

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, March 26, 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 5:02 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, Cynthia Banks, Charmaine Brown, Jerome Cuffee, Catherine Derber, Franklin Todd England, Katrina Fontenla, Gregory Fordham, LuAnn Gahagan, Lisa Laurier, Doris McNeill, Brian O'Dell, Anthony Ruffin, Jonathan Spain, Kimberly Sparrow, Christine Carroll-Grantee Staff, Robert Hargett-Grantee Staff, Jeff Daniel-PC Support, and Teresa Malilwe-PC Support Staff.

The following members were excused:
Robert Bailey, Stacie Walls-Beegle, Andre Christian, Pierre Diaz, and Kanedra Nwajei.

Visitors: Mr. Daniel C. Truesdale attended the meeting to present the Planning Council website. Mr. Derrico Beretervide, who heard about the Planning Council from a friend, also attended the meeting

Review and Approval of Minutes:

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

Introductions by Visitors:

The visitors introduced themselves.

Presentation of the Website: (By Mr. Daniel C. Truesdale)

Mr. Truesdale was attending the meeting to present, to the Council, the new Ryan White Greater Hampton Roads HIV Health Services Planning Council website which is currently live. Access to the site is www.ghrplanningcouncil.org. The site has a lot of features including monthly meeting minutes, agendas, calendar of meetings, testing sites in the area, etc... Members will be notified when minutes and agendas for upcoming meetings or documents are posted on the site. After his presentation of the features of the website and after responding to the members' questions, the Council commended Mr. Truesdale for a wonderful, and awesome job.

Merging of Committees: Two main committees merged, as follows:

- Policy and Procedures Committee with the Priority Setting and Resource Allocations Committee:
Priorities, Allocations and Policies Committee
- Care Strategy Committee with the Needs Assessment and Comprehensive Planning Committee:
Quality Improvement & Strategic Planning Committee

P-CAT Discussion: The P-CAT is a guide or roadmap of what each committee will do for each month. It is a document that will help keep each committee on target as far as meeting their goals and objectives. It will also help provide information on the agendas for the following month.

Revised Committees' Meeting Dates: The committees will meet on the following days and time:

- Community Access Committee:
The committee agreed to change their meeting day to the third Wednesday of each month at 6:00 p.m. However, there is still need for follow-up with the Committee's Chair.
- Membership and Nominations Committee:
The third Thursday of each month at 3:00 p.m.
- Quality Improvement & Strategic Planning Committee:
The third Thursday of each month at 4:00 p.m.
- Priorities, Allocations and Policies:
The last Thursday of the month at 3:00 p.m.
- Executive Committee:
The last Thursday of the month at 4:00 p.m.
- Planning Council:
The last Thursday of the month at 5:00 p.m.

The revised meeting dates and time will be emailed to all Planning Council members. Due to a schedule conflict, Dr. Banks will participate on the Priorities, Allocations and Policies Committee via teleconference.

Committee Reports:

Executive: The committee met and discussed the issues which have been presented to the Council, including a website presentation by Mr. Truesdale. Open Nominations for Officers will be done at the April Council meeting. For the monthly training; Jeff will discuss the roles and responsibilities of Planning Council Officers.

Joint Meeting of the Care Strategy/Needs Assessment and Comprehensive Planning: The committees met on Thursday, March 19, 2015. The two committees agreed to merge and will be called: *Quality Improvement & Strategic Planning Committee*. Ms. Susan Thorner of Training Resources Network, Inc. attended the meeting to present the 2014 Quality Management Review: Summary of findings for the following categories:

1. Early Intervention Services,
2. Oral Health
3. Mental Health
4. Substance Abuse
5. Medication Co-Pay

The committee will meet on Thursday, April 16, 2015 at 4:00 p.m.

Priorities, Allocations & Policies: The committee re-reviewed the updates to the Bylaws and approved them. The edited Bylaws will be emailed to the Planning Council for review, fourteen (14) working days in advance of the meeting at which the alteration, amendment, or repeal will be put to a vote. A two-thirds vote of the quorum shall be required to pass any alteration, amendment, or repeal. The amendments to the Bylaws shall be subject to the approval of legal form and correctness by the Norfolk City Attorney's Office. They shall, then be signed by the Mayor.

The review of the MOU between the Planning Council and the Grantee's Office was done at the December 2014 meeting. The revised document will be presented at the April 30, 2015 Planning Council meeting.

