

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL MINUTES
Thursday, June 30, 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, June 30, 2022 was called to order at 5:05 p.m. The following members were in attendance:

Present:

Ashley Brown	Jerome Cuffee
Lynea Hogan	Meyoni Beale
Dr. Michael Bane	Rhonda Russell
Welton Rouse	Yasmine Black
Tonya Pacelli/Proxy for Jonathan Albright Williams	

PC Members Absent:

Clay Porter
Cindy Walters
Lexus Walker
Terry R.J. Carrington
Syreeta Dawkins
Davon White

Recipient/PC Support Staff:

Christine Carroll-Program Manager
Michael Dedeaux-Recipient Staff
Thomas Schucker
Deryk M. Jackson
Teresa Malilwe

Welcome/Introduction of Guests

Sharon Scott
Vonda McKeithan-Committee Member

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. The notice of meeting was, however, posted to the Part A Norfolk TGA website.

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 Ashley to approve the minutes as written. The motion passed.

Planning Council Activity Timeline (P-CAT)

For the month of June, 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

Committee Reports:

Community Access Committee:

The Community Access Committee met as scheduled on Wednesday, June 8th at 6:00 p.m. The committee continue to discuss and plan for the Wakefield HIV Then and Now Retreat scheduled for the weekend of August 27th and 28th. This will be a Statewide Consumer Retreat.

The committee reviewed and approved the Retreat Application. The Application went out on June 28th for distribution to Agencies. It was also shared with VDH on June 29th for distribution to regions throughout the State. The committee discussed transportation to the Retreat venue. The Ad Hoc Committee met, and a meeting was subsequently held with the Recipient Staff to discuss transportation for consumers in the Eastern Region. The committee is currently working on getting quotes from various transportation companies for the Eastern Region consumers.

During the meeting, the committee also discussed and initiated a letter that will go out to agencies requesting any marketing and/or promotional materials that will be distributed to the participants at the Retreat. The committee is continuing the Ad Hoc Committee meetings as well as working in conjunction with State Representatives to ensure that the Retreat is a resounding success.

The next committee meeting will be Wednesday, July 13th at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The QISP Committee met on Tuesday, June 21st as scheduled. The committee reviewed the revised Part A Norfolk TGA Service Standards. The main revision was to align the eligibility section which states: *Eligibility must be performed upon a client's initial entry into Ryan White Part A services and at least annually thereafter.* After review, a motion by the committee was approved to accept the revised Services Standards as written with:

- 0-Nays, and
- 0-Abstentions

The committee also reviewed and discussed the Triennial Needs Assessment Tool. After review, the Planning Council approved a motion by the Committee to accept the Triennial Needs Assessment Tool as presented. The motion passed with:

- 0-Nays, and
- 0-Abstentions

Priorities, Allocations and Policies Committee:

The committee met Thursday, June 30th at 2:30 p.m. The Recipient's Office presented a reallocation request to move \$33,233 from Drug Reimbursement into Medical Case Management. Drug Reimbursement is currently not being provided by a Provider. However, the committee tabled the vote on the Recipient's Reallocation Request to further review the final expenditures report from FY 2021.

There are currently no expenditures under services on the Expenditure Report for this month, except under Grantee Administration, Planning Council Support, and under Clinical Quality Management. The Recipient's Office will present a report with expenditures at the July meeting for review.

The committee also reviewed:

- The Needs Assessment outcomes and data.
- Discussed the Priority Setting and Resource Allocations (PSRA) framework and meeting logistics for PSRA
- Discussed PSRA and identified datasets for PSRA
- The committee is looking at scheduling the PSRA Session, tentatively, late August/early September.

Currently, the committee is requesting datasets from VDH as well as service utilization data from the Recipient's Office. Under Service Utilization, the committee will also request for specific data for the three sub-populations of focus.

Membership and Nominations Committee/Executive Committee:

The committee met as scheduled, prior to the Executive Committee meeting. The committee discussed:

- **New Council member Orientation Training:**
Orientation will be conducted for the new Council members. Other Council members interested in attending will be welcome. The committee is looking at two options, either a whole day training or a three days-two hours training session. A survey tool will be sent out to the new Council members to get a consensus on availability for the training.
- **Develop Membership Recruitment Campaign:**
As part of the recruitment campaign, a question was included on the Triennial Needs Assessment survey tool asking respondents to indicate if they are interested in knowing more about the Planning Council or are interested in joining the Planning Council.

Program Updates:

The Part A Program Manager presented an update as follows:

- The vacant Program Coordinator position has been listed on the City of Norfolk Jobs website under Ryan White Program. Anybody interested, please apply. If you know someone interested, refer them to the web page. The advertisement will close, next week, the 1st of July.
- The Grant Application score was received on June 30th. The Part A Norfolk TGA received a score of 94%. There were all "Strengths" and no "Weaknesses" on the Application. The Program Manager congratulated everyone who was involved in putting it together. The TGA is now in a three-year cycle for the first time since Ryan White has been in existence.
- The Recipient's Office is currently closing up the City audit.

It was also reported that the Part A Norfolk TGA received a \$68,000 increase over last year's funding. The funds have already been dispersed across the services.

The Program Manager requested a special moment of silent prayer for Janet Hall. Janet once served on the Planning Council. She passed away over the weekend.

Part B Update:

In the absence of the Part B Representative, Ms. Pacelli, who was standing in for Jonathan, presented the Part B update:

Part B Report for the period June

VDH is continuing the Provide TA webinars every Monday at 3pm through July 25th.
Part B received its final NoA this week. Received an increase in our base funding with slight reductions in other formula based awards.
As a reminder: With the implementation of Unified Eligibility, VDH requires a Virginia RWHAP B-contracted agency to conduct all client eligibility assessments for all RWHAP B services, including ADAP. To find a Ryan White Part B Provider, you can visit the Resource Connections webpage , which lists all agencies where Part B eligibility assessments can be done. Find a Ryan White Part B Provider here: Resource Connections - Ryan White Part B Eligibility . Clients who have an eligibility end date in the Provide system that is not expired do not need to complete a new eligibility assessment before the expiration date. Ryan White Part B has transitioned all eligibility assessments entered into Provide on 9/1/2021 or later to their respective 24-month expiration end date.
Currently hiring for a Services Coordinator and is a contractor position.
Currently hiring for VA MAP Technicians
VDH Clinical Quality Management Team hired a second Quality Management Specialist Javon Tyler that started last week.

Additionally, it was noted that Support Staff serve on the Virginia Planning Group and gave an update on the Virginia Integrated HIV Prevention and Care Plan, as follows:

- Still working on Resource Inventory Plan – currently revising
- Still working on getting focus groups going – working through challenges w/ the IRB process
- Epi Snapshot – plan to send out for a second review.
- Monitoring and Evaluation – have developed a logic model and have begun drafting goals and objectives.

Support Staff continue to meet with VDH on a bi-weekly basis to review the Plan updates and will present the updates to the Council as they are received.

Part C Updates:

The following is a summary report of Ryan White Part C, EIS activities from April 1, 2022 through April 30, 2022 and May 1 through June, 2022.

1. The Part C resident geographical area covers patients residing in the following areas:
 - a. Norfolk TGA,
 - b. State of Virginia, and
 - c. North Carolina, inside and outside of Currituck County
2. The award performance period is May 1 through April 30.
3. Part C proposal was approved, and we received 25% on April 1, 2022.

4. Costs not covered by Parts A and B

- a. Parts A and B claims paid after those grants closed but before the Part C closes. Mental health and other cost shares are examples.
- b. Costs for TGA patients not covered by Part A due to limited TGA funding
- c. Costs for oral health provided non-TGA providers
- d. Costs for rare other services needed but not covered by Parts A or B. An example is transportation or food assistance for a North Carolina patient that resides outside of the TGA.

The below data covers patients served during the period between April 1, 2022 through June, 30 2022.

Service	04/01/22 Through 04/30/22	05/01/22 Through 05/25/22	05/26/22 Through 06/30/22	
Non-MCM	28	28	37	
MCM	1	1	3	
Foodbank	0	0	0	
HIPCSA	1	0	0	
Oral Health	9	9	3	
Office Visits/ Labs	25	15	27	
Medical Transportation	0	0	0	
Total Unduplicated Patients	46	34	49	

With regards to the full award for Part C, Welton will have a report for the Council at the next Planning Council meeting.

HOPWA Update:

In the absence of the HOPWA Representative at the meeting, no HOPWA update was presented.

Announcements By Members:

There were no announcements by members. However, Support Staff reminded Council members to be on lookout for the Feedback survey link which will be emailed shortly after the meeting.

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