

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, April 26, 2018: 5:00 p.m.**  
**Norfolk Department of Human Services**  
**741 Monticello Avenue, Norfolk**

**Call to Order:** The meeting was called to order at 5:07 p.m.

**Moment of Silent Reflection:** The Council observed a moment of silence and reflection for those affected and infected by HIV/AIDS.

**Roll Call:** The membership roll was called and the following were in attendance: Beverly S. Franklin, Cindy Walters, Deryk M. Jackson, Doris McNeill, Earl Hamlet, Gloria Robinson, Gregory Fordham, Gwendolyn Ellis-Wilson, Lisa P. Laurier, Michael Singleton, Rachael Artise, Tarena Williams, Todd England, Tony Boston.

**Absent Members:**

Catherine Derber, Darrell Brisbon, Kanedra Nwajei, Lynea Hogan, Theodore Lewis.

**Staff:**

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

**Introduction of Visitors:**

- Davon White-A Hope4Tomorrow
- Tara Ingram-VBDHNP
- Tania Kearney-AIDS Resource Center
- Jerome Cuffee-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 staff will be closing out FY 2017 final books by the end of May. The Grantee Staff will also be submitting, to the Planning Council, the Service Utilization Report and total expenditures by service category at the next Priorities, Allocations and Policies Committee meeting in preparation for the Priority Setting and Resource Allocations Session on June 21<sup>st</sup>. The Project Officer did indicate that the TGA will be receiving the full award within the next two months. However, as noted before, the City of Norfolk has already granted the TGA dollars for the total award starting March 1. Providers have, therefore, been funded at level funding. If there is an increase or decrease in funding, adjustments will be made to contracts, accordingly.

The Grantee announced that the Deputy City Manager, Mr. James Rogers, attended the Executive Committee which met an hour ago. Mr. Rogers will be attending, mainly, Executive Committee meetings; occasionally, may be, Planning Council meetings.

**Part B (VDH) Update:**

The Part B update was presented by Ms. Gloria Robinson. Ms. Robinson indicated that Mr. Recupero will be resigning from the Planning Council and Ms. Robinson has been appointed by the Director to fill the slot as a representative for Part B on the Council. Copies of the Part B update were distributed to Council members for review and information. Ms. Robinson gave a brief VDH update including numbers of clients in the various sectors of the ADAP Program.

After her presentation, the Chair welcomed Ms. Robinson to the Planning Council and thanked her for the Part B update.

**Part C Update:**

In the absence of Dr. Derber, the Part C update through March 31, 2018, was presented by the Chair as follows:

- ➔ 177 enrolled in part C (41 uninsured, 136 insured)
  - 80 active
  - 90 temporarily inactive (89% due to failure to complete their annual recertification; 10% for failure to show proof of income)
  - 7 permanently inactive (majority secondary to relocation)

However, there were questions raised regarding the report and the Chair will contact the Part C Representative for answers.

**HOPWA Update:**

The HOPWA Representative noted that HOPWA was beginning the funding cycle with HUD. The City of Virginia Beach is anticipating flat funding for HOPWA for the FY 2018/2019 of \$1.3 million. Speaking with HUD, they have no idea when the entitlement/allocations will be received.

HOPWA is in the final stages of fully executing the contract with Collaborative Research with the City to be the outside City Consultant, to assist with the Needs Assessment for HOPWA. HOPWA is anticipating a period of performance beginning May 1 running through the end of the year. This will include the committee that HOPWA is developing as well as surveying outside consumers, multiple issues, in the scope of work, that they will be doing with HOPWA. The HOPWA Representative responded to questions raised by Council members and noted that she has received a good number of interested individuals from the Planning Council who want to participate on the HOPWA Needs Assessment.

**Committee Reports:****Executive Committee:**

The Executive Committee met as scheduled. Committee Co-Chairs presented reports of their committee activities for the month. The committee was pleased to welcome the Deputy City Manager, Mr. James Rogers, who came to attend the meeting for the first time.

At the Executive Committee meeting, the committee members introduced themselves and Mr. Rogers also introduced himself and gave a brief discussion of his expertise, and his responsibilities as the Deputy City Manager. The committee thanked Mr. Rogers for the part he played in having the City fully fund the Norfolk Part A TGA. As a result, all the contracts have been fully executed.

The committee discussed the recommendation of having floating meetings. That is, for the Planning Council to schedule meetings in other locations of the TGA.

### **Community Access Committee**

The Community Access Committee met on April 11<sup>th</sup> and continued planning for the June 2018 Kick Back event, which will be held in collaboration with the Portsmouth Health Department. The next committee meeting will be on May 9<sup>th</sup>, at 6:00 p.m.

### **Membership and Nominations Committee:**

The Membership and Nominations Committee met on April 19<sup>th</sup>. The committee did not have a formal meeting. However, the committee reviewed applications for re-appointments and interviewed the two applicants, Todd England, and Doris McNeill. In this regard:

- A motion was moved to accept Todd England's application for reappointment to the Planning Council for another two-year term. The motion passed.
- A motion was moved to accept Doris McNeill's application for reappointment to the Planning Council for another two-year term. The motion passed.

*Nominations for Planning Council Co-Chair:* At the March 29<sup>th</sup> Planning Council meeting, Mr. Pierre Diaz announced his resignation as a member and Co-Chair of the Planning Council. In this regard, the Membership and Nominations Committee opened the floor for nominations to fill the slot that was left vacant after Pierre's resignation.

A motion was moved and properly seconded to nominate:

1. Rachael Artise

Ms. Artise accepted the nomination. The motion passed.

A motion was moved and properly seconded to nominate:

2. Beverly Franklin

Ms. Franklin accepted the nomination. The motion passed.

The Planning Council will cast their vote at the May 31<sup>st</sup> meeting for a Co-Chair to fill the slot which was left vacant by Pierre's resignation.

The Membership and Nominations Committee discussed and agreed that committees do not need to meet every month. If there is nothing on the agenda to work on or discuss, a committee has the discretion to cancel that month's meeting. Committees were asked to review the recommendation during the upcoming committees' meetings. The Planning Council will vote on the recommendation at the next meeting.

### **Priorities, Allocations and Policies Committee:**

The committee met as scheduled, on Thursday April 26<sup>th</sup> as scheduled and reviewed, among other things, the Preliminary Final Expenditure Summary Report. The review indicates that there is still 10% of funds left unspent for the year. However, this is only a preliminary report. The Grantee's Office has not received all the expenditure information from HIPCSA and/or Substance Abuse Services. It is anticipated that there will be substantially less than 10% left in carryover, after all the information is received. The committee's co-chair and the Grantee Staff answered questions from Council members about the carryover, and in what categories the TGA is sending money back on. The Grantee will look into the effect of the ACA on funding, in response to a question by one of the guests. The Grantee will provide a response, without a formal data request, in time for the upcoming PSRA Session in June.

As a request by the committee, VDH sent the epidemiological profile of the Norfolk TGA. The committee reviewed the data which the Planning Council will use at the upcoming PSRA Session on June 21<sup>st</sup>. The data report covering the period 2011 to 2017, includes the AIDS Incidence and HIV Incidence; the AIDS Prevalence and the HIV Prevalence. At

the May 31<sup>st</sup> meeting, the committee will review the Early Intervention Services (EIS) data, the Service Utilization data, and the Final Expenditure Summary Report.

**Quality Improvement & Strategic Planning Committee:**

The Quality Improvement & Strategic Planning Committee met on Thursday, April 19<sup>th</sup>. The committee reviewed the Norfolk TGA Formulary. Included in the packets, for review and discussion, was a list of medications which the committee was recommending to be added to the Norfolk TGA Part A Formulary in order to align it with the Part B Formulary. After review, a motion was moved by Gwendolyn and properly seconded by Lisa to add the listed medications to the current Norfolk TGA Part A Formulary. The motion passed.

The committee discussed the recommendation and agreed to cancel or postpone meetings on scheduled dates when there is nothing to discuss or work on.

The following issues were added to add to the Parking Lot:

- *Federal Poverty Level*: At the October meeting, the committee will discuss moving the Federal Poverty Level for the Ryan White Program in this area to 500% from the current 400%.
- *Food Voucher Program*: Towards end of the year, the committee should have enough information from Providers to make recommendations on how to move forward with the Food Voucher Program.

**New Business:**

There was no new business to discuss.

**Any Other Business/Announcements:**

Doris announced the LGBTQ Life Center “Dining Out for Life” event scheduled for Thursday, April 26<sup>th</sup>. Council members were encouraged to participate. More information about the participating restaurants was posted on the LGBTQ Life Center website. A percentage of the sales from the event will be donated to the agency.

**Next Meeting:**

The next Planning Council meeting will be Thursday, May 31<sup>st</sup>, at 5:00 p.m.

**Adjournment:** There being no further business, a motion was accepted to adjourn the meeting.

Respectfully Submitted:

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Gwendolyn Ellis-Wilson – P.C. Co-Chair