

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Working Session on Directives
Norfolk Department of Human Services
Thursday, October 29, 2015 – 3:00-4:00 P.M.**

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

Roll Call:

The following were in attendance:

Jerome Cuffee, Gloria Anderson, Anthony Ruffin, Andre Christian, Kanedra Nwajei, Christine Carroll-Grantee Staff, Robert Hargett-Grantee Staff, Jacquelyne Wiggins-Grantee Staff, Thomas Schucker-PC Support, Teresa-PC Support Staff.

Excused Members: Katrina Fontenla, Charmaine Brown.

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 Anthony and properly seconded by Andre to approve the minutes as written. The motion passed.

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

- Review Expenditures by Service Category
- Determine unobligated Balance Estimate
- Review Reallocation Request from the Grantee
- Review Framework for PSRA.

Committee Business:

New Business:

Review Framework for PSRA: What the committee should start looking at now is determining data sets that will be used by the Planning Council for next year's PSRA Session. As in the past, the Council used service utilization data for the past three years. For next year, it will be data from 2013, 2014, and 2015 service utilization data. That will give the cost by unit and tell the committee how many units of service were provided to clients in the TGA. The committee should also start looking at the past Needs Assessments whether the committee will consider using the 2013 Needs Assessment since the 2016 Triennial Needs Assessment is coming up. For information; Support Staff noted that the Quality Improvement and Strategic Planning (QISP) Committee is working on is developing a framework for the upcoming Triennial needs assessment. The committee is also considering doing a special study of Viral Suppression. The committee will also look at needs, barriers and gaps of those who are not virally suppressed but are in care. What should the TGA do to increase the viral suppression percentage in identifying those needs, barriers and gaps? There was also discussion about the need for mental health services on the Peninsula. The committee

can do a small study on the Peninsula, next year, to see if mental health is a need on that side.

Review Expenditures by Service Category: The committee reviewed the Expenditure Summary Report for the period ending August 31, 2015 dated October 26, 2015. The target expenditure was at 50%. At the last meeting, the committee discussed categories that were underspending. In this regard, the Grantee presented a recommendation to reallocation funds as follows:

<u>From:</u>		<u>To:</u>	
Drug Reimbursement:	-\$15,322	Oral Health:	\$1532
HIPCSA (Medication Co-Pay:	-\$30,000	Oral Health:	\$30,000
Non-Medical Case Management:	-\$47,000	Medical Transportation:	\$47,000
	-\$92,322		\$92,322

The TGA is also waiting for carryover money in the amount of \$185,000. Part of the money is for MAI which is 8% above target in expenditures. There is, therefore, a need for additional carryover funds in MAI. The committee discussed, at length, the reallocation and various options on how to spend the \$185,000 carryover. In accordance with the Reallocation Policy requirement, a motion was moved by Gloria and properly seconded by Anthony to accept the recommendation as presented. The motion passed.

The Grantee's office made a recommendation, to discuss and explain the Expenditure Summary Report at the next training session. The recommendation was accepted by the committee. The proposed trainings, on various topics, will be outside of the meeting dates.

The Grantee's Office stated that the Grant Application, which was due on November 2, was posted, ahead of time, on Wednesday, October 28, 2015.

Old Business:

Discuss Planning Council Directives to the Grantee: The committee reviewed a draft copy of the Directives. The copy of Directives included edits from the last committee meeting. With regard to *Directive 1.4: Enhance the TGA's Case Management Model*: There was discussion regarding the Directive because the committee felt that the Directive was actually a Standard of Care for Medical Case Management. It was, therefore, agreed to table, for reference to Planning Council Support Staff for clarification; Directives 1.4, 2.1 and 2.2.

Other Business:

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

Adjournment/Next Meeting: With no further business to discuss, it was moved by Andre to adjourn the meeting and was properly seconded by Gloria. Motion passed. The next meeting will be Thursday, November 19th from 3:00 to 4:00 p.m.

Respectfully submitted,

Jerome Cuffee – Planning Council Chair