

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, January 25, 2018: 5:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order: The meeting was called to order at 5:00 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:
Cindy Walters, Darrell Brisbon, Earl Hamlet, Gregg Fordham, Gwendolyn Ellis-Wilson
Kanedra Nwajei, Leonard Recupero, Lisa P. Laurier, Lynea Hogan, Pierre Diaz, Rachael
Artise, Tarena Williams, Rev. Theodore Lewis, Todd England, Tony Boston.

Absent Members:

Beverly Franklin, Catherine Derber, Deryk M. Jackson, Doris McNeill, Michael
Singleton,

Staff:

Marsha Butler-Grantee Staff, Jacquelyn Wiggins-Grantee Staff, Thomas Rodriguez-
Schucker-P.C. Support Staff, Michael Koran-P.C. Support Staff, Teresa Malilwe-P.C.
Support Staff

Review and Approval of Minutes:

Minutes from the last meeting were reviewed. A motion was moved by Pierre and
properly seconded by Earl to approve the minutes as written. The motion passed.

Introduction of Visitors:

Davon White – Case Manager for A Hope4Tomorrow
Kierra Hines – Founder: Battle AIDS Together
Darnell Barrington – Co-Ordinator for Bridges757
Ashley Veal – M.A.S.S.
Nada Kawwass – City Attorney’s Office
Jonathan Spain – A Hope4Tomorrow

Old Business:

Planning Council Support with Collaboration from Grantee’s Office:

HRSA-HAB Announcement: HRSA has announced that they will issue a funding memo
of all the fifty-two (52) Part A jurisdictions for the partial award on February 1, 2018.
The partial award will include 31.5 % Formula and MAI and 20.6 of the Minority AIDS
Initiative.

The Division of the Metropolitan HIV/AIDS Programs and HIV/AIDS Bureau will
release a timeline for the 2019 Notice of Funding Opportunities Announcement; which is
the Grant Application. The Grant Application will be announced in mid-June with a
deadline of mid-September. In this regard, the Priorities, Allocations and Policies
Committee has considered moving the Priority Setting and Resource Allocations Session
to June 2018 so that the TGA will have all the information available for the Grant
Application when it is announced.

Committee Reports:

Executive Committee:

The Executive Committee met as scheduled. The Founder for “Battle AIDS Together” gave a brief presentation of the organization’s mission in the battle against the HIV/AIDS Stigma. She also discussed her personal experiences as an affected person. She talked about the support her organization is giving, as a resource, to help affected individuals both mentally and emotionally.

Support Staff discussed the 2019 Notice of Funding Opportunities as announced by HRSA-HAB (this is the Grant Application). The Notice of Funding Opportunities will be released in June with a due date of September 2018. Thus, the Notice of Award date and the due date have been moved up. In this regard, the Executive Committee voted on the proposed date of Thursday, June 28, 2018 to hold the PSRA Session.

Community Access Committee

The Community Access Committee hosted the Consumer Forum on Saturday, January 20th at the Hampton Health Department from 10:00 a.m. to 2:00 p.m. Some of the topics on the agenda were:

- Advocacy
- Ryan White Program-Different Parts
- Quality Management by Q-MAC
- Ms. Kierra Hines, the Founder for *Battle AIDS Together* discussed the resources at her organization.
- Open Discussion

The committee will meet on Wednesday, February 14th at 6:00 p.m.

Membership and Nominations Committee:

The committee did not meet due to inclement weather.

Priorities, Allocations and Policies Committee:

The committee met as scheduled. The committee reviewed the Expenditure Summary Report for the period ending November 30, 2017 dated January 5, 2018. The target level was at 75%. Overall, the TGA was at 63%. Expenditures were from 77%, 32%, and 79%. HIPCSA, for example was at 60%. To better understand expenditures in this regard, the committee will request month to month data from the Recipient’s Office. Medication Co-Pays were at 32%. A data request will also be sent to the Grantee’s Office to find out why the category was under-spending.

