



**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, May 28, 2015: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order: The meeting was called 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.

Roll Call: The membership roll was called and the following were in attendance: Gloria Anderson, Stacie Walls-Beeple, Alfred Betts, Sr. Charmaine Brown, Andre B. Christian, Jerome Cuffee, Catherine Derber, Franklin Todd England, Katrina Fontenla, Gregory Fordham, LuAnn Gahagan, Devina D. George, Lisa Laurier, Doris McNeill, Brian O'Dell, Jonathan Spain, and Kimberly Sparrow.

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

The following members were excused: Pierre Diaz, Cynthia Banks, Robert Bailey, Beverly S. Franklin, Kanedra Nwajei, and Anthony Ruffin

Review and Approval of Minutes:

After review of the minutes from the last meeting, a motion was moved by Gregg to accept the minutes as written and was seconded by Katrina. The motion passed with one abstention.

Introduction of Visitors: Russell Jones, and Edith Heard introduced themselves. Both are former members of the Ryan White Norfolk TGA Part A Planning Council.

Committee Reports:

Executive: The committee met as scheduled and reviewed the P-CAT. The committee briefly talked about the Assessment of the Administrative Mechanism tool which will be discussed and will be administered by the Priorities, Allocations and Policies Committee. Other Committees presented their monthly activity reports.

Priorities, Allocations & Policies: The committee met as scheduled and:

- Reviewed Expenditures by Service Category. Copies of the Expenditure Summary Report for the period ending March 31, 2015 dated May 28, 2015 was distributed for review. The target was at 10%. However, the overall expended was at 8%. HIPCSA was over the target expenditure rate at 14%. The Grantee's Office and the Priorities, Allocations and Policies Committee will closely monitor the categories that are over-expending, including Housing Assistance which is at 17%, and Emergency Financial Assistance at 18%. Non-Medical Case Management, and MAI were at 10%.
- Reviewed the P-CAT and agreed that the committee was on track with the monthly activities.



- Reviewed the Priority Setting and Resource Allocations (PSRA) Framework which was distributed at the last meeting. The committee identified the date for the Priority Setting and Resource Allocations Session as *Thursday, July 30, 2015 from 9:00 a.m. to 4:00 p.m.* The mandatory training will be on *Thursday, July 23, 2015*. A Time for the training will be determined through a Doodle survey by the Planning Council at a later date.
- The committee presented the MOU between the Planning Council and the Grantee for the Council's approval. After review, Brian moved a motion to accept the updated MOU as presented and was properly seconded by LuAnn. The motion passed.

Lisa noted that annually, before the PSRA Session, the Priorities, Allocations and Policies Committee meets with Providers and the Community Access Committee to get input regarding service delivery, any new trends that providers are observing, spikes in services being requested or provided, or a difference in the population currently being served by providers. The committee scheduled to meet with *Providers at 5:00 p.m. and the Community Access Committee at 6:00 p.m. on Wednesday, July 15, 2015*. A letter will be mailed to providers at a later date. The dates and times for the various activities related to the PSRA Session will be collated and presented to the Planning Council at the June 25, Council meeting.

There was an extensive discussion regarding getting more consumer input for the PSRA Process. There was concern that the number of consumers who come to the Joint meeting with the Priorities, Allocations and Policies Committee is not representative of the affected and infected population in the TGA, and/or if at all the input they provide influences the PSRA Process. The concerns were tabled and deferred to the Priorities, Allocations and Policies Committee for further discussion.

Community Access: The committee has been meeting over the past months to plan for the Town Hall meeting which was previously scheduled for June 30th. The event has since been scheduled for *Thursday, June 18, 2015 from 5:00-7:00 p.m.* at the Norfolk Department of Human Services. The focus of the Town Hall meeting will be to get more participation from the affected and infected population for both the Community Access Committee, and the Planning Council in order to reach the 33% federal mandate of non-conflicted consumers. The committee will do some outreach activities after the meeting on Wednesday, in selected areas, to encourage the community to attend the event. The Deputy City Manager on the Council will also assist with the City networks to spread the word. André asked providers to encourage their clients to participate and where necessary, to invite him to talk to groups at CAB meetings, etc...

Quality Improvement and Strategic Planning: The committee met as scheduled. After discussing the committee's responsibilities, LuAnn stated that the committee:

- Reviewed the P-CAT. Based on the activities outlined in the P-CAT, the committee was on track.
- Reviewed and discussed the Health Insurance Premium/Cost Sharing Assistance Standards of Care. Going forward, the committee will convene workgroups to update the Standards of Care. Notification from the Grantee's Office will be sent to providers, consumers and Council members to participate on the pods. The workgroups will be open to the community.



- Decided that Ryan White Part A Standards of care need to align with Ryan White Part B Standards of Care (VDH) so that service delivery is the same between the two programs.
- Discussed co-pays and co-insurance. In the Norfolk TGA Ryan White Part A will pay for doctor visit co-pays, specialty care co-pays, prescription co-pays, and mental health co-pays.
- Reviewed and discussed data from VDH. This was additional information which the committee requested from VDH. In 2014 the area had 317 new HIV cases. The committee reviewed the monthly breakdown of the 317 cases.
- Decided to update the Service Category Definitions so that they are aligned to the Norfolk TGA Part A Standards of Care. The Service Category Definitions will define what services are offered in Norfolk TGA via Ryan White Part A.

The committee will next meet on Thursday, June 18, 2015 at 4:00 p.m.

Membership and Nominations: The committee met on May 21 as scheduled and conducted New Council Member Orientation. The three members who went through Orientation are:

1. Mr. Alfred Betts, Sr. Al is a past member of the Planning Council
2. Ms. Devina George
3. Ms. Beverly Franklin.

During the training the following topics were covered:

- What Ryan White funding is.
- What is the Transitional Grant Area?
- The purpose of Planning Council
- The key players of the Planning Council
- Roles and Responsibilities of the Planning Council

The committee agreed to create a feedback form for Planning Council meetings. At the end of the meeting, Council members will be requested to answer short survey questions, anonymously, about their views of the meeting. The responses will be reviewed at the next Membership and Nominations Committee meeting. Areas of concern will be discussed at Executive Committee meetings, including solutions to those concerns in order to make these meetings better.

The committee also analyzed Planning Council membership for the Federal Reflectiveness Mandate. Currently, the Council is at 32% non-conflicted consumers. The committee also reviewed attendance. Currently no Council member is in jeopardy of being removed from the Planning Council based on attendance.

Brian thanked Stacie and Jonathan for their commitment and willingness to serve on the Planning Council. The two Council members were rotating off the Planning Council after serving their time. The Membership and Nominations Committee was expecting to receive three more applications for membership from individuals who attended the last Community Access Committee meeting.

The Chair of the Planning Council also thanked Jonathan and Stacie for their service on the Council. Certificates of Appreciation signed by the Chief Executive Officer were given to the two members. Two members; Lisa Laurier, and Jerome Cuffee; were reappointed for another two-year term on the Planning Council.



Election of Planning Council Officers: As scheduled, the election of Planning Council Officers was conducted. Before the elections, André, the past Council Chair, thanked members for their support while he was chair of the Planning Council and emphasized the importance of creating an environment of welcoming, especially to consumers who might want to attend Council meetings. He challenged the incoming officers to form mentorships between the old and new members.

The following individuals were elected as Planning Council officers:

- Planning Council Chair: Jerome Cuffee
- Planning Council Vice-Chair: Kimberly Sparrow
- Planning Council Secretary: Gloria Anderson

Program Updates:

RW TGA Program Manager's Report: The Program Manager attended the Contractors Quarterly meeting in Richmond a few weeks ago. At the meeting, there was also a discussion about a new data collection system that VDH is getting ready to be rolled out called e-Virginia. The system will interact with CAREWare. The closing out of FY 2014 will be presented to the Council at the June meeting. Christine noted that the expenditure rate, as indicated on the Expenditure Summary Report for the Period ending March 31, 2015 dated May 28, 2015 was only for 80% of the Award. The remainder of the award might be received in a month, at which time, the Grantee's Office will go through amendments.

Part B (VDH) Update: Katrina discussed the ADAP enrolment numbers as of May 25, 2015 (Please attachment). On behalf of VDH, Katrina stated that Ms. Jordan was grateful for the Letter of Support received from the Norfolk TGA Part A Planning Council. Ms. Jordan attended the April Council meeting to discuss the Funding Opportunity for 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.

Part C Update:

As of April 30, 2015, Part C has enrolled 140 individuals; 63 insured and 77 uninsured. During the month of April, 11 of the people enrolled for Unicare, 10 were uninsured and one insured. Data for May so far indicate that there were four (4) enrolled in Part B. All of them were uninsured.

Other Business/Announcements:

Earl Hamlet will be starting his "*Straight Talk*" with the first Support Group on June 2, 2015 at noon At A-Hope-4-Tomorrow.

On June 20, 2015 there will be a Fund-raising Buffet from 6:00 to 10:00 p.m. at St. Mary House for the AIDS Resource Center.

Adjournment: There being no further business to discuss, a motion was moved by Jonathan to adjourn the meeting. The motion passed. The Council will meet on Thursday, June 25, 2015 at 5:00 p.m.

Respectfully Submitted:

André B. Christian – PC - Chair