

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

**Call to Order:** The meeting was called to order at 5:09 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, Jerome Cuffee, Pierre Diaz, Gwendolyn Ellis-Wilson, Gregory Fordham, Beverly Franklin, LuAnn Gahagan, Devina George, Earl Hamlet, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Drake Pearson, Anthony L. Ruffin, and Kimberly Sparrow

**Staff:** Christine Carroll-RW Program Manager, Robert Hargett-Grantee Staff, Thomas Schucker-PC Support, Teresa Malilwe-PC Support Staff

**Excused Members:** May Francis Baskerville, Charmaine Brown, Catherine Derber, Todd England, Katrina C. Fontenla, and André Bernard Christian.

**Introduction of Visitors:** Tanya Kearney-AIDS Resource Center, and Joseph who introduced himself as a Care Navigator.

**Review and Approval of Minutes:**

The Council reviewed minutes from the last meeting. After review a motion was moved by Gregg and properly seconded by Robert to accept the minutes as written. The motion passed with one abstention.

**Committee Reports:**

*Executive:* The committee met as scheduled and reviewed, among other issues, the Assessment of Administrative Mechanism. Committee Chairs presented their monthly activity reports. The committee discussed a Planning Council monthly training which will be open, not only to Council members, but anyone who would like to attend, including potential Council members. The trainings will not be mandatory but Council members will be encouraged to attend. Schedules for the trainings will be discussed in order to arrive at dates and time convenient to all members. Because of Thanksgiving Holidays, a recommendation for new proposed Planning Council and Sub-committee meeting dates in November, were being presented to the Council for approval. The recommendation was approved for meetings to be held on the proposed dates. *Absences and Excused absences* will not be recorded for individuals who will not be able to attend.

*Community Access Committee:* The committee has been meeting to continue planning for the Town Hall meeting scheduled for Saturday, October 31, 2015 from 11:00 a.m. to 3:00 p.m. at the Slover Public Library in Norfolk. The theme will be “*Unmasking the ACA – A Town Hall Forum.*” The event will be held on Halloween Day. Participants can wear their Halloween costumes and, may be, win a prize, for the best Costume. Committee chairs were invited to attend to discuss the functions of their committees. Presenters will discuss the Affordable Care Act Enrollment, and ADAP.

Membership and Nominations: Brian presented the Committee's report for Pierre who was participating via teleconference. The committee met as scheduled, but did not have a forum to vote on recommendations, which were deferred to the next meeting. The committee is on track based on activities outlined on the P-CAT. Three new individuals were interviewed:

1. Interviewee #1: African-American, non-conflicted consumer who would best represent category 8
2. Interviewee #2: African-American Transgender who would best represent category 9 (Non-Elected Community Leader); and
3. Interviewee #3: African-American past member who would best represent category 9 (Non-Elected Community Leader).

The Membership and Nominations Committee presented a motion to approve Interviewee #1; and Interviewee #2 to be placed on the Planning Council; and Interviewee #3 to be placed on a sub-committee until the matrix allows for a more non-consumer members. The motion passed.

The committee reviewed and discussed the Interview Questions. Support Staff will provide questions from other TGAs for the committee's review.

The committee reviewed Planning Council attendance. The Planning Council chair will reach out to individuals who are in jeopardy of violating the Attendance Policy.

The committee analyzed Planning Council membership for Federal Reflectiveness mandate of 33% non-conflicted consumers. The TGA is currently at 25%. However, the percentage will go up with the addition of the newly approved candidates. The committee also looked at various options to fill category 4-5-*Mental Health and Substance Abuse Providers*.

The committee discussed membership and training and the recommendation to mentor new members for a specified period of time.

At the next Council meeting, Support Staff will provide a Contact Sheet for members to indicate their contact information which can be shared with other members.

The next meeting will be on November 12, 2015 at 3:00 p.m.

Priorities, Allocations and Policies: The committee met as scheduled and reviewed and discussed the Expenditure Summary report for the period ending August 31, 2015 dated October 26, 2015. The target expenditure level was at 50%. Some service categories were above 50%. The recommendation from the Grantee's Office, based on last month's meeting is as follows:

Move funds from:		Into	
Drug Reimbursement	\$15,322	Oral Health	\$15,322
HIPCSA (Medication Co-Pay)	\$30,000	Oral Health	\$30,000
Non-Medical Case Management	\$47,000	Medical Transportation	\$47,000
	\$92,322		\$92,322

The Committee asked for a motion to approve the Grantee's recommendation. Jerome noted that there was also a carryover request for \$185,000 and the TGA was still waiting for a response from the HRSA Project Officer. After discussion, a motion was moved to accept the recommendation as presented. The motion passed.

The committee reviewed the draft Planning Council Directives to the Grantee. However, this discussion was deferred to the next committee meeting. The committee will, at the

next meeting, also nominate and vote for a new Priorities, Allocations and Policy's Committee's chair.

*Quality Improvement and Strategic Planning:* The committee met as scheduled on Thursday, October 15, 2015. The committee is on track based on activities outlined on the 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. The committee was informed of the importance of the needs assessment.
- The committee reviewed and discussed a special needs assessment for clients who are not virally suppressed, as aligned with the goal of the National HIV/AIDS Strategy (NHAS). The committee agreed that such a study is important to identify the needs, barriers and gaps to bring all clients in the Ryan White Part A Program to viral suppression.
- The committee reviewed and discussed a theme for the 2016 Triennial Needs Assessment. It was agreed that the focus of the assessment remain the three populations of Out of Care, In Care, and Newly Diagnosed. The committee will continue to work on themes and drafting questions for this needs assessment in future meetings.
- The Committee reviewed and adopted the Virginia Department of Health (VDH) strategies for the Comprehensive Plan. The Plan will be part of the TGA Comprehensive Plan and will be submitted to HRSA and the CDC as a joint effort.
- The committee discussed the next service category Standards of Care (SoC) that will be reviewed and updated. The committee selected Medical Case Management. It was decided to align Part A Standards along with the revision of the Part B Standards. The committee will continue to work on this and report back.
- Grantee Staff presented the first Quarter Service Utilization Data. The committee determined that the Grantee was on track with service category expenditures.
- The committee briefly reviewed and discussed the HRSA/HAB measures to do a PDSA (Plan-Do-Study-Act). The discussion was tabled and will be discussed further in the next meeting.
- The committee discussed briefly the need for a Hepatitis C Program in the Eastern Region. The Region has the highest need for the Program. The committee will continue this discussion at the next meeting.

The committee will meet on Thursday, November 12, 2015 at 4:00 p.m.

### **Program Updates:**

*RW TGA Program Manager's Report:* The Grantee's Office submitted the Grant Application earlier than the due date of November 2, 2015. The Planning Council Chair and Vice-Chair participated in the monthly Monitoring Calls with the HRSA Project Officer. Moving forward, the Vice-Chair will not participate on the monthly calls. The Council Chair stated that it was a good call. There was a strong suggestion to have ongoing Planning Council training/s. The trainings will not be mandatory, however. Planning Council members, committee members and potential Council members are encouraged to attend the trainings which will be held on the same date and time every month. A training will be scheduled in December at which the Expenditure Summary Report will be discussed. Also for discussion will be the Ryan White Part A Grant

Application Process. A notice to Council members will be sent out by Support Staff next week or so, to help plan a convenient day and time for the training.

Part C Update: LuAnn presented the Part C report and stated that as of September 30, 2015 141 patients were enrolled in Part C (80 uninsured and 61 insured). There were nine (9) new to care Part C patients in September and all were uninsured. There were two (2) new to care Part C patients in October and all were uninsured.

The Chair welcomed and congratulated two new Planning Council members: Earl Hamlet, and Drake Pearson.

Feedback Results: Results of the Feedback Survey for the month of September were presented to the Council. The Vice-Chair asked Council members to be more specific in their responses to the survey questions. She noted that the Feedback Form is one of the tools used to identify areas where training is really needed. The Feedback results showed positive responses. At the conclusion of the Council meeting/s, members will be requested to complete the feedback survey which will be analyzed by the Membership and Nominations Committee. The results will be presented to the Planning Council.

**Educational Moment:** *Support Staff presented the National HIV/AIDS Strategy: Updated to 2020 – 5 Major Changes since 2010.* The five areas that were covered included:

1. Our Prevention toolkit has expanded
2. The Affordable Care Act has transformed health care access
3. HIV Testing and treatment are recommended
4. Improving HIV Care Continuum outcomes is a priority
5. Research is unlocking new knowledge and tools.

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

**Adjournment:** There being no further business to discuss, a motion was moved by Robert and seconded by Gregg to adjourn the meeting. The motion passed. The Council will meet on Thursday, November 19, 2015 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair