

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, August 30, 2018 – 3:00 p.m.**

Call to Order: The meeting was called to order at 3:04 p.m.

Roll Call:

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

Present:

Jerome Cuffee
Rachael Artise
Deryk M. Jackson

Lisa P. Laurier
Ashley Brown

Absent Members:

Devon White
Gwendolyn Ellis-Wilson

Staff in attendance:

Jacquelyne Wiggins-Grantee Staff
Thomas Schucker-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:

After review of the minutes, a motion was approved to accept the minutes as written.

Committee P-CAT:

The committee Meeting Agenda:

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

Old Business:

- Compile Carryover Request Supporting Documentation
- PSRA-Review Priority Setting and Resource Allocations Report
- 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 June 30, 2018 dated August 20, 2018. The target was at 33%. Overall, the TGA expenditures were at 30%. The Grantee stated that some of the categories that are over-expending and should be closely watched are:

- Medical Case Management at 34%
- Early Intervention Services at 37%
- Food Bank/Home Delivered Meals at 55%
- Emergency Financial Assistance-Housing at 33%

- Non-Medical Case Management at 36%

The Mental Health Services were under-expending at 11% (There is only one provider for this service in the area). The Grantee recommended reallocating, at least \$30,000 from the Mental Health Services category and allocate the funds into categories that are over-spending, such as Food Bank/Home Delivered Meals and Emergency Financial Assistance (EFA) or any other category spending at over 33%.

For information purposes, the Grantee also noted that \$34,261.00 was taken out of Clinical Quality Management and allocated as follows:

- Oral Health/Dental Services: \$23,000
- Medical Case Management: \$10,961

The Project Officer is happy with the TGA's current expenditure rate.

Other areas of concern, are Health Insurance Premium/Cost Sharing Assistance at 24%, and Medication Co-Payments at 11%. The grantee hopes that the service will eventually pick up. If it does not pick up soon enough, funds will be reallocated from the service category as well. The Project Officer would like to see all the funds spent this grant year.

The Recipient noted that the Grant Application is due on September 21, 2018. Collaborative Research is assisting with writing of the Grant application.

Compile Carryover Request Supporting Documentation: The TGA will not apply for carryover this year. If the situation changes next year, the Recipient's Office will go ahead and apply.

Old Business:

PSRA-Review Priority Setting and Resource Allocations Report: Support Staff gave a presentation of the June 21st PSRA Session final Report.

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

New Business:

Directives: Support Staff presented the FY 2019 Directives to the Recipient for the committee's review. After review and discussion, a motion was moved by Deryk and properly seconded by Lisa to approve the 2019 Directives to the Recipient. The motion passed.

Other Business/Announcements:

November/December Committee Meetings: The next committee meeting will be September 27th. The Recipient's Office will probably present recommendations for some reallocations at the meeting. Since the Planning Council is lifting the 10% recommendation, the committee voted not to meet in the months of November and December 2018. However, the committee will discuss if it will be necessary to meet in October as scheduled.

Next Meeting Date:

The next meeting will be on Thursday, September 27th, at 3:00 p.m.

Adjournment:

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

Respectfully submitted,

Rachael Artise – Co-Chair

Lisa P. Laurier – Co-Chair