

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, November 19, 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: Robert Bailey, Charmaine Brown, Andre Christian, Jerome Cuffee, Pierre Diaz, Gwendolyn Ellis-Wilson, Todd England, Katrina Fontenla, Beverly Franklin, LuAnn Gahagan, Devina George, Earl Hamlet, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Drake Pearson, Kimberly Sparrow.

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

Excused Members: Gloria Anderson, Catherine Derber, Gregory Fordham, Anthony Ruffin.

Absent Members: May Francis Baskerville.

Introduction of Visitors: Rachel Artise-Applicant for Planning Council Membership

Review and Approval of Minutes:

The Council reviewed minutes from the last meeting. After review a motion was moved by Katrina and properly seconded by Gwendolyn to accept the minutes as written. The motion passed.

Committee Reports:

Executive: The committee met as scheduled and briefly discussed the Technical Assistance Report from a Technical Assistance Site Visit which was undertaken by the HRSA Consultant in March 2015.

The committee chair stated that during the monthly monitoring call with the Project Officer, he requested to participate in the February 25 Executive Committee meeting, via teleconference.

The committee discussed the Planning Council Training Program. The first training in December will be based on the Grantee's monthly expenditure summary report. A doodle will be sent out to Planning Council members to indicate the best dates and time for the training.

The next Executive Committee meeting will be Thursday, January 28, 2016 at 4:00 p.m.

Community Access Committee: The committee did not meet in November because the meeting date fell on a Holiday. The City of Norfolk Offices were closed in observance of the Veteran's Day.

The committee, however, successfully held the scheduled Town Hall Meeting on October 31, 2015 at the Norfolk Public Library. Attendance was good and the information which was presented on the *Affordable Care Act Enrolments*, and ADAP; was very informative and educational. The participants requested that more events, such as Town Hall meetings/Retreats, should be planned to keep the consumers informed and educated. Participants were eager for more ongoing training. The next meeting will be Wednesday, January 20th, 2016 at 6:00 p.m.

Membership and Nominations: The committee met on Thursday, November 11, as scheduled and reviewed the Planning Council Activity Timeline. The committee is on track based on activities outlined in the P-CAT.

The committee reviewed the October Planning Council meeting feedback results. The feedback was positive. However, some Council members expressed a need for more training. The Executive Committee, in conjunction with the Planning Council Support Staff, will develop a training program for the Planning Council members.

The committee reviewed one application for Planning Council membership. The Membership and Nominations Committee interviewed the applicant. A recommendation will be presented to the committee at the January meeting for a vote.

The committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate. There are some areas that the committee need to focus on. Per HRSA, the Non-Conflicted HIV Status target is 33% or greater and the current percentage is 29%. There are currently six remaining membership vacancies which must be filled by non-conflicted consumers, in order for the Planning Council to reach the mandated 33%.

Review of the Planning Council attendance indicated that there are no members in jeopardy of being removed from the Council based on attendance.

The next meeting of the committee will be on Thursday, January 21st, 2016 at 4:00 p.m.

Priorities, Allocations and Policies: At the meeting, the committee reviewed and discussed the Expenditure Summary report for the period ending September 30, 2015 dated November 16, 2015. The target expenditure level was at 58%. High spending and under-spending Service categories were identified. The Grantee's Office will present a recommendation to reallocate money from underspending service categories to the high spending categories to the Priorities, Allocations, and Policies Committee at the January 2016 meeting. The TGA is still waiting for a carryover request of \$185,000.

The Grantee's Office has just completed an RFP process for Quality Management

The committee reviewed the draft Planning Council Directives to the Grantee. In order to complete the Directives, further discussion was deferred to the January committee meeting.

Chairs were requested to develop their committees' budget requests which should be submitted to the Priorities, Allocations and Policies Committee at the January meeting, for review.

Robert was nominated and voted Chair of the Priorities, Allocations and Policies Committee and will assume chairmanship of the committee in January.

Quality Improvement and Strategic Planning: The committee met as scheduled on Thursday, November 12, 2015.

- Planning Council Timeline: The committee reviewed the Planning Council Timeline. The committee is on track based on the activities outlined on the P-CAT.
- Define Needs Assessment: The committee discussed the targeted Needs Assessment which will focus on Non-Virally suppressed clients. This targeted needs assessment, focusing on non-virally suppressed clients, will identify any barriers clients cite as to why they are not virally suppressed. Results from the targeted needs assessment will be used by the Planning Council to allocate funds and prioritize services to reduce/eliminate any barriers clients cite as reasons as to why viral suppression is not happening. Additionally, results from the targeted Needs Assessment will be forwarded to the Virginia Department of Health to be included in the Integrated Comprehensive Plan. The goal of the targeted needs assessment is to eliminate/reduce barriers to care so that the TGA can achieve the 90% viral suppression goal as outlined in the President's National HIV/AIDS Strategy. According to lab data from the Norfolk TGA's medical providers, the current viral suppression rate is 74.3%. The Quality Improvement and Strategic Planning Committee reviewed and approved the survey instrument, with changes. The Grantee will provide the Planning Council Support Staff with a list of non-virally suppressed clients via CAREWare data. The Planning Council Staff will phone interview clients on the CAREWare list and administer the survey. The results from the Targeted Needs Assessment will be presented to the Quality Improvement and Strategic Planning Committee in February and the full Planning Council in March. The Planning Council was requested to review the survey questions which were emailed to them and send suggestions, comments, etc... to the Planning Council Support Staff.
- Refine Standards of Care: The Grantee reported that the TGA's Medical Case Management Standards of Care has been through the POD process. This is a meeting where consumers, providers and the Grantee convene a working session to review, update and finalize Standards of Care. The Medical Case Management Standard aligns with the Virginia Department of Health Standard of Care for Medical Case Management. The Medical Case Management Standard of Care will be reviewed and voted on at the January's Quality Improvement and Strategic Planning Committee meeting.
- Part A/B Formulary: The Committee approved adding Keppra (anti-seizure medication) to the Part A Formulary. The Quality Improvement and Strategic Planning Committee presented a motion to the Planning Council to add Keppra to the Part A Formulary. The motion was approved.

The next committee meeting will be on Thursday, January 21st, 2016 at 4:00 p.m.

Program Updates:

RW TGA Program Manager's Report: The Grantee Staff, Planning Council Support Staff and the Planning Council Chair had the monthly teleconference with the Project Officer. The Program Manager reiterated that the Project Officer will participate, via teleconference, at the February Executive Committee meeting.

Part B (VDH) Update: The Part B Representative did not present the ADAP update. However, Katrina stated that the Report will be emailed to the Planning Council Chair for dissemination to the Planning Council. The Part B Representative stated that VDH has received the grant for the CDC-FOA-PS15-1509. A VDH Representative from the

Prevention Team will attend the January Planning Council meeting to discuss its impact in this Region.

Part C Update: LuAnn presented the Part C report. As of October 31, 2015 Part C had 145 who were enrolled; 83 uninsured and 62 insured. There were four new to care Part C patients in October, all of them were uninsured. However, there is no demographic breakdown of the enrolled patients.

Educational Moment: Support Staff presented the US Department of Health and Human Services – Health Resources and Services Administration; HIV/AIDS Bureau Division of Metropolitan HIV/AIDS Programs on *Funding Opportunity Announcement*. Jeff briefly discussed the Norfolk TGA Part A Grant Application which was due on November 2, 2015. The Application, however, was submitted to HRSA on October 28, 2015. The Guidance was distributed to Council members for informational purposes.

Other Business/Announcements: Some Council members expressed concern regarding the issue of Cultural Competence among the Ryan White providers. It was felt that some providers were not competently trained on how to deal with MSMs in the area; which could create a barrier to accessing services. After some discussion, it was agreed to refer the matter to the Priorities, Allocations and Policies Committee for discussion as a Directive to the Grantee.

Jerome and Dr. G from EVMS will be doing an interview on Friday, November 27 on WHRO. The interview will be airing in a few weeks. The interview will be on African American MSMs and their issues. The interview will be airing in a few weeks and Jerome will send out that information to the Council via email.

Comments by Visitors: Rachel thanked the Council for welcoming her to attend her first meeting. She stated that she was glad she attended and was looking forward to when she will take her place at the table as a Planning Council member.

Adjournment: There being no further business to discuss, a motion was moved by LuAnn and properly seconded by Robert to adjourn the meeting. The motion passed. The Council will meet on Thursday, January 28, 2016 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair