

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL TRAINING/MEETING**  
**Thursday, January 29, 2015: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** In the absence of the Chair, the Vice-Chair called the meeting to order at 5:10 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 and also for a special moment of silence for Susan Clinton who passed away on Tuesday, January 21, 2015. Susan was a member of the Planning Council since 2013 and also participated on the Needs Assessment and Comprehensive Planning Committee.

**Roll Call:** The membership roll was called and the following were in attendance:

*In Attendance were:*

Gloria D. Anderson  
Charmaine Brown  
Catherine Derber  
Bill Dore  
Katrina C. Fontenla  
LuAnn Gahagan  
Doris McNeill  
Jonathan Spain

Robert Bailey  
Jerome Cuffee  
Pierre Diaz  
Franklin Todd England  
Gregory Fordham  
Lisa P. Laurier  
Kanedra Nwajei

*Excused:*

Cynthia Banks  
Stacie Walls-Beegle  
Andre B. Christian  
Anthony L. Ruffin  
Brian O'Dell  
Kimberly Sparrow

*Staff:*

Christine Carroll Grantee Staff  
Robert Hargett  
Jeff Daniel – PC Support  
Teresa T. Malilwe –PC Support Staff

*Visitors:*

Beverly Franklin  
Lafayette Williams  
Mindy Johnson-VDH  
Denise Johnson-VDH

**Review and Approval of Minutes:**

Minutes of the last meeting were reviewed. After review, LuAnn made a motion to approve the minutes and properly seconded by Lisa. The motion passed.

**Introductions:**

The visitors introduced themselves.

*Planning Council Training Updates:* During the last Planning Council Annual Training, Katrina was asked to put in a data request to VDH for Eastern to get the number of virally suppressed in the TGA for 2013 out of the total number; how many in RW, how many in Medicare, and how many by payer source. In this regard, copies of the HIV Continuum of Care for the Norfolk TGA, 2013; and the Virginia's Continuum of Care, 2013 were distributed to Council members for review. Jeff thanked Katrina for her work and proceeded to discuss and compare the data on the two documents. (*Attached*

hereto). He noted that as the Planning Council talks about Ryan White services, members should look at how RW services which are funded by the Planning Council impact the bars on the Norfolk TGA's Continuum of Care.

A review of the bars indicate that there are 7,299 diagnosed and living with HIV in the region as of December 31, 2013. This represented 28% of the State total. Only 230 or 70.8% of the new diagnosis were linked to care. The Council should strive for 100% to be linked to care. Evidence of a care marker in 2013 for the total number was only about 36%. Jeff noted that the Planning Council will be looking at this data in the Needs Assessment and Comprehensive Planning Committee, the Priority Setting and Resource Allocations Committee, and in Quality improvement about how to increase the bars. The Council agreed that this kind of data was helpful and would like to review it periodically. Katrina stated that in order for her to provide such type of data on a monthly basis, she will need two weeks' notice. Jeff recommended a review of special populations data at committee level. Such as how the African-American MSMs Cascade compare to Anglo-American MSM; heterosexual, transmission mode, etc...

The Council also agreed with Katrina that it would be helpful, for next month, to report some data about what is going on with the Newly Diagnosed. Jeff stated that the review should be done at committee level. In order to obtain the data from VDH, Katrina stated that she would need a data request directly from the Planning Council and/or a committee member. Jeff stated that the Support Staff will work on the request.

Website Update: Out of the 80% who voted, a majority selected Logo #1. (Please see attachment). Jeff thanked those Council members who participated in the ranking. He stated that the website will have all the minutes, agendas, Standards of Care, the Comprehensive Plan, the Needs Assessment, where to go for services, etc... The site should be up and running beginning of March, 2015. He asked for suggestions with regards to the website name.

Planning Council/Sub-Committee Meeting Dates: Jerome stated that the Executive Committee has, in the past few months, been discussing about consolidating the meetings to about two to three days in a month. He also noted that there has been discussion about consolidating some of the committees into one larger committee. This will help with participation and more commitment; and will cut down on the number of times members will be expected to attend meetings.

From a review of the P-CAT, Jeff stated that he recommended to the Executive Committee to consolidate the Policy and Procedures Committee, which will only meet three times a year, with the Priority Setting and Resource Allocations Committee, which will meet about seven to eight times a year. This committee will meet the last Thursday of the month and will be known as *Priorities, Allocations and Policies Committee*. He also recommended combining the Needs Assessment and Comprehensive Planning Committee with the Care Strategy Committee; to be called *Quality Improvement and Strategic Planning* and will be on the third Thursday of the month at 11:30 a.m. The Community Access Committee will, in the meantime, continue to meet on the second Wednesday of the month. There is a recommendation, however, to move the meeting date to the third Wednesday of the month. This arrangement will allow for three meeting days in a month and will also increase attendance.

Jerome noted that the Executive Committee will discuss and reach final decisions at the February meeting. He requested those members with input or would like to share concerns to contact him or the P.C. Support Office. The effective date is anticipated to be March 1<sup>st</sup>. The committee meeting days will, therefore be scheduled as follows:

- 2<sup>nd</sup> Wednesday of the month:
  - Community Access Committee
- 3<sup>rd</sup> Thursday of the Month:
  - Quality Improvement & Strategic Planning Committee
- Last Thursday of the Month:
  - Priorities, Allocations & Policies
  - Membership and Nominations
  - Executive:
  - Planning Council:

### **Committee Reports:**

Executive: The committee met and discussed the topics which have been presented to the Council, including the P-CAT which lays out the duties and responsibilities of each committee. The chart will make it easier for planning monthly meetings (agendas) by both committee chairs and the Support Staff.

Jerome noted that the Executive Committee participated in a conference call with the HRSA Technical Assistance Consultant. The discussion centered on the Planning Council Training which is scheduled for Friday, March 6, 2015 from 8:30 a.m. to 4:00 p.m. Information will be made available for Council members who will not be able to attend. The Executive Committee will meet with the Consultant on Thursday, March 5<sup>th</sup> for two hours. Individual consultations with the Consultant will also be arranged. Council members were requested to respond to the email from the Support Office regarding the scheduled training.

Care Strategy: The committee met on Thursday, January 15<sup>th</sup> as scheduled. Members started the review and revising of the Medical Case Management Standards of Care. The committee put in a Data Request to the Grantee and will continue to work on the Standards at the next meeting which is scheduled jointly with the Needs Assessment and Comprehensive Planning Committee.

Policy and Procedures: The committee met from 2:00 to 4:00 p.m. In December, the committee reviewed the MOU between the Planning Council and the Grantee. The committee recommended some changes to the MOU. For this month, the committee reviewed the Bylaws to update some Sections. The process is ongoing, after which, in the month of March, copies with updates, will be presented to the Planning Council for review. After a vote up or down, they will be submitted to the City attorney's Office for review of legal compliance.

Membership and Nominations: The chair was excused from the meeting and it was noted that the committee did not meet. There was, therefore, no report to present.

Community Access Committee: In the absence of the chair, it was noted that the committee met and continued to work on the planned Town Hall meeting. The committee tentatively set the date for the Town Hall meeting for either May 16 (primary) or May 30 (secondary). The committee will plan for an event every quarter. In order to be a community based committee and in order to boost recruitment, they committee will starting holding monthly meetings outside Norfolk. It was agreed to hold the February meeting in Newport News. Planning Council Staff and the committee's chair will work on securing the location.

Priority Setting and Resource Allocations: The committee did not meet and, therefore, did not have a report to present.

Needs Assessment and Comprehensive Planning: The committee did not meet, but will, however, meet jointly with the Care Strategy Committee on Thursday, February 19, 2015.

## **Program Updates:**

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

Christine stated that the Grantee Staff will be involved in the Planning Council training on March 6, 2015. She noted that the training was one of the recommendations in the Report from the HRSA Project Officer's Site Visit of the Norfolk TGA in March 2014.

