

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, August 27, 2015: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:03 p.m.

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

**Roll Call:** The membership roll was called and the following were in attendance: Gloria Anderson, Charmaine Brown, André Bernard Christian, Jerome Cuffee, Pierre Diaz, Gwendolyn Ellis-Wilson, Todd England, Katrina C. Fontenla, Gregory Fordham, Beverly S. Franklin, Devina D. George, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Anthony L. Ruffin, and Kimberly Sparrow.

**Staff:** Christine Carroll-RW Program Manager, Thomas C.M. Schucker-PC Support, Teresa Malilwe-PC Support Staff

**Excused Members:** Robert Bailey, Alfred Betts, Sr., Catherine Derber, and LuAnn Gahagan.

**Review and Approval of Minutes:**

After review of the minutes from the last meeting, a motion was moved by Katrina and properly seconded by Gwendolyn to accept the minutes as written. The motion passed with one abstention.

**Introduction of Visitors:** There were no visitors in attendance

**Committee Reports:**

**Executive:** The committee met as scheduled and reviewed the P-CAT. Committee Chairs presented their monthly activity reports. The next committee meeting will be September 24, 2015 at 4:00 p.m.

**Membership and Nominations:** The committee met as scheduled.

- The chair, briefly, discussed the results of the Feedback Form. As stated, Council members will be requested to complete the Form at the end of each Planning Council meeting.
- The committee discussed the recruitment strategies that are in place and what the committee has done in the past so far.
- The committee also reviewed two new applications; one female and one male, both are non-conflicted. Interviews will be scheduled for the applicants.
- The committee reviewed the Planning Council attendance records. One member is close to violating the attendance policy in absences.
- With regard to new Planning Council Membership Training, it was agreed that new members will, initially, be placed on the Membership and Nominations Committee where Teachable Moments will be held for them in order to familiarize them with Planning Council processes and responsibilities.
- The committee did not nominate and/or elect a new chair because of lack of a quorum. The process was deferred to the September meeting.

The next committee meeting will be on September 17, 2015 at 3:00 p.m.

Priorities, Allocations & Policies: The committee met and reviewed the FY 2014 Expenditure Summary for the period ending February 28, 2015 Final Report. The chair briefly discussed the report and noted that the TGA's grant year ended with a balance of \$644,969 with 89% of the funding expended. About four service categories expended 100% of their allocations. The TGA requested carryover funds in the amount of about \$180,000 from 2014 into FY 2015. There was a reduction of \$33,000 to the TGA's grant request for FY 2015.

The committee also reviewed the FY 2015 Expenditure Summary report for the period ending June 30, 2015. The target expenditure was at 33%. Some service categories were on target. However, other services were still expending under 33%. Overall, the TGA is 4% behind the target, because of the extra money which was received and some contracts which have not yet been executed.

The committee discussed the Directives which were deferred from the PSRA Session. A recommendation was made that the Priorities, Allocations, and Policies committee will meet for two hours to discuss the Directives from 2:00 p.m. to 4:00 p.m. All Planning Council members are invited to participate in the discussion. The committee is also looking at Directives from other TGAs. Committee members will receive copies of the Norfolk TGA's current Directives, two samples from other jurisdictions of similar size, and will also receive links so that they can Directives from other areas. Members who are not on the PAP Committee, but would like to participate in the discussion, were advised to contact the Support Office in order to receive the relevant documents. The work draft from the September meeting will be finalized in October and will be presented to the Planning Council at the October meeting for a final vote.

Community Access Committee: The committee met and continued to discuss plans for a community forum scheduled for October. Results of the Consumer Survey were discussed. This helped members to understand how their input helps in the Priority Setting and Resource Allocations Process. The committee nominated and voted for Gregg as the new chair. The next meeting will be on Wednesday, September 16, 2015 at 6:00 p.m.

Quality Improvement and Strategic Planning: The committee met as scheduled on Thursday, August 20, 2018. The committee is on track based on the outlined Planning Council Activity Timeline (P-CAT). The committee reviewed and discussed a presentation by Support Staff regarding the Implementation of the National HIV/AIDS Strategy 2020 and the Integrated HIV Prevention and Care Plan. The committee was urged to begin considering their role in the 2016 Triennial Needs Assessment and was presented with the importance of the needs assessment.

The committee reviewed and discussed the Early Intervention Services (EIS) Standards of Care which were presented by the Grantee Staff from the POD sessions. Minor corrections were suggested to the plan and the Grantee staff will make the corrections accordingly. The EIS Standards of Care and Service Delivery model were approved by the committee. The motion was moved and properly approved.

The 1<sup>st</sup> Quarter Service Utilization Data was presented by the Grantee Staff. It was determined that the Grantee was on track with service category expenditures.

Ms. Doris McNeill was nominated and elected chair of the Quality Improvement and Strategic Planning Committee. She will preside at committee meetings beginning September 1, 2015.

The committee briefly reviewed a cross-walk document provided by Support Staff in which comparisons were made of Part A and Part B (non-ADAP) drug formularies. The discussion was tabled for the next meeting due to time constraints.

The next committee meeting will be on Thursday, September 17, 2015 at 4:00 p.m.

There was a discussion to have a vice-chair of the Quality Improvement and Strategic Planning Committee because of its size and complex nature of its responsibilities.

**Program Updates:**

*RW TGA Program Manager's Report:* Christine discussed the new measures that have been added in order to access the building where Planning Council/Sub-Committee meetings are held. She noted that because of the secure nature of the building, there is nothing the Grantee or Support Staff can do about what is perceived to be an inconvenience. She asked members to be understanding of the situation.

The Grantee Staff will, from September 9<sup>th</sup> to the 13<sup>th</sup>, attend the U.S. Conference on AIDS in Washington, D.C.

*Part B (VDH) Update:* Katrina discussed the ADAP enrolment numbers as of July 2015 (Please see attached document). Overall, there were 316 new enrolments and 736 re-enrolments.

*Part C Update:*

Brian presented the report on behalf of the Part C representative. The report was as of the end of July 31. During presentation, he added that the Part C grant is written to help 100 patients at one time. Therefore, new and lost to care patients are still coming but are put under Part A or B.

**Other Business/Announcements:** Announcements of upcoming events were given by some Council members.

**Educational Moment:** The Council was reminded that the Priorities, Allocations and Policies Committee will meet on Thursday, September 24<sup>th</sup> for two hours, from 2:00 p.m. to 4:00 p.m. to discuss Directives. Planning Council members were invited to join the discussion. In this regard, Support Staff gave a brief discussion of the Norfolk TGA Part A Directives. Thomas responded to questions and reminded Council members that requests for services must be data driven.

*Feedback Form:* Council members were requested to complete the feedback form. Results will be analyzed by the Membership and Nominations Committee and will be presented to the Planning Council at the September 24 meeting.

**Adjournment:** There being no further business to discuss, a motion was moved by André to adjourn the meeting. The motion passed. The Council will meet on Thursday, August 27, 2015 at 5:00 p.m.

Respectfully Submitted:

---

Jerome Cuffee – PC - Chair