

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee
Minutes
Norfolk Department of Human Services
Thursday, April 30, 2015**

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

Roll Call:

In attendance were:

- Lisa Laurier
- Jerome Cuffee
- Katrina Fontenla
- Charmaine Brown
- Gloria Anderson
- Anthony Ruffin
- Kanedra Nwajei
- Christine Carroll-Grantee Staff
- Robert Hargett-Grantee Staff
- Jacquelyne Wiggins-Grantee Staff
- Jeff Daniel-P.C. Support;
- Teresa Malilwe-P.C. Support Staff.

Excused:

- Cynthia Banks
- André B. 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 Katrina and properly seconded by Anthony and Kanedra to approve the minutes as written. The motion passed.

Old Business:

Review Planning Council Activity Timeline (P-CAT): The committee reviewed the P-CAT and approved the agenda items.

Review/Update revised MOU between the Planning Council and the Grantee: The committee reviewed the MOU and Jeff noted that the document will be signed by the Planning Council Chair at the time, the RW Program Manager, and the Deputy City Manager at the time. The MOU, which is a contract between the Grantee and the Planning Council, will be revised/updated annually. The MOU will be presented to the Planning Council at the May meeting with a training about MOUs. Jeff went over the highlights of the MOU for the benefit of the committee. Some changes were proposed and Support Staff will make appropriate corrections. After review, a motion was moved

by Jerome and properly seconded by Katrina to accept the MOU as written with the noted changes. The motion passed.

New Business:

Review Expenditures by Service Category (Review FY 2014 Expenditures): The preliminary final expenditure report was distributed to the Committee. The report is for the period ending February 28, 2015 dated April 28, 2015. The final report will be presented at the next Committee meeting. Christine also noted that the FY 2015 service categories expenditure report will be presented at the next committee meeting. The delay is due to the contracting process because some providers did not submit the information to the Grantee's Office in a timely manner.

It was noted that the TGA is at 87% expenditure. Some service categories (Non-Medical Case Management, and EFA) are under spending because they started late in the grant year. Jeff stated that during the Quality Improvement and Strategic Planning Committee meeting, there was confusion about co-pays. This is an issue that needs to be reviewed because it will impact expenditures. With regard to the MAI funding, this gets de-obligated from one grant year and obligated to the next year. With regard to quality improvement, there is an issue with models. The report will be presented to the Planning Council by the committee's chair.

Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information: The committee reviewed the 2015 Priority Setting Process – Norfolk TGA document. (Please see attached handout). Jeff explained how the graph works, which includes two components:

- 2015 Priority Setting Process – Norfolk TGA;
- 2015 Resource Allocation Process – Norfolk TGA

The committee might not get all the required datasets for the PSRA. Therefore, the committee will sketch out a framework of what is required and keep it for future years. The committee will continue discussing datasets at subsequent committee meetings.

PSRA Session: The committee agreed to schedule the PSRA Session on July 30, 2015. Support Staff will coordinate with the Norfolk Botanical Gardens for a venue in one of the conference rooms.

Agenda for Next Month: The committee will meet on June 18, 2015 at 3:00 p.m. and the agenda will be as follows:

- Review Expenditures by Service Category
- Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information
- Review framework for PSRA

Other Business:

Adjournment/Next Meeting: With no further business to discuss, it was moved by Katrina and properly seconded to adjourn the meeting. Motion passed.

Respectfully submitted,

Lisa P. Laurier - Chair