

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, April 26, 2018 – 3:00 p.m.**

Call to Order: The meeting was called to order at 3:15 p.m.

Roll Call:

The roll was called and the following members were in attendance:

Present:

Jerome Cuffee
Lisa P. Laurier
Ashley Brown
Davon White

Gwendolyn Ellis-Wilson
Rachael Artise
Deryk Jackson

Absent Members:

Kanendra Nwajei

Staff in attendance:

Jacquelyne Wiggins-Grantee Staff
Robert Hargett-Grantee Staff
Teresa-PC Support Staff

Christine Carroll-Grantee Staff
Michael Koran-PC Support

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: Copies of the Preliminary Final Expenditure Summary Report for the period ending February 28, 2018 dated April 25, 2018 were distributed to the committee for review. The Grantee noted that the TGA was in the process of closing out the accounts for all services on April 16th, except for HIPCSA. HIPCSA has until the end of April to submit all their reimbursements. The Final Expenditure Report is due to

HRSA on May 30th and the committee will also review the final expenditure report at the May meeting.

It was noted that there is about 10% left over from all the funds that were awarded to the TGA including the carryover. However, the Grantee's Office is expecting the remaining funds to go down some more because, as the TGA is closing the Grant Year, there are some accounts that have yet to be recorded, even in the Grantee's Budget, some of which are outside the Grantee's control.

The Grantee Staff responded to questions that were raised by committee members, including the question about why the Non-Medical Case Management category is 100% expended because of salary support; while Primary Medical Care which has salary support is only 92% expended. The committee also wanted to know why the Substance Abuse Treatment Category did not do too well. With regard to the question why Quality Management was only 66% the Grantee Staff noted that there have been some structural changes within Quality Management in HRSA policies and how they expect the funds to be administered. In this regard, some funds were moved from Quality Management into services this year.

Review Reallocation Requests from Grantee: There were no reallocation requests from the Grantee's Office.

Old Business:

Review framework for the Annual PSRA (including Directives): As requested, the Virginia Department of Health submitted the epidemiological profile for the Norfolk TGA, copies of which were included in the committee's folders for review. The report pertains to data on AIDS Incidence and HIV Incidence; AIDS Prevalence and HIV Prevalence in different Demographic groups and Exposure Categories; that is:

- Age at diagnosis (Incidence) and Current Age (Prevalence)
- Race/Ethnicity
- Gender
- Exposure Category

However, these were preliminary numbers from VDH. The data under discussion will be presented for discussion at the PSRA Session in June. The committee will be informed, if there will be any other changes to the current data. A motion was moved by Deryk and properly seconded by Jerome to bring the data to the PSRA Session as part of the information. The motion passed. The Grantee's Office will also present the Service Utilization data as part of the information for the PSRA Session.

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

New Business:

There was no new business to discuss.

Next Month's Agenda:

For next month's committee meeting, the Support Staff will be presenting the following data from the Recipient's Staff:

- Service Utilization Data
- Early Intervention Service Data
- Final Expenditure Summary Report

Other Business/Announcements:

All Planning Council/Sub-Committee meetings will be conducted on the first floor of this building.

Next Meeting Date:

The next meeting will be on Thursday, May 31st, at 3:00 p.m.

Adjournment:

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

Respectfully submitted,

Lisa P. Laurier –Committee Co-Chair