

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, February 22, 2018 – 3:00 p.m.**

**Call to Order:** The meeting was called to order at 3:16 p.m.

**Roll Call:**

The following members were in attendance:

Deryk M. Jackson  
Kanedra Nwajei  
Ashley Brown

Lisa P. Laurier  
Gwendolyn Ellis-Wilson  
Rachael Artise

**Absent Members:**

Jerome Cuffee

**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 approved as written.

**Review the P-CAT:**

The committee reviewed the P-CAT. The following items were on the agenda for the committee's discussion:

- Review Expenditures by Service Category
- Review Reallocation Requests from Grantee
- Review framework for PSRA (including Directives)
- Bylaw and MOU review and update
- Compile Unresolved Issues in Parking Lot.
- Review scope of work for next year (P-CAT).

**Grantee's Reports:**

*Review Expenditures by Service Category:* The Grantee Staff noted that the Norfolk TGA has received a partial award under Formula, in the amount of:

- Regular funding: \$1,145,105.00
- MAI: \$ 109,639.00

No funding has been received yet under Supplemental. The Grantee staff will work on the allocation of the funds to services and will present a recommendation at the committee's call meeting. Christine, who was scheduled to have a meeting with the City Manager's Representative on the Planning Council, discussed an idea she wanted to bring up with him, of asking the City to obligate some funds, once the Ordinance has been signed by all the signatories. However, if the idea is not received favorably, the Project Officer advised that the Recipient can write a letter to HRSA indicating how the inadequate funding is going to jeopardize the Program in the area. And Part A will not

revisit the issue of Part A asking Part B for some funds because, last year, Part B would have agreed, but did not want the money back from Part A. After discussion about different options to source for funding, the Grantee Staff stated that they will initially talk to the City of Norfolk and if that fails, then, according to the Project Officer's reassurance, will write a letter to HRSA.

In discussing the partial funding, the committee discussed the option making use of Part B services. That is, referring clients from Part A that need a service that Part A has no money for, to Part B; if such a service is available at Part B. The chair recommended putting together a small group of individuals that can work out the details of how it can be done. It was noted that, in the Tidewater Region, Part A clients are also Part B eligible. The committee discussed the services that are offered by various Providers.

*Expenditure Summary Report:* The committee reviewed the Expenditure Summary Report for the period ending December 31, 2017 dated February 15, 2018. The target was at 83% and overall, the TGA was expending at 73%. Medication Co-pays, which is part of HIPCSA, was low at 37%. Emergency Financial Assistance (EFA)-Utilities was also low at 49% but is expected to rebound in the coming months. On average, the TGA was running 10% behind for some months. The Grantee Staff noted that the TGA will have a carryover, most likely, less than 10%.

The Grantee also noted that at the end of this fiscal year, one Mental Health Provider has dropped out, because of the high no-show rate for Ryan White clients. There is, therefore, only one Mental Health Provider left in the TGA.

### **Old Business:**

*Review framework for PSRA (including Directives):* The Directives, as revised by the committee at the last meeting, were distributed for review. The Directives should be ready by June for the PSRA Session and for the writing of the Grant Application. The Support Staff went over the main changes that were recommended. During the review, concern was expressed regarding the language used in the Directives. Because of lack of time and in order to take care of some technical issues in the Directives; the committee agreed to defer discussion of Directives to the March meeting. In the meantime, the committee was requested to continue reviewing the Directives via email and send feedback and comments to Support Staff before the next meeting.

*Date for the next PSRA Session:* The committee discussed the date and location for the next PSRA Session. A recommendation to schedule the event on Thursday, June 21, 2018 will be presented to the Executive Committee for a vote and subsequently the Planning Council for a final vote. Three locations were suggested:

1. The Salvation Army Kroc Center
2. The Hampton Health Department
3. The Pretlow Library at Ocean View

A motion was moved by Gwendolyn and properly seconded by Deryk to schedule the PSRA Session on Thursday, June 21, 2018 at any of the recommended locations, depending on availability. The motion passed.

*Review Scope of Work for next year (P-CAT):* The committee's P-CAT was approved at the last meeting.

**Other Business/Announcements:** There was no other business or announcements.

**Adjournment/Next Meeting:** With no further business to discuss, a motion was moved by Gwendolyn and was properly seconded by Deryk to adjourn the meeting. The Motion passed. The next meeting will be on March 29<sup>th</sup>, at 3:00 p.m.

Respectfully submitted,

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Lisa P. Laurier –Committee Co-Chair