



**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, June 25, 2015: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order: The meeting was called to order at 5:03 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, Al Betts, Sr., Charmaine Brown, André Bernard Christian, Jerome Cuffee, Catherine Derber, Pierre Diaz, Todd England, Katrina C. Fontenla, Beverly S. Franklin, LuAnn Gahagan, Devina D. George, Lisa, P. Laurier, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Anthony L. Ruffin, and Kimberly Sparrow.

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

Excused Members: Gregory Fordham

Review and Approval of Minutes:

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

Introduction of Visitors: Mr. Drake Pearson, and Mr. James Morrissey from VDH introduced themselves.

Committee Reports:

Executive: The committee met as scheduled and reviewed the P-CAT. Committees presented their monthly activity reports. The Committee's Chair stated that there will be chair elections in August for all the committees. Members were, therefore, encouraged to attend their August committee meetings in order to participate in the elections. At the August meeting, Collaborative Research will present the results of the Assessment of the Administrative Mechanism. The Executive Committee will not meet in July because of the PSRA Session. The committee's next meeting will be on Thursday, August 27th at 4:00 p.m.

Membership and Nominations: The committee met on Thursday, June 18, 2015. The chair, briefly, discussed the Feedback Form which was one of the documents distributed to Planning Council members for review. He stated that Council members will be requested to give responses to the questions on the Form, at the end of each Planning Council meeting. After the results have been tabulated by Support Staff, and analyzed by the Membership and Nominations Committee, they will be presented at the next Council meeting.



The committee reviewed an application from Ms. Gwendolyn Ellis-Wilson for Planning Council membership. The committee asked for a motion to approve Gwen's application for membership. Gwen is a past member of the Council. Beverly made a motion which was properly seconded by Pierre to accept the recommendation as presented. The motion passed.

The committee analyzed Planning Council membership for federal reflectiveness mandate. The Council is currently at 30% non-conflicted consumers.

There are no Council members in jeopardy of violating the attendance policy.

The next committee meeting will be on August 20, 2015 at 3:00 p.m.

Priorities, Allocations & Policies: The committee met as scheduled and reviewed the P-CAT. The committee is on track with its monthly activities.

The committee reviewed the expenditures by service category. The expenditure summary report dated June 15, 2015 for the period ending April 30, 2015 was distributed to Council members for review. The report does not, however, reflect the full award. The target level was at 20%. Some services, such as Housing Assistance at 25%, EFA at 32%, and HIPCSA at 29% were above the expenditure level.

The committee looked at the Priority Setting and Resource Allocations Framework. In preparation for the PSRA Session, the Planning Council had an *educational moment*, presented by Lisa, who based her discussion on the PSRA framework. Copies of the framework were distributed to Council members for that purpose. The PSRA framework has two parts; the Priority Setting Process, and the Resource Allocation Process. With regard to data collection from consumers for the PSRA Process, a survey will be administered at different fora of the Community Access Committee members; that is, at support groups, committee meetings, as well as providers will be asked to disseminate the survey to their clients. The target is to get, at least, one hundred (100) completed surveys, and the deadline for submission of the information is July 15, 2015. There will be a survey monkey for providers to talk about any trends they see.

Lisa stated that the mandatory PSRA data session will be held on Thursday, July 23, 2015 from 3:00 p.m. to 6:00 p.m. at the Norfolk Department of Human Services. In order to vote at the PSRA Session scheduled for Thursday, July 30th at the Norfolk Botanical Gardens, a Council member should attend the scheduled data session.

The committee reviewed and approved the Assessment of the Administrative Mechanism tool/agent. Collaborative Research will administer the Assessment and the results will be presented to the Planning Council at the August 27th meeting. The committee will not meet in July, but will meet on Thursday, August 27th at 3:00 p.m.

