

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, April 27, 2017 – 3:00 p.m.**

Call to Order: The meeting was called to order at 2:30 p.m.

Roll Call:

The roll was called, and the following members were in attendance:

Committee Members:

Jerome
Gwendolyn Ellis-Wilson
Rachael Artise

Kanendra Nwajei
Lisa Laurier
Ashley Veal

Staff in attendance:

Christine Carroll-Grantee Staff
Jacquelyne Wiggins-Grantee Staff
Teresa-PC Support Staff

Robert Hargett-Grantee Staff
Thomas C.M. Schucker-PC Support
Michael Koran-PC Support

Excused Members:

None

Absent Members:

None

Moment of Silent Reflection:

A moment of silence was observed for people who are infected and affected by HIV and AIDS.

Review of Minutes:

The committee reviewed minutes from the last meeting. After review, a motion was moved by Lisa and properly seconded by Kanendra to approve the minutes as written. The motion passed with one abstention.

Review of P-CAT:

The committee reviewed the P-CAT. For the March meeting, the committee's agenda included the following:

- **Grantee's Reports:**
 - Review Expenditures by Service Category
 - Review Support Budget
- **Committee business**
 - Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information
 - Review framework for PSRA (including Directives)
 - Compile unresolved issues in parking lot

Grantee's Reports:

Review Expenditures by Service Category: The committee reviewed the Preliminary Final Expenditure Summary Report for the period ending February 28, 2017 dated April

10, 2017. This is a preliminary final report for fiscal year 2016. It is estimated that the remaining balance as of April 10, 2017 is \$431,000.00. The remaining expenditures are due to be reported to the Grantee's Office by April 30th. A clearer picture of what the TGA's final expenditures are going to be will emerge by the end of the month. The TGA is expected to be at 100% expenditure rate. However, through 2016, the overall expenditure rate is 93% up to April 10th. Some services are nearer the 100% expenditure rate while others are not. The Planning Council was requested to review this for planning purposes during the upcoming PSRA Session.

Review Support Budget: There was no Support Budget to review. However, the Grantee Staff will start reporting the expenditures on the Support Budget at the May meeting.

Old Business:

Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information: The Planning Council Support Staff did a PowerPoint presentation of datasets from the previous PSRA Sessions in preparation for the upcoming Session in July. The datasets included a presentation of the Priority Setting and Resource Allocations which included:

- The areas that comprise the Norfolk TGA jurisdiction
- Roles and responsibilities of the:
 - CEO
 - Grantee and
 - Planning Council
 - Joint Responsibilities for the Planning Council and the Grantee. That is:
 - The Needs Assessment
 - The Comprehensive Plan, and