The committee reviewed the framework for the PSRA including Directives. With regard to the Directives, the committee recommended:

- Lifting the 10% cap from November 1 for the Grantee to move money into services that need additional funding.
- Removing the Case Management Model Standard
- Training for sub-recipients regarding the utilization of HIPCSA funds. Because, it was noted, that this assistance is not only for individuals who utilize Ryan White services.
- Requesting the Recipient to conduct, once a year, a workshop/training for prospective sub-recipients.

The next meeting will be on Thursday, February 22, 2018 at 3:00 p.m.

Quality Improvement & Strategic Planning Committee:

The committee did not meet due to inclement weather conditions.

Program Updates:

Norfolk Ryan White Part A Program Manager's Report:

Marsha, a Representative from the Grantee's Office presented a request for sub-committees to present their FY 2018 Budget Requests by February 23rd. All Co-Chairs are in receipt of the request forms. It was recommended for Committee Co-Chairs to present the budget requests at the Executive Committee on February 22nd for discussion and will be submitted to the Grantee on February 23rd.

Part B Update:

- As of January 24, 2018, **3,568** clients are enrolled in an ACA ADAP marketplace plan – **726** direct ADAP clients enrolled in an ACA plan – exceeded our goal!

ADAP Enrollment Numbers as of 1/24/2018		
Norfolk TGA ADAP enrollment numbers by program:	Clients	Percent
Traditional ADAP	428	21.4%
MPAP	139	6.9%
ICAP	82	4.1%
ACA	1354	67.6%
Total	2003	100.0%

January 24, 2018		Norfolk TGA	State
Have premium info but no payment made		6	213
Binder payment made		1291	3380
Enrolled in ACA in 2017 but no 2018 premium info		57	420
Total		1354	4013

2018 Carrier	EMA	State
	Norfolk TGA	
Unknown	62	464
CARE FIRST	1	531
CIGNA	4	902
HEALTHKEEPERS	2	368
KAISER	0	135
OPTIMA	1286	1466
PIEDMONT	0	166
Total	1293	3568

ADAP Enrollment Numbers as of
11/13/2017

Norfolk TGA ADAP enrollment numbers by program:	Clients	Percent
Traditional ADAP	588	29.7%
MPAP	141	7.1%
ICAP	84	4.2%
ACA	1165	58.9%
Total	1978	100.0%

189 Additional EMA ADAP direct clients enrolled in ACA (when comparing Calendar ACA enrollments from November to January 2018)

2. Benalytics will be continuing to call clients throughout the year to verify their insurance coverage and that there have been no changes. The calls they are conducting now are for special enrollment period clients and to obtain 2018 information for clients that have not sent any premium information to VDH.
3. Special Enrollment Period: If a client's 2017 plan is not available and the insurer is no longer offering plans in the Marketplace, the client may be eligible for a special enrollment period for 60 days after December 31, 2017. Contact Benalytics at 855-483-4647 or VDH at 855-362-0658 for more information.
4. Hybrid Model for ACA clients whose HIV ID doctor does not participate in their insurance plan

VDH's approved HYBRID reimbursement model for medical care and labs for insured clients whose medical providers are out of the client's Virginia ADAP ACA Marketplace approved insurance plan. Contractor shall provide documentation as required by VDH when requesting reimbursement for these services. Contractor must verify and maintain documentation on site that the client meets one or more of the following eligibility criteria:

- 1) Travel time to medical appointment > 60 minutes with public transportation or > 45 minutes with private transportation,
- 2) There are no other HIV providers in area that can provide quality care and accept new clients,
- 3) Wait time for new patient visit at new provider > 2 weeks, and
- 4) Structural barriers to care that may contribute to client dropping out of care/not keeping appointments or that add excess time and cost for travel to new providers such as bridges, tunnels, tolls, distance needed to travel, unreliable transportation, etc.

VDH is adding new RWB providers under this reimbursement model (e.g. Mary Washington).

5. Psychosocial Support Services – VDH has added this HRSA support services category to its list of approved services for the next Ryan White Part B grant period.

6. Updates of the Integrated Plan goals will be available by Feb.20th. VDH will email this information to TGA PC members when available. Please note that the data will be preliminary; more accurate data will be available in July.
7. VDH has begun the 2018-2019 contractual award process. Agencies will be notified of their partial or full funding amounts within the next two weeks.

