



**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, June 25, 2015**

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

**Roll Call:**

**The following were in attendance:**

Jerome Cuffee, Lisa Laurier, Katrina Fontenla, Kimberly Sparrow, 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-PC Support Staff.

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

**Excused:**

Charmaine Brown

**Review of Minutes:** Minutes of the last meeting were reviewed. A motion was moved by Anthony and seconded by Gloria to approve the minutes as written. The motion passed.

**Old Business:**

Review Planning Council Activity Timeline (P-CAT): The following activities were scheduled for the committee for the month of July:

- Review Expenditures by Service Category
- Review Framework for the PSRA
- Determine Priorities, Allocations and Directives for FY 2016 Grant Application
- Review Assessment of the Administrative Mechanism tool

Review Expenditures by Service Category: The target expenditure, according to the Expenditure Summary Report for the period ending April 30, 2015 dated June 15, 2015 was at 20%. Primary Medical Care was at 18%; ADAP at 0% because the money has not been given out. Health Insurance Premium & Cost Sharing Assistance (HIPCSA) was at 29% which is a lot over. The Grantee's Office recommended that the committee should think about the over-expenditure in this category, especially that the TGA has recently received the second part of the grant. Overall, total expenditure was at 17%.

Norfolk TGA FY 2015 Final Allocations: The Grantee Staff presented recommendations for the Norfolk TGA FY 2015 final allocations. The recommendations will be presented to the Planning Council, by the committee, for approval. The final funding of \$1,153,585 was received on May 28<sup>th</sup>. The total funding for the TGA was, therefore, \$5,899,419, about \$32,000 less than last year. Christine discussed the details of the final allocations



for FY 2015 including the Grantee's recommendations. During the discussion, revisions to the Grantee's recommendations were made. After extensive discussion, the chair asked for a motion to accept the recommendations. Anthony moved a motion and was properly seconded by Kanedra to accept the Grantee's recommendations with the noted revisions. The motion passed.

Review Framework for PSRA: A training has been scheduled at the Planning Council meeting to give Council members an update about the PSRA Process in preparation for the upcoming PSRA Session. The committee was requested to find a way to incorporate the eleven completed consumer surveys. The committee reviewed the consumer survey tool. Some changes were proposed and accepted by the committee. The survey will be emailed to providers for their clients. The target is to get back one hundred (100) completed surveys.

**New Business:**

Assessment of the Administrative Mechanism: Jeff presented a PowerPoint on the Norfolk Transitional Grant Area (TGA) 2014 Assessment of the Administrative Mechanism. The Priorities, Allocations, and Policies Committee is charged with reviewing the questions. The results will be presented to the Executive Committee. During the review, some proposed revisions were accepted by the committee. The following topics were covered in the presentation:

- What is the Assessment of the Administrative Mechanism and why do we do it?

Jeff also went over:

- Sample Assessment Questions

After review, Anthony presented a motion, which was seconded by Kanedra to approve the sample questionnaire with proposed revisions. The motion passed.

**Other Business:** With regard to a meeting with providers for the upcoming PSRA Session, a Survey Monkey will be created and emailed to all providers for their input into the Process.

The committee will not meet on July 30<sup>th</sup> as scheduled. However, the PSRA Mandatory training will be held on Thursday, July 23, 2015. According to the doodle responses, the training will run from 3:00 p.m. to 6:00 p.m.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved and properly seconded by Katrina to adjourn the meeting. Motion passed. The next meeting will be August 27, 2015 at 3:00 p.m.

Respectfully submitted,

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Lisa P. Laurier - Chair