The Council reviewed the Final Allocations. Lisa stated that the Norfolk TGA received the final funding on May 28, 2015. At the last PSRA Session, the Council requested \$7,000,205 but the total funding allocation received was \$5,899,419 which was less than what the TGA had asked for. As a result, the Grantee's Office submitted recommendations based on the total amount of money received. Lisa discussed the Grantee's recommendations. After discussion, Pierre moved a motion which was



seconded by Anthony to approve the recommendations as presented. The motion passed. The final expenditure summary will be presented to the Council at the upcoming PSRA Session.

Quality Improvement and Strategic Planning: The committee met as scheduled on June 18, 2018. The committee is on track based on the outlined Planning Council Activity Timeline (P-CAT). The committee also reviewed service category definitions for RW Part A, B and HRSA. A side by side comparison of the service category definitions was done and the committee modified Part A's service category definitions based on HRSA definitions. An updated copy of the modified service category definitions, and a copy with track changes, were each mailed to Council members for review.

The committee reviewed data from VDH and discussed the TGA's Continuum of Care. Members noted the viral suppression, currently at 24.9% which is considered very low. It was noted that VDH had not included six RW Part A providers in the calculations of the Continuum of Care. The Grantee worked with VDH to rectify the issue and was advised to make a formal request to VDH to include the six RW Part A providers in the calculations. The request was noted by Katrina, the VDH Representative on the Planning Council.

The committee will not meet in July because of the PSRA Session. The next committee meeting will be on Thursday, August 20, 2015 at 4:00 p.m.

LuAnn asked for a motion to accept the modified Service Category Definitions. Robert moved a motion which was properly seconded by Devina to accept the recommendations as presented. The motion passed.

Program Updates:

RW TGA Program Manager's Report: Because of the final funding which was recently received, the Grantee's Office is, again, working on amendments to have contracts up and running.

Christine noted that during the quarterly Providers' meeting, one RW provider reported 17 new cases in the last quarter, in the age group of teens to early 20s. She asked the Council to keep this information in mind, especially for the PSRA Process.

Three providers at the same meeting, expressed concern that some of their clients, who are virally suppressed, are having unprotected sex because they think that they are no longer HIV positive. This is because of a lack of education in this regard.

Christine and Jeff, will be involved in the State Comprehensive Plan. The Norfolk TGA Plan will, therefore, include information for the entire State. The Guidance for the Integrated Comprehensive Plan, which was recently received, was issued to all Jurisdictions in the United States. The Plan will include prevention and treatment in care. Therefore, all Jurisdictions were instructed to put together a plan collaborating with prevention and treatment in care. The Comprehensive Plan is due September 2016.

Part B (VDH) Update: Katrina discussed the ADAP enrolment numbers as of June 23, 2015 (Please see attached document). Overall, there are 305 new enrolments and 745 re-enrolments. The Council made a data request for VDH to provide year-over-year data comparison. This will provide a trend, which is one of the requirements for the grant application.

Part C Update:

As of the end of May, there were 141 Part C patients enrolled; 67 are uninsured and 74 are insured. In May, there were six New to Care; 5 uninsured and 1 insured. In June, there were 7 Part C Unicare; all of them uninsured.

Other Business/Announcements:

Katrina stated that Ms. Johnson, the Care Coordinator for Recently Released HIV+ individuals from the Department of Corrections; Prisons and Jails, is trying to reach out to providers/case managers in the area. Katrina handed out her business cards to interested individuals and asked if they could meet with her during her visit to this area sometime in July.

André made a suggestion to add Ryan White Eligibility to the Planning Council website. Christine suggested including the Eligibility Form to the website.

André announced his resignation as interim chair of the Community Access Committee. He asked Planning Council members to consider participating on this committee in order to provide leadership.

The Council also discussed some other information they want included on the website and also discussed ways to market the site to the general public.

At the end of the meeting, Planning Council members were requested to complete the Feedback Form. The results will be presented to the Planning Council after they have been analyzed by the Membership and Nominations Committee.

Adjournment: There being no further business to discuss, a motion was moved by André to adjourn the meeting. The motion passed. The Council will meet on Thursday, August 27, 2015 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair