

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, August 27, 2015**

**Call to Order:** The meeting was called to order at 3:06 p.m.

**Roll Call:**

**The following were in attendance:**

Jerome Cuffee, Katrina Fontenla, Kimberly Sparrow, Charmaine Brown, Gloria Anderson, Anthony Ruffin, Kanedra Nwajei, Andre Christian, Christine Carroll-Grantee Staff, Jacquelyne Wiggins-Grantee Staff, Thomas Schucker-P.C. Support, Teresa Malilwe-PC Support Staff.

**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 June meeting were reviewed. A motion was moved by Katrina and seconded by Anthony to approve the minutes as written. The motion passed with one abstention.

**Old Business:**

Review Planning Council Activity Timeline (P-CAT): For the month of August, the committee will:

- Review Expenditures by Service Category
- Compile Carryover Request Supporting Documentation:  
*The Grantee was not yet ready with the documentation. Discussion was, therefore, deferred to the September meeting.*
- Review Framework for PSRA:  
*The committee will instead:*
- Review PSRA Data and Results

Review Expenditures by Service Category: The committee reviewed both the FY 2014 Expenditure Summary for the period ending February 28, 2014 Final Report dated July 29, 2015, and the FY 2015 Expenditure Summary for the period ending June 30, 2015 dated August 25, 2015.

- FY 2014 Summary for the period ending February 28, 2014 Final Report: The remaining amount after close out from FY 2014 was \$644,969.03. The TGA has applied for a carryover in the amount of about \$180,000. Once the additional funding is received, the Grantee's Office will meet with the Priorities, Allocations and Policies Committee for recommendations about specific areas to allocate the funds. A review of the report indicated that some areas spent 100% of their funding or were in the high 90%'s; as follows:
  - ADAP: 100%
  - Medication Co-Pays: 100%
  - HIPCSA: 100%
  - Substance Abuse (Out Patient): 100%
  - Primary Medical Care: 96%
  - Medical Transportation: 92%

Overall the TGA spent 89% of the grant. It was noted that the underspending EFA and Non-Medical Case Management did not start services until about September and/or October. The Grantee noted that the TGA received about \$33,000 less than this year.

- Expenditure Summary for the Period Ending June 30, 2015: The target expenditure is 33% and reflects the total award. The second half of the award contracts are not fully executed yet. The Grantee's Office is still waiting on providers submitting their revised budgets and implementation plans. Christine discussed the report and noted that overall, the TGA is at 29%.

An RFP is currently out on Quality Management. The information is on the City of Norfolk web page.

Review of the PSRA Data and Results: The committee reviewed the GY 2016 Priority Setting (Service Category Rankings) as was discussed at the Priority Setting and Resource Allocations Session in July. The committee also reviewed the GY 2016 Resource Allocations by Service Category. The Planning Council decided and voted on the Resource Allocations during the PSRA Session. The Planning Council will ask for a grant funding of \$6,175,144.29.

### **New Business:**

Discuss Planning Council Directives to Grantee: At the PSRA Session, the discussion on Directives was deferred because members needed time to think about Directives for the Grant Year. During the Priorities, Allocations and Policies meeting, the committee will discuss about Directives, and will review the current Norfolk TGA Part A Directives. (*Presentation on Directives by Thomas*).

In order to put Directives in place, the committee will review and initiate a working draft in September. Support Staff will email to the Committee, sample Directives from other Jurisdictions. The committee will meet for two hours; 2:00 p.m. to 4:00 p.m. on September 24, 2015. Council members will be invited to join the discussion. In October, the Directives will be finalized and will be presented to the Planning Council for a vote.

After some discussion, it was recommended to keep the current Directives and build upon them, if anything needs to be changed. And if there is need for a new Directive, the committee should make sure that there is data to back it up. As a teachable moment for the Planning Council, Thomas will, again, make a presentation about Directives.

Committee Chair Selection: During the month of August, all Planning Council Sub-Committees are required to nominate and elect a committee chair. The nominee should be a Planning Council member and should not be a Provider. The nomination and election of the committee's chair was deferred to the September meeting.

### **Other Business:**

Proposed change in the Bylaws: There was a recommendation to consider changing a section of the Bylaws in order to include Vice-Chairs for committees, especially for the Quality Improvement and Strategic Planning Committee. The QISP committee is large and has a lot of responsibilities. A new committee chair has just been elected and will require assistance to fulfill the committee's responsibilities. The discussion was tabled to the next meeting.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved and properly seconded to adjourn the meeting. Motion passed. The next meeting will be September 24, 2015 at 2:00 p.m.

Respectfully submitted,

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Jerome Cuffee – Planning Council Chair