

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, March 29, 2018 – 3:00 p.m.**

Call to Order: The meeting was called to order at 3:13 p.m.

Roll Call:

The following members were in attendance:

Rachael Artise

Gwendolyn Ellis-Wilson

Devon White

Ashley Brown

Kanetra Nwajei

Absent Members:

Jerome Cuffee

Deryk M. Jackson

Lisa P. Laurier

Staff in attendance:

Jacquelyne Wiggins-Grantee Staff

Michael Koran-PC Support

Christine Carroll-Grantee Staff

Teresa-PC Support Staff

Moment of Silent Reflection:

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

Review of Minutes:

The minutes were reviewed and a motion was approved to accept the minutes as written.

Committee P-CAT:

The committee's agenda was as follows:

- Program Manager's Report:
 - Review Expenditures by Service Category
 - Review Reallocation Requests from Grantee

Old Business:

- Priority Setting and Resource Allocations Session:
 - Review Framework for Annual Priority Setting and Resource Allocations Process (including Directives)
 - Identify data and coordinate collection of datasets
- Compile Unresolved Issues in Parking Lot

New Business

Grantee's Reports:

Expenditure Summary Report: The committee reviewed the Expenditure Summary Report for the period ending January 31, 2018 dated March 9, 2018. The Recipient noted that a cut-off notice to all Sub-Recipients was sent informing them that all expenditures should be submitted by April 16th. The final expenditure report will, therefore, be presented at the April meeting.

The target expenditure rate was at 92%. However, Oral Health/Dental Services was at 93% expended, and Mental Health was at 94%. The Health Insurance Premium and Cost Sharing Assistance (HIPCSEA)-Medication Co-Pays was underspending at 69%. HIPCSEA was showing low because receipt of bills by providers takes a long time. Overall, expenditure was at 79%.

The Grantee stated that at the meeting with the City of Norfolk Officials, to discuss the issue of the City fronting the TGA some money, the City agreed to do so. Therefore, all Award letters for FY 2018/2019 were sent out to Providers; at level funding. This has enabled the Grantee to contract for a full twelve months without a full award. The TGA has not yet received the full award. Another partial award was received by the TGA, which would have lasted for about four months.

Old Business:

Review framework for the Annual PSRA (including Directives): With the Committee's approval, Support Staff asked for the responsibility of submitting a formal data request to the Grantee. The data will be used for the upcoming Priority Setting and Resource Allocations Process. The following data requests will be submitted, as follows:

- From the Virginia Department of Health:
 - The HIV Demographics of the Norfolk TGA
- From the Grantee:
 - The Norfolk Early Intervention Services (EIS) data
 - The Service Utilization Data

At the Mandatory Training Session, the Red Ribbon activity will be used.

In the past, prior to the PSRA Session, the Community Access Committee conducted a survey on the needs and gaps for service.

The committee reviewed the data sets which were used at the 2017 PSRA Session, and these included:

- The Norfolk TGA HIV/AIDS Demographic Table
- The Early Intervention Services (EIS) Table
- Service Utilization and Expenditures FY 2017-2017

The committee discussed the upcoming PSRA Session and the datasets that will be used for the Process. It was noted, during presentation by Training Resources Network, Inc. at the Quality Improvement & Strategic Planning Committee, that there were only four (4) people served in the category of Mental Health. The committee wondered if the category should be looked at or prioritized during the PSRA Session, including data for Substance Abuse. The committee was advised to take a good look at data when it is presented as it relates to the PSRA Process and how it is prioritized. The committee also discussed the question of attendees at the PSRA Session and who or how surveys for data are conducted. It was noted that surveys are administered at the Community Access Committee's Consumer events. And for most years, the Community Access Committee members attend the PSRA Sessions and provide input when and/where necessary.

Compile Unresolved Issues in the Parking Lot: There were no unresolved issues.

New Business:

There was no new business to discuss.

Date for the next PSRA Session: A reservation for the upcoming PSRA Session was made at the Kroc Center from 9:00 a.m. to 5:00 p.m. on June 21, 2018. The Mandatory Training will be conducted on the same date as the Session.

Other Business/Announcements:

There was no other business or announcements.

Next Meeting Date:

The next meeting will be on April 26th, at 3:00 p.m.

Adjournment:

With no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully submitted,

Rachael Artise –Committee Co-Chair