

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, February 22, 2018: 5:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order: The meeting was called to order at 5:12 p.m.

Moment of Silent Reflection: The Council observed a moment of silence and reflection.

Roll Call: The membership roll was called and the following were in attendance:

Catherine Derber, Cindy Walters, Darrell Brisbon, Deryk M. Jackson, Doris McNeill, Earl Hamlet, Gregory Fordham, Gwendolyn Ellis-Wilson, Kanedra Nwajei, Lisa P. Laurier, Lynea Hogan, Michael Singleton, Rachael Artise, Tarena Williams, and Todd England.

Absent Members:

Beverly Franklin, Pierre Diaz, Rev. Theodore Lewis, Tony Boston,

Staff:

Christine Carroll-Program Manager, Robert Hargett-Grantee Staff, Michael Koran-P.C. Support Staff, Teresa Malilwe-P.C. Support Staff

Introduction of Visitors:

- Jermaine Connor-Virginia Department of Health: Jermaine was attending in place of Mr. Recupero.
- Maureen Nevis-Merck
- Ainke Gonzalez, M.P.H.-Merck
- Ashley Brown-M.A.S.S.
- Darnell Barrington-Bridges 757-Virginia Department of Health
- Tara Ingram-VBDHNP
- Melvin Cabole, M.P.H.-Eastern Virginia Medical School
- Jonathan Spain-A-Hope4Tomorrow

Review and Approval of Minutes:

The Council accepted the motion to approve the minutes as written.

Old Business:

Program Updates:

Norfolk Ryan White Part A Program Manager's Report:

The Grantee noted that the All Titles Conference will take place in Washington, D.C. from December 11-14, 2018. At least, eight people are expected from each jurisdiction, including members of the Planning Council. This is a working conference. It was, therefore, recommended that attendees should be individuals who will be able to give a report back at committee level as well as to the Planning Council. Individuals interested in participating in the Conference should email Michael Koran. Support Staff will double check the dates.

Part B (VDH) Update:

Ms. Connor from VDH presented the Part B update in place of Mr. Recupero. Copies of the Part B report, which also included the Norfolk TGA ADAP enrollment numbers, were distributed to Council members for information.

Part C Update:

Dr. Derber, the Part C Representative on the Planning Council, presented the following update:

- As of January 31st, there were:
 - 166 Part C clients enrolled
 - 47 uninsured
 - 119 insured
- Of these:
 - 132 are active
 - 33 are inactive, because, the majority of these (32), have not completed their renewal.

The numbers are for only for the month of January. In the one month, only 13% individuals have completed their Ryan White packet. 77% have not had an office visit in 2018.

HOPWA Update:

The HOPWA data which was distributed to Council members in November covered up through October of 2017. Data for September 2017 through January 31 of 2018 will not be verified until February 28th. Once verified, the data report will be sent electronically to Council members. The information that was provided in November was not only actuals, but also the projected and targets for the remainder of the year. The Representative noted that HOPWA was continuing to run well against targets. However, one identified area of concern is HOPWA's spending of the allocated funds. It was noted that HOPWA is not spending down as quick as is expected. Going forward, starting with the month of March through June 30th, HOPWA will try to find ways of staying on target or increase spending on the allocated funds.

The HOPWA Representative requested the Executive Committee to create an Ad Hoc Committee of the Planning Council to assist HOPWA do the Needs Assessment. The HOPWA Needs Assessment was last performed in 2012 and is now due for one. The Executive Committee agreed to allow the HOPWA Representative to Chair the Ad Hoc Committee of the Planning Council that will assist in performing the Needs Assessment for HOPWA. Cindy requested volunteers who want to join the Ad Hoc committee to meet with her after the Planning Council meeting for more details and further advice.

Committee Reports:**Executive Committee:**

The Executive Committee met as scheduled. Committee Co-Chairs presented reports of their committee activities for the month. The committee discussed the upcoming Priority Setting and Resource Allocations (PSRA) Session and agreed to schedule a date of Thursday, June 21, 2018 for the event. The PSRA Mandatory Training will take place prior to the main Process on the same day. A motion was moved by Lynea and properly seconded by Michael to accept the recommendation as presented. The Motion Passed.

Community Access Committee

The Community Access Committee met as scheduled. The committee discussed the upcoming event, tentatively, scheduled for April 21 titled Community Access Community Kick-Back. The committee will invite the community to come out and find out about the Planning Council/Community Access Committee process. The event is still in the

planning stage including the venue where it will be held. The next committee meeting will be March 14th at 6:00 p.m.

Membership and Nominations Committee:

The Membership and Nominations Committee met as scheduled. Gwendolyn, the Planning Council Co-Chair, chaired the meeting and presented the report because both committee Co-Chairs could not attend the meeting due to prior commitments. The committee discussed recruitment options which will focus on inviting more people to participate at committee level rather than the Planning Council. The committee asked Support Staff to update the current brochure and present it to the committee for discussion at the next meeting. Council members were requested to help in the recruitment effort.

The committee reviewed the revised Planning Council Activity Timeline (P-CAT) and recommended minor changes to the revised P-CAT.

Priorities, Allocations and Policies Committee:

The chair presented, for review, the Expenditure Summary Report for the period ending December 31, 2017 dated February 15, 2018. The target expenditure rate was at 83%. Overall, the TGA was at 73%. Some service categories were substantially underspending; such as Emergency Financial Assistance-Utilities at 49%, HIPCSA and Medication Co-Pays at 37%. Some of the under-performing categories will pick up by the next reporting period.

The Norfolk TGA Part A received a partial Formula Award in the amount of \$1,145,105.00 which is 25% of the regular Formula Award. The TGA was also in receipt of \$109,639.00 for MAI also 25% of the regular funding.

Out of the two Mental Health Providers in the TGA for Part A services, one Provider dropped out. There is, therefore, only one Ryan White Part A Mental Health Provider left.

Quality Improvement & Strategic Planning Committee:

The Quality Improvement & Strategic Planning Committee met on February 15th as scheduled. For the next meeting, the Grantee will invite a Pharmacist from The Hague Pharmacy, and Dr. Derber to discuss any changes to the current Drug Formulary and any discussion about making it align with the Ryan White Part B and ADAP Formularies. Requests will be made to the Grantee to investigate doing a Quality of Life and Satisfaction Survey with the current Sub-Recipients and hopefully to have, for the March/April Quality Management meetings with a special guest. As discussed during the Executive Committee meeting, a formal request has not yet been made. The committee will, therefore, discuss further and will inform the Council any developments thereafter.

The committee reviewed the revised Planning Council Activity Timeline (P-CAT) and made some minor changes to better align some of the activities with the expected due dates by HRSA.

The committee discussed current Standards of Care in recent issues with Providers and clients served. Currently, the committee did not find any reasons to not provide services based on the Standards of Care to any eligible client. It was advised that, any client who may have difficulties with a particular Provider, initiate the Provider's Grievance Procedure in place. If not satisfied, the client should then approach the Grantee with their concern/s. The next committee meeting will be Thursday, March 15th at 4:00 p.m.

New Business:

Planning Council Activity Timeline (P-CAT):

After all the committees reviewed their individual P-CATs and made necessary revisions, the document was presented to the Planning Council for a vote. A motion was moved by Cindy and properly seconded by Lisa to accept the P-CAT as presented. The motion passed.

Any Other Business/Announcements:

Gregg announced that March 10th is Women and Girls HIV/AIDS Awareness Day. In this regard, a “Question and Answer Panel Discussion on HIV/AIDS Sex and Relationships – Talking to Partners” is scheduled for Saturday, March 3, 2018 from 10:00 a.m. to 2:00 p.m. at the New Calvary Church. One of the Panelists is a Member of the Planning Council; Ms. Lynea Hogan. The event is open to the community, both the affected and infected. The Planning Council was invited to attend and flyers were made available to interested individuals.

Adjournment: There being no further business, a motion was accepted to adjourn the meeting. The next Planning Council meeting will be Thursday, March 29th, at 5:00 p.m.

Respectfully Submitted:

Gwendolyn Ellis-Wilson – PC Co-Chair