8. CASE MANAGEMENT RETREAT, MARCH 2-3, 2017

The Virginia Department of Health, in collaboration with the Mid-Atlantic AIDS Education Training Center Virginia Regional Partners and Virginia HIV/AIDS Resource and Consultation Centers, will hold a Case Management Retreat.

The retreat is designed to provide Ryan White Medical and Non-Medical Case Managers an in-depth learning experience on the integration of Quality Improvement initiatives with models and systems of Case Management. It's an opportunity to discuss issues, best practices, and network with colleagues from other parts of the state.

Relevant and key Case Management topics will be covered.

March 2, 2017, 11:00AM- 5:00PM

March 3, 2017, 7:30AM-4:00PM

Richmond Marriott Short Pump Hotel

4240 Dominion Boulevard Glen Allen, VA 23060

9. Prevention: Planned Parent – they are doing PrEP right now for anyone with insurance and DDP is working on a contract with them so it will soon (two or three months) be offering PrEP to the uninsured with our support. This will give ALL potential PrEP clients a venue for PrEP that may have more expansive hours than any of the local health departments. They also offer care for transgender individuals, a fact I was unaware of until our PrEP meeting. Both of these things are great for people in Norfolk to be aware of.

Part C Update:

In the absence of the Part C Representative, no report was presented.

HOPWA Update:

There was no HOPWA update.

Planning Council Training:

The Planning Council training was scheduled to take place at the Planning Council meeting. Ms. Nada Kawwass from the City Attorney's Office was invited to discuss Roberts Rules of Order. Ms. Kawwass introduced herself. Copies of a synopsis of her discussion, on the process of running a meeting, was distributed to Council members. Ms. Kawwass, who was present during the entire Planning Council meeting, discussed her observations and offered advice on some changes that needed to be made to comply with Roberts Rules of Order. Her advice touched on:

- The agenda:
 - Chair calls meeting to order
 - Roll Call
 - Approval of minutes of previous meeting
 - Reports of committees and ad hoc committees
 - Unfinished business from previous meeting
 - New business
- Motions; that is,
 - Discussions should be initiated by a motion by a member and motion must be seconded.
 - The floor should be opened by chair for discussion
 - Members should be recognized by the Chair and given the floor for comments. Members should be encouraged to speak
 - A motion is put to a vote after discussion ends.
 - Updates from the Parts Representatives should be given to the Council prior to the meeting.
 - Chair ends the meeting by saying: The meeting is adjourned.

There was extensive discussion regarding how the Council is currently running meetings compared to the requirements in Roberts Rules of Order. Going forward, the Council recommended to make readjustments and follow Roberts Rules of Order. The Co-Chair, on behalf of the Planning Council, thanked Ms. Kawwass for her time and presentation which was both informative and educational.

Any Other Business/Announcements:

Mr. Recupero responded to a concern by a Council member regarding the psycho-social funding for Part B and noted that that would cover transportation to support groups. However, he stated that there will be need to look at Policy Clarification Notice 1602 which describes in detail that particular service.

February 2018 Meeting Dates: The dates for the upcoming Planning Council/Committee meetings are as follows:

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| Wednesday, February 14 th at 6:00 p.m.: | Community Access Committee |
| Thursday, February 15 th at 2:00 p.m.: | Planning Council Training: Subject-
<i>Skills for Effective Planning and
Decision making</i> (By Gregg & Todd) |
| Thursday, February 15 th at 3:00 p.m.: | Membership and Nominations
Committee |
| Thursday, February 15 th at 4:00 p.m.: | Quality Improvement & Strategic Planning
Committee |
| Thursday, February 22 nd at 3:00 p.m.: | Priorities, Allocations & Policies Committee |
| Thursday, February 22 nd at 4:00 p.m.: | Executive Committee |
| Thursday, February 22 nd at 5:00 p.m.: | Planning Council |

The Planning Council and Committee agenda will be readjusted in accordance with the training the Planning Council received from the City Attorney’s Representative.

Adjournment: There being no further business, a motion was moved by Rev. Theodore Lewis and properly seconded by Pierre Diaz. The meeting was adjourned.

Respectfully Submitted:

Gwendolyn Ellis-Wilson – PC Co-Chair

Pierre Diaz – Co-Chair