The Priority Setting and Resource Allocations Committee held an emergency meeting on Monday, March 16, 2015 to review the FY 2015 Allocations Recommendations for the 80% Award which was received by the Norfolk TGA. The recommendations were approved by the majority of the Planning Council members via the e-vote.

Membership and Nominations: The Committee met. As was recommended by the TA Consultant during her site visit to the Norfolk TGA, Brian contacted the New Orleans Planning Council Program Director to get some recruitment ideas. The committee discussed how to get to the required 33% of the un-conflicted consumers on Council. It was agreed that:

- The Committee will do Community Forums with the Community Access Committee;
- The Membership and Nominations Committee will go to Support Groups in the Region;
- The Membership and Nominations Committee will attend the monthly Case Managers' meetings;
- The Membership and Nominations Committee will go to all CABS meetings at each agency;
- The Membership and Nominations Committee will ensure flyers and pamphlets at each agency;
- The Membership and Nominations Committee will find avenues to advertise in some affordable local media.

Two Planning Council members; Jonathan, and Stacie, will rotate off the Planning Council at the end of May 2015. Open Nominations will be held at the April 2015 Council meeting and the vote for officers will be held at the May meeting. The next Committee meeting will be on Thursday, April 16, 2015 at 3:00 p.m.

Community Access Committee: The committee did not meet, therefore, did not have a report to present.

Program Updates:

RW TGA Program Manager's Report:

Christine stated that all the funds that were allocated are out on the streets and everybody has received their award letter. The TGA has a new provider who is collaborating with a current provider. Mr. Spain's AHope4Tomorrow is collaborating with IBWC to provide Medical Case Management, Non-Medical Case Management and Early Intervention Services. The TGA has a new HRSA Project Officer, by the name of Anderson Tesfazion.

Copies of the Expenditure Summary Report for the period ending January 31, 2015 dated March 25, 2015 were distributed to the Council members for review. The under-utilization trend continues. Administratively, the Grantee's Office is collecting all the expenditure information for the whole year. For the 11th month of the Grant Year, target expenditure level was 92%. However, expenditures were down at 78%. The implementation of the ACA and provision of insurance through VDH has reaped significant benefits for consumers in the region. This has shifted costs from Part A to the ACA. In particular, there will be a lack of need for the amount of money that has previously been put in such services as Drug Reimbursement, Mental Health, etc...

For the current year, the TGA received partial funding from HRSA which delayed the spending in some services. Currently, all services are up and running. In the past, the TGA gave funds that were not expended to VDH to pay for medications. However, because of the provision of insurance to consumers, VDH is not eager to accept the

funds this year. Moving forward, the Grantee's Office is negotiating with VDH to accept some funds to help with the twelve-month Hepatitis C treatment and this should be given to VDH at the beginning of the fiscal year.

The Council together with the Priorities, Allocations and Policies Committee was encouraged to find creative ways to use the TGA's funding, such as putting more money in Support Services. The committee should also recommend services that can utilize the carryover funds.

Part B (VDH) Update:

Part B was closing on the end of the year. The new fiscal year starts April 1. Katrina gave a synopsis of the Norfolk ADAP Enrollment numbers by Program. (*Please see attachment – ADAP Enrollment Numbers as of March 24, 2015*). VDH will hold Public Hearings to get feedback about HIV Care and Prevention Services in Virginia. Hearings will be held in Northern Virginia, Eastern Virginia, and Southern Virginia.

Part C Update:

As of February 28, 2015, 153 Part C patients were enrolled (66 uninsured and 87 insured). There were 106 Part C patients whose enrollment expired on February 28, 2015 due to failure to complete annual renewal. Letters have been mailed to these patients notifying them their coverage has been terminated and encouraging them to call Intake. There were 9 new to care Part C patients in February and all were uninsured. And, there were 4 new to care Part C patients in March and all were uninsured. Part C is still waiting for the Notice of Award for the new Grant Year which begins May 1.

Other Business/Announcements:

On Saturday, March 28, 2015 A Hope4Tomorrow is having a National Women's Day. The Mayors of the Seven Cities in Hampton Roads signed the letter making the last Saturday in March National Women's Day, honoring all the First Ladies and Female Pastors in the Seven Cities.

Adjournment: There being no other business to discuss, it was moved and properly seconded to adjourn the meeting. The motion passed. The Council will meet on April 30, 2015 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC Vice-Chair