

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

Thursday, May 26, 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, May 26, 2022 was called to order at 5:03 p.m. The following members were in attendance:

Present:

Clay Porter
Jerome Cuffee
Lynea Hogan
Dr. Michael Bane
Welton Rouse

Davon White
Jonathan Albright Williams
Meyoni Beale
Rhonda Russell
Yasmine Black

PC Members Absent:

Ashley D.D. Brown
Cindy Walters
Lexus Walker
Terry R.J. Carrington
Syreeta Dawkins

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
Doris McNeill
Tonya Pacelli

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 Clay 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

Committee Reports:

Community Access Committee:

The Community Access Committee met as scheduled on May 11th at 6:00 p.m. It was noted that:

- The Town Hall was cancelled due to a low number of registered participants. The committee will discuss plans to hold a Town Hall meeting at a later date. For now, the committee is focused on planning for the upcoming Statewide Consumer Retreat.
- The committee discussed in detail, plans for the upcoming Consumer Retreat which is open to consumers Statewide.
- The Statewide Consumer Retreat was rescheduled for the weekend of August 27th and 28th.
- The committee presented the Registration Form for review and a vote to the Planning Council. After review, a motion to accept the Application Form as presented was accepted with:
 - 0 – Nays
 - 0 – Abstentions
- The committee is currently working on the agenda for the Statewide Consumer Retreat. It will be presented to the Council for review when completed.
- With regard to transportation to the Retreat, the Co-Chair will reach out to the Recipient's Office for funding assistance when the full award has been received.
- The committee will work in coordination with VACAC in the five Regions for ease of planning the event.
- The committee Co-Chair and Gregg, a long-time member of the committee, will undertake a trip to Wakefield to survey the place and hold discussions with the Event Planner. The scheduled Retreat will be held in Wakefield, Virginia.

The next committee meeting will be Wednesday, June 8th at 6:00 p.m.

Membership and Nominations Committee/Executive Committee:

The Membership and Nominations Committee met prior to the Planning Council meeting, at 3:30 p.m. The committee talked about:

- **Planning Council Training:**
Support Staff are working on a schedule of Trainings for the Planning Council. The trainings are scheduled to begin in June. It is expected that Council members will take the training lead for each planned topic. The trainings will take place during the Planning Council meetings.
- **New Planning Council Member Orientation:**
Orientation will be scheduled on a separate day from the Council meetings. Training will involve new members who have been seated within the last year. However, Council members who think they need a refresher are welcome to attend. The committee also looked at the Mentorship Program, including Technical Assistance from HRSA.

- Planning Council/Sub-Committee Meeting Attendance:**
 After the Council went from in-person meetings to virtual meetings due to the COVID-19 pandemic and the State of Emergency put in place by the Governor, attendance has been low at both the Council meetings and Sub-Committee meetings. Attendance during the period of the pandemic, was not officially recorded. Going forward, it was agreed that attendance at both the Planning Council and Sub-Committee meetings will be recorded. It is hoped that this process will improve attendance at meetings.
- Developing Membership Recruitment Campaign:**
 The committee is looking at various options to boost membership on the Planning Council, including the use of flyers, brochures, and word of mouth to the community.
- Managing the Membership Application Process:**
 The committee interviewed one applicant for Planning Council membership. Because of the requirement to be in compliance with the Federal Mandate, the candidate will be invited to, initially, participate on a Committee of her choice until a suitable slot opens up on the Planning Council. She will then be officially appointed by the Mayor as a Council member. There are currently two other individuals who have gone through the interview process, and are participating on committees.
- Membership Matrix for Compliance with the Federal Mandate:**
 The committee reviewed the Part A Norfolk TGA Matrix and moved some members into suitable vacant categories. Efforts will be made to fill some vacant slots such as *Category 10-State Government – State Medicaid Agency*, and also ensure that the TGA is in compliance with the requirement for the 33% unaligned consumers on the Council.
- Planning Council Feedback/Feedback Form:**
 The committee reviewed the Feedback Form. Traditionally, the Planning Council and Sub-Committees used the Feedback Form to get feedback from meeting participants during or after meetings. Feedback surveys help the Council and committees to have an idea of how they are performing and in which areas to make improvements. It also helps individual members, who have challenges talking or asking questions in an open forum, to express their opinion outside the formal meeting. The committee accepted the recommendation to begin getting feedback from members after Council meetings.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met as scheduled, on May 17th. The committee reviewed and revised the Part A Norfolk TGA Service Standards based on the new eligibility policy. The committee also discussed the Needs Assessment process. The committee is working on the Needs Assessment and is in the process of identifying the barriers, gaps and needs within the TGA. The committee also talked about the targeted number of people for the survey. Collaborative Research will assist the committee create palm cards as an informational tool to distribute to offices of Sub-Recipients, non-Ryan White Providers and to the community as a whole.

Priorities, Allocations and Policies Committee

The committee met as scheduled on Thursday, April 28th, prior to the Executive Committee meeting. The TGA is still waiting on the final award. All contracts have been executed. The committee talked about the

upcoming Priority Setting and Resource Allocations (PSRA) Process. There was discussion about the PSRA Framework and the meeting logistics for the PSRA. Because there is no grant application this year, the PSRA Session will be held either late August or early September. The committee also talked about the 2022-2023 Planning Council Activity Timeline (P-CAT).

The committee also reviewed the monthly Expenditure Summary Report through May 18th. The target expenditure was at 100%. Overall, most services were over 90% expended. A few services were under spent, such as Medical Transportation, and HIPCSA. The percentages will change a little bit, because of one provider who is still turning in some invoices. Next month, the Committee will start reviewing the 2022/2023 expenditures.

Program Updates:

RW Part A Program Manager's Report:

The Recipient's Office is still waiting for the full award. The Recipient Staff is in the midst of a Citywide audit. With the challenges of staffing and health issues, the Staff will keep moving forward with their work.

Part B Update:

The following are the Ryan White Part B Updates as presented by the Part B Representative on the Council:

Ryan White Part B Updates: Quarterly Contractors Meeting on Wednesday, June 1, 2022. Registration has been emailed through our listservs. Provide TA webinars are on every Monday at 3pm.
Part B still has not received the Final NoA
Unified Eligibility is now live as of May 6, 2022 Here are highlights: ♦ This policy replaces any prior policies and guidance regarding Virginia's RWHAP B and VA MAP client eligibility processes. ♦ Virginia RWHAP B clients will need to verify their eligibility status every 24 months. ♦ VDH requires RWHAP B-contracted agencies to conduct period checks called Client Access Reviews (CARs) for anything that potentially changes the client's eligibility for services and input changes into Provide® within 7 days. ♦ Virginia RWHAP B-contracted agencies will conduct all client eligibility assessments for all RWHAP B services, including ADAP. ♦ Virginia RWHAP B-contracted agencies will use the state's new client-level data system called Provide Enterprise®. VDH has a dedicated web page for Provide Enterprise that include FAQs and can be accessed ♦ Eligibility criteria remains the same. Released new documents: Supportive Documentation for Unified Eligibility Checklist and No-Income Letters. ♦ As of May 09, 2022 and going forward, VA MAP will no longer process eligibility assessments for medication access. Through UE, VA MAP will be reviewing eligibility assessments to determine the appropriate VA MAP service option for a client to access their medication. Eligibility for medication access will be determined through the eligibility assessments conducted by a Virginia RWHAP B-contracted agency.
Resource Connections webpage lists all agencies where Part B eligibility assessments can be done. Eligibility assessments do not have to be conducted in person so long as the information and documentation is provided securely via any mode of technology (e.g., screenshots, text messages, etc.). Part B encourages agencies to utilize all secure electronic/virtual options as possible to complete assessments & CARs. Link to Find a Ryan White Part B Provider here: Resource Connections - Ryan White Part B Eligibility

Our Comprehensive Site Visit Report has been received. It reflects a very positive site visit with strengths as best practices highlighted. There were 4 Legislative findings, 2 Programmatic Findings, 2 Improvement Options, and 14 strengths identified across the Part B program. VDH will have to develop a CAP in response.

Currently hiring for a contracted Services Coordinator and VA MAP Technicians. For more info contact TGA's Part B rep.

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 is working on transitioning all eligibility assessments entered into Provide on 9/1/2021 or later to their respective 24-month expiration end date. Providers can still and should refer clients to Benalytics to get enrolled in Medicaid or VA MAP. Many may be eligible for the extended SEP by income.

Cross-Parts QMAC meeting was held Wed., May 25th.

Contract Renewal process is underway for agencies that are participating in the Rapid Start Collaborative. These contracts will begin on July 1, 2022.

A request for WICY data will go out hopefully by the end of this week to our Cross-Parts counterparts.

Part C Update:

The following summary report of Ryan White Part C, EIS activities from April 1, 2022 through April 30, 2022 and May 1 through May 25, 2022 was presented by the Part C Representative on the Planning Council:

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 data below covers patients served during the period between September 30, 2021 through March 31.

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

HOPWA Update:

In the absence of the HOPWA Representative at the meeting, there was no HOPWA updates 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 Welton and properly seconded by Meyoni to adjourn the meeting. The motion passed.

Respectfully Submitted:

Jerome Cuffee – P.C. Co-Chair

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