Copies of the Expenditure Summary Report for the period ending December 31, 2014 dated January 26, 2015 were distributed to the Council members for review. Robert noted that the target expenditure rate was 83%. However, overall expenditure was at 70%. Some of the under-expenditure is attributed to the Affordable Care Act. The service categories that were underutilized include; Drug Reimbursement, Mental Health which were previously accessed by people who are now have insurance through the ACA. In the area of HIPCSA which was prioritized this year; the service which had a slow start, is now picking up speed and for the amount that it was funded (\$78,246), that amount is slowly being utilized at 60%. Robert noted that there are some cost shifts in the TGA. As a Result, the Planning Council needs to be more creative and strategize on how best to utilize the funds that are available. Currently utilization is not there.

Robert stated that Emergency Financial Assistance, Housing Assistance, and Non-Medical Case Management are showing low percentages of utilization because these services were late starters. In the past, the TGA had ADAP as another outlet for unspent money. At this point ADAP has a lot of money and, this year, do not need the funds that have, during some past years, been reallocated to them.

### **HOPWA Grantee's Report:**

Mr. Dore stated that he was working with Stacie on finalizing a budget with the money which was made available starting July 1, 2014. ACCESS will receive a little over \$1,000,000.00 of HOPWA funds. Transition from Urban League to ACCESS has been complete. \$622,000 will be put in tenancy rental assistance to serve about 65 people to help with their subsidization for their rental units. \$45,000 will be used to serve about 30 people for short term rent, mortgage and utility assistance. \$250,000 will be used for support services for 27 people in HOPWA housing and 45 people that have other housing arrangements to ensure that they remain housed. \$54,000 will be used for 60 people to get them into permanent placement services. There is also a project sponsor. Looking at allocations appropriations, it seems HOPWA will stay consistent.

The State will hold a Needs Assessment hearing for their 5-year Consolidated Strategic Planning on Friday, January 30, 2015 at 10:00 a.m., at the CSB building in Hampton for anybody who is not under the umbrella of HOPWA in this Region.

Mr. Dore announced his retirement from the City of Virginia Beach, effective end of January and, therefore, from the Planning Council as HOPWA Representative. The Council thanked Mr. Dore for his participation at and commitment to the Planning Council.

**Part B (VDH) Update:**

Katrina presented the Part B Update. She gave a synopsis of the Norfolk ADAP Enrollment numbers by Program. (*Please see attachment – ADAP Enrollment Numbers as of January 27, 2015*). Katrina noted that the numbers of enrollees changes daily.

**Part C Update:**

Dr. Derber stated that Part C has 138 enrolled clients. Part C continue to meet monthly, focusing on finding individuals who have been missing their appointments and not being able to be retained in car; calling them individually to bring them back while focusing on performance measures that are not being checked regularly. Part C will also focus on mental health; that is something new that Part C will focus on; and will try to screen everyone who comes in for mental health.

**Other Business/Announcements:**

Gregg talked briefly about a new Support Group that will start on February 9, 2015 at the Center. Participants will meet the second Monday of the month and is open to those affected and infected by HIV and AIDS. It will provide a forum for individuals to talk about issues they are dealing with.

**Comments by Visitors:**

Katrina noted that she invited Ms. Misty Johnson. She is the Care Continuum, HIV Services Coordinator. Katrina invited her to talk about the Linkage to Care Program for people with HIV who have recently been incarcerated. Ms. Johnson distributed handouts of her discussion (*please seen attachment - Care Coordination Summary*). In her brief discussion, Ms. Johnson noted that the program started about four years ago under a grant. Because of its success, Mr. Bailey decided to make it a permanent program in September when the grant ends. She briefly discussed the functions of the program; starting from referrals, linkage to medications and services such as labs, coordination. She noted that the program is a collaboration between HIV Prevention and HIV Care Services. The program also has a small part of case management, which basically ensures that the individual picks up their medications, if the Ramsell card works, and that they are in line with their medical appointments.

**Adjournment:** There being no other business to discuss, Mr. Dore moved a motion to adjourn and was properly seconded by Gregg. The motion passed.

Respectfully Submitted:

---

André B. Christian – Chair