

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, September 24, 2015: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510

Call to Order: The meeting was called to order at 5:02 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, Robert Bailey, Charmaine Brown, Jerome Cuffee, Catherine Derber, Pierre Diaz, Gwendolyn Ellis-Wilson, Todd England, Gregory Fordham, Beverly S. Franklin, LuAnn Gahagan, Devina D. George, Doris McNeill, Kanedra Nwajei, Anthony L. Ruffin, and Kimberly Sparrow.

Staff: Christine Carroll-RW Program Manager, Robert Hargett-Grantee Staff, Jeff Daniel-PC Support, Teresa Malilwe-PC Support Staff

Excused Members: Katrina C. Fontenla, André Bernard Christian, and Brian O'Dell.

Introduction of Visitors: There were no visitors in attendance.

Review and Approval of Minutes:

The Council reviewed minutes from the last meeting. After review a motion was moved by LuAnn and properly seconded by Gloria to accept the minutes as written. The motion passed.

Committee Reports:

Executive: The committee met as scheduled and reviewed the P-CAT. The committee did an update on the Assessment of Administrative Mechanism and reviewed its components. The Planning Council Educational Moment for next month will be the "*National HIV/AIDS Strategy: Updated to 2020 – 5 Major Changes Since 2010*". Committee Chairs presented their monthly activity reports. The next committee meeting will be October 29, 2015 at 4:00 p.m.

Membership and Nominations: The committee elected a new chair. In this regard, the Planning Council chair thanked Brian, the outgoing committee's chair, for his time and commitment as chair of the committee.

The new chair, Mr. Pierre Diaz presented the following report:

- The chair, briefly, discussed the results of the Feedback Form from the August Planning Council meeting. It showed very positive results.
- The committee reviewed and approved three new applicants who went through the Interview Process as follows:
 - Earl Hamlet
 - May Francis Baskerville
 - Drake Pearson

Each candidate meets the eligibility requirements as outlined by HRSA and the Planning Council By-laws.

A motion to approve the candidates' membership to the Planning Council was put on the floor. The motion was approved unanimously.

- The committee Analyzed Planning Council Membership for Federal Reflectiveness Mandate. There are some areas which the committee needs to focus on. Per HRSA, the Non-Conflicted HIV Status is 33%. The Norfolk Part A TGA is currently at 32%. The Council has six remaining membership vacancies which must be filled by non-conflicted consumers. In this regard, the committee discussed recruitment strategies for the following categories:
 - Non-Elected Community Leader(s)
 - Local Public Health Agency
 - Non-Conflicted Consumers
- The committee reviewed Planning Council attendance. Currently there are no members in jeopardy of being removed from the Planning Council based on attendance.
- The next committee meeting will be on October 15th at 3:00 p.m.

Priorities, Allocations and Policies: The committee discussed, extensively the Directives to the Grantee. The, Priorities, Allocations and Policies Committee focused on Service Delivery Models for Medical Case Management; Non-Medical Case Management, and Early Intervention Services. The committee also discussed concerns about transportation, Mental Health and the waiting list. The committee will continue discussion of the Directives at the October meeting.

The committee reviewed and discussed the Expenditure Summary report for the period ending July 31, 2015 dated September 21, 2015. There was a carryover request for \$185,000. The second award has been received. The total award for Fiscal Year 2015 is \$5,899,419.00. The target expenditure level was at 42%. Some services are currently, being underspent; with Oral Health over-spending at 52%. The Grantee's Office will review the services that are underspending at 19%, 20%, 22%, and 24% and will make a recommendation to reallocate \$171,000 into Oral Health.

Community Access Committee: The committee met on September 16, 2015. The committee met to continue planning for the community forum scheduled for October 31 at the Norfolk Public Library from 11:00 a.m. to 3:00 p.m. There will be a presentation on the Affordable Care Act Enrolment. October 31 be Halloween Day. Participants can come in their Halloween costumes. The best voted costume will receive a prize. The committee will meet on September 30th.

Quality Improvement and Strategic Planning: The committee met as scheduled on Thursday, September 17, 2015. The committee is on track based on the outlined Planning Council Activity Timeline (P-CAT).

- Define Needs Assessment: The committee discussed conducting a "focused needs assessment." The committee will discuss further at the October meeting after the VDH teleconference with the Grantee and Support Staff to discuss the Needs Assessment data needs for the Integrated Comprehensive Plan.
- Review the Comprehensive Plan: The committee will also discuss further at the October meeting after the VDH teleconference with the Grantee and Support Staff to discuss Needs Assessment data needs for the Integrated Comprehensive Plan.
- Refine Standards of Care: The committee reviewed and approved changes to the TGA's Non-Medical Case Management Standards of Care which were presented to the Planning Council for review. After review, a motion was moved by Robert and properly seconded by LuAnn to approve the Non-Medical Case Management Standards of Care based on the outlined changes.
- Review HIV/AIDS Strategy ('NHAS') and the Norfolk TGA Performance: The committee reviewed the updated NHAS (2020) and discussed collecting data to

gauge the Norfolk TGA performance based on new outcomes outlined in the document.

- Part A/B Formulary: The committee discussed, extensively, the Part A and Part B drug Formulary. Support Staff compiled a side-by-side comparison of each formulary for the committee's review. The document will be discussed further at the October meeting. The committee hopes that the process will ensure that the medications are more cost effective.

The committee will meet on Thursday, October 15, 2015 at 4:00 p.m.

Program Updates:

RW TGA Program Manager's Report: Christine discussed the U.S Conference on AIDS conference which the Grantee Staff attended in Washington, D.C. from September 9th to the 13th. It was the largest attended National Minority AIDS conference. There was a lot of information. For the future, plans should be made to include a Planning Council member to attend the conference. She noted that the monthly monitoring calls with the Project Officer will now include the Planning Council chair. The Vice-Chair will only participate in the October teleconference.

Part C Update: The Part C representative presented data for August, September. She noted that as of August, three (3) individuals were enrolled into Part C. All of the three individuals were uninsured and newly diagnosed. For September, five (5) individuals were enrolled, all were uninsured and newly diagnosed. There was extensive discussion about individuals who are late to care, in care, and/or newly diagnosed.

Part B (VDH) Update: In the absence of the Part B Representative, no report was presented. However, copies of the ADAP Enrolment Numbers as of September 22, 2015 were distributed to the Council for review. The Council agreed that more data regarding the ADAP enrolment numbers was needed, such as, are the numbers going up or down.

Feedback Results: Results of the Feedback Survey for the month of August were presented to the Council. The results showed positive response, except for the temperature in the Conference Room. The Council members were requested to complete the feedback survey for September which will be analyzed by the Membership and Nominations Committee at the October meeting. The results will be presented to the Planning Council at the October 29 meeting.

Other Business/Announcements: There was no other business to discuss.

Educational Moment: Support Staff will present the *National HIV/AIDS Strategy: Updated to 2020*, at the October meeting.

Adjournment: There being no further business to discuss, a motion was moved by Beverly and seconded by Gregg to adjourn the meeting. The motion passed. The Council will meet on Thursday, October 29, 2015 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair