

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, November 19, 2015 – 3:00-4:00 P.M.**

**Call to Order:** The meeting was called to order at 3:02 p.m.

**Roll Call:**

**The following members were in attendance:**

Jerome Cuffee, Katrina Fontenla, Charmaine Brown, Kanedra Nwajei, Christine Carroll-Grantee Staff, Robert Hargett-Grantee Staff, Jacquelyne Wiggins-Grantee Staff, Jeff Daniel-PC Support, Teresa-PC Support Staff.

**Excused Members:** Gloria Anderson, Anthony Ruffin.

**Absent Members:** André Christian

**Moment of Silence:** A moment of silence was observed for people who are infected and affected by HIV/AIDS.

**Review of Minutes:** Minutes of the last meeting were reviewed. It was moved by Charmaine and properly seconded by Kanedra to approve the minutes as written. The motion passed.

*Review Planning Council Activity Timeline (P-CAT):* For the month of November, the committee's agenda is to:

- Review Expenditures by Service Category
- Determine Unobligated Balance Estimate
- Review Reallocation Request from the Grantee
- Review Framework for PSRA (including Directives)

**Committee Business:**

**Old Business:**

*Review Expenditures by Service Category:* The Grantee Staff presented the Expenditure Summary Report for the period ending September 30, 2015 dated November 16, 2015 and noted that it was reflective of the reallocations that were discussed at the October meeting. Overall target expenditure was at 58%. There is, therefore, still need for some funding through reallocations. Areas of reallocation of funds were identified. Overall, expenditure is at 53% of the 58% target. The TGA is still waiting for the Carryover. The Grantee's Office has just completed a review for a request of the proposal for Quality Management. In accordance with the Reallocation Policy, the grantee's Office will move funds from underspending categories to overspending service categories. A report of the reallocations will be presented to the Priorities, Allocations, and Policies Committee at the January meeting. The Grantee also reported that some funds were taken from the Grantee Administration, and Quality Management and were allocated into MAI.

Determine Unobligated Balance Estimate: The Grantee is required to submit to HRSA, an estimate of Unobligated Balance. The report is due on December 31. The Planning Council Chair and the Program Manager will sign the report which will, subsequently be electronically submitted to HRSA. However, it was agreed that, for the future, in order to formalize the process, the Grantee will present the report to the Priorities, Allocations, and Policies Committee for review and discussion before it is signed by the Planning Council Chair and the Norfolk TGA Part A Program Manager.

Review Framework for PSRA (including Directives): The committee reviewed the Planning Council Directives to the Grantee. At the last meeting, the committee raised concerns and questions on the following Directives:

- 1.4 Enhance the TGA's Case Management Model: The committee agreed to keep the Directive as amended.
- 2.1 To Facilitate Development of and Adherence to the TGA's Standards of Care:
- 2.2 To Facilitate Service Utilization Data

The committee agreed to table review of the Directives. They will continue to review and finalize the Directives to the Grantee at the January 2016 meeting and should be submitted to the Grantee's Office by March 1 for the new Grant Year.

#### **New Business:**

The Grantee Staff requested committee chairs to submit their committee's budget requests to the Priorities, Allocations and Policies Committee in January for review and discussion and subsequent submission to the Grantee's Office by February 1<sup>st</sup>. Support Staff will present a training on how to initiate a Committee Budget Request at the January Executive Committee meeting. The Request Form will be emailed to committee chairs by Support Staff before the January meeting.

#### **Parking Lot:**

Discuss Committee's Chair: A motion was moved by Devina and properly seconded by Katrina to nominate Robert as Chair of the Priorities, Allocations and Policies Committee. The motion passed, unanimously. Robert will assume chairmanship of the committee at the January meeting.

#### **Other Business:**

The committee will continue discussion of the Planning Council Directives to the Grantee at the January 2016 committee meeting.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved by Devina to adjourn the meeting. Motion passed. The next meeting will be Thursday, January 28<sup>th</sup> at 3:00.

Respectfully submitted,

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Jerome Cuffee – Interim Committee Chair