

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, April 30, 2015: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:01 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, Katrina Fontenla, Gregory Fordham, Lisa Laurier, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Anthony Ruffin, Jonathan Spain, and Kimberly Sparrow.

**Staff:** Winter Benda-Deputy City Manager, Christine Carroll-RW Program Manager, Robert Hargett-Grantee Staff, Jeff Daniel-PC Support, and Teresa Malilwe-PC Support Staff.

**Guests:** Diana Jordan-VDH

The following members were excused: Stacie Walls-Beegle, Andre Christian, Pierre Diaz, Cynthia Banks, Franklin Todd England, and LuAnn Gahagan.

**Review and Approval of Minutes:**

Minutes of the last meeting were reviewed. After review, Jonathan moved a motion, and was properly seconded by Gloria to approve the minutes as written. The motion passed.

**Introductions by Visitors:**

The visitors introduced themselves.

**Committee Reports:**

**Executive:** The committee met as scheduled. The committee reviewed the P-CAT. The P-CAT will be reviewed monthly to keep the Planning Council and sub-committees on track. Committees presented their monthly activities.

**Priorities, Allocations & Policies:** The committee met to:

- ❖ Review the Planning Council Activity Timeline (P-CAT).
- ❖ Review and update the Memorandum of Understanding (MOU) between the Planning Council and the Grantee's Office. The MOU will be presented to the Planning Council at the May meeting for a vote.
- ❖ Review the Preliminary Final Expenditure Summary Report for the period ending February 28, 2015 and dated April 28, 2015. It was noted that the TGA spent 87% of the funding. Some services were underspending because the MOAs were contracted late in the grant year.
- ❖ Discuss the PSRA Session; the framework for the PSRA Process, and the data sets that the committee will need.
- ❖ Lisa discussed the responsibilities of the Priorities, Allocations, and Policies Committee.
- ❖ In order to move forward, the Chair asked for a motion to vote on the updated Bylaws which, according to the requirements of the Bylaws, were electronically

sent to Council members on March 31, 2015. Once approved, the Bylaws will be sent to the City Attorney's Office and the Mayor for his signature. A motion was moved by Robert and properly seconded by Gregg to approve the Bylaws with the noted corrections.

The committee will meet on May 28, 2015 at 3:00 p.m. The committee is currently looking for new members.

Quality Improvement and Strategic Planning: Dr. Derber presented the committee's report in the absence of the chair. Dr. Derber discussed the committee's responsibilities as outlined in the Bylaws. At the meeting on April 17, 2015 the committee:

- Reviewed VDH data with regard to the implementation of the Health Care Reform and discussed the impact of the Affordable Care Act on Ryan White services.
- Discussed the status of the next Comprehensive Plan for the Norfolk TGA
- Discussed the Plan-Do-Study Act (PDSA) study. This was in collaboration with the Grantee, based on Quality Management chart audit findings which the committee reviewed in March.
- Discussed data sets on quality management outcomes to be given to the Priorities, Allocations, and Policies Committee for the 2016 PSRA Session.
- Outlined a strategy to begin review of the Norfolk TGA's Standards of Care, Service Category definitions and HRSA/HAB performance measures.
- The Grantee asked about CAREWare data requests for the Quality Improvement and Strategic Planning Committee to review. The committee will discuss this at the May meeting.
- The next meeting of the committee will be held on Thursday, May 21, 2015 at 4:00 p.m.

Membership and Nominations: As a teachable moment, the chair discussed the roles and responsibilities of the Membership and Nominations Committee.

At the meeting, held on April 17, 2015 the committee:

- Reviewed and updated the Planning Council Membership Application Form.
- Reviewed and updated the Planning Council Interview Form.
- Reviewed and scheduled two applicants for Planning Council interviews. The applicants meet the Planning Council membership requirements.
- Collaborated with Planning Council staff to create a Ryan White Planning Council brochure. Handouts were distributed to Council members.
- Analyzed Planning Council membership for the Federal Reflectiveness Mandate. There are some areas the committee needs to focus on. Per HRSA, the Non-Conflicted HIV Status target is 33% or greater and the current percentage for the Norfolk TGA is 23%. (*Non-Conflicted status means a consumer or Ryan White Part A services who does not work for or sit on the board of a Ryan White Part A funded agency*). In March, the committee identified four strategies to increase the non-conflicted consumer representation. Those strategies are:
  - Attend the monthly Case Manager meetings to promote the Planning Council. On April 7, the chair met with Case Managers and gave a 15-minute presentation on the Planning Council. He also distributed the new Ryan White Planning Council brochures and left some brochures for Case Managers to take them back to their agencies for their clients.
  - The committee will work with Consumer Advisory Boards for each Ryan White agency.
  - The committee will work with the Community Access Committee to host a Community Forum.

- The committee will promote networking among current Planning Council members.
- The next meeting will be held on Thursday, May 21, 2015 at 3:00 p.m.

The two applicants (*Mr. Alfred Betts, Sr., and Ms. Devina Denise George*) were interviewed on Wednesday, April 22, 2015. Ms. Beverly Franklin was interviewed on July 30 2014 and has since been participating on the Care Strategy Committee now known as the Quality Improvement and Strategic Planning Committee. The chair recommended that the three individuals be appointed to the Planning Council because they will help the Council meet the mandated guidelines. A motion was moved by Lisa and properly seconded by Dr. Derber to accept the recommendation as presented. The motion passed.

Two Planning Council members (Jonathan Spain, and Stacie Walls-Beegle) will be rotating off the Planning Council after serving three-two year terms. The Council also conducted the Open Nominations Process at the meeting. At this point, The Planning Council had a “**Conflict of Interest, Member Code of Conduct, and Officer Duties**” training by Jeff. (Please see attached handout).

*Community Access Committee:* The committee met twice in April; that is, April 8 and April 22 and will meet twice in May as well. The committee is in the process of planning a Town Hall meeting to educate the community about the roles and responsibilities of the Planning Council. The committee is, therefore, also going through a basic training of the roles and responsibilities of the Council starting with the April 22<sup>nd</sup> meeting. The committee also participated in the scheduled VDH Public Hearing.

Jerome thanked the Planning Council Officers, and committee chairs for their hard work and commitment.

*Open Nominations Process:* The following were nominated:

- *Planning Council Chair (One Year Term):*
  - Gregory Fordham
  - Jerome Cuffee
- *Planning Council Vice-Chair (One Year Term):*
  - Brian O'Dell
  - Kimberly Sparrow
- *Planning Council Secretary (Two Year Term):*
  - Gloria Anderson

Voting will be done at the May 28, 2015 Council meeting.

*Introduction of Visitors:* Ms. Diana Jordan from VDH introduced herself. Ms. Jordan, a former Planning Council member, was welcomed to the meeting.

## **Program Updates:**

### **RW TGA Program Manager's Report:**

The Grantee's Office is working to have all the contracts fully executed. There was a slow down with some providers getting the information to the Grantee's Office. The TGA should be getting the 20% of the award next month. The Grantee Staff are busy working on the final expenditure report which should be presented to the Council at the next meeting.

**Part B (VDH) Update:**

This month (April 2015), Part B had Public Hearings for Ryan White Part B to get feedback about HIV Care and Prevention Services in Virginia. On April 21 there was a hearing in Northern Virginia; April 22<sup>nd</sup>, the hearing was here in Norfolk; and on April 28<sup>th</sup>, the hearing was in the South Western Region of Virginia.

ADAP Enrolment Numbers: The Part B Representative discussed the enrolment numbers. Copies of the ADAP enrolment numbers were distributed to Council members for review. (Please see attachment).

Ms. Diana Jordan was attending the meeting to talk about the Funding Opportunity CDC-FOA-PS15-1509, Health Department Demonstration Projects for Comprehensive Prevention, Care, Behavioral Health, and Social Services for Men Who Have Sex with Men of Color at Risk for and Living with HIV. She requested the Planning Council for a Letter of Support or some other documentation that can be included with the Application. Diane briefly talked about the grant and the two opportunities that this funding will bring. A motion was moved by Lisa and properly seconded by Robert to discuss, develop and approve a letter of support to VDH for this funding. The Council thanked Diana for the presentation.

**Part C Update:**

As of March 31, 2015, there were 99 Part C patients enrolled (47 uninsured and 52 insured). There were 13 new to care during March and all were uninsured. As of April, there are ten (10) new to care (nine uninsured and one insured).

**Other Business/Announcements:**

There was no other business to discuss.

**Adjournment:** There being no further business it was moved, by Jonathan and properly seconded, by Robert to adjourn the meeting. The motion passed. The Council will meet on May 28, 2015 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC Vice-Chair