review prior to and a vote at the March meeting.

**Announcements by Members:**

The Council wanted to know if there was a possibility for members of the Planning Council/Sub-Committees meeting in person. It was felt that virtual meetings could be one of the contributing factors for low attendance. Currently, the City of Norfolk is still enforcing the COVID-19 safety

protocols. However, with the COVID-19 infection/death numbers going down, there is a possibility that the City might loosen some restrictions related to THE COVID-19 pandemic. The Program Manager will inform the Council of any updates to the current situation.

**Adjournment:**

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

Respectfully Submitted:

---

Jerome Cuffee – P.C. Co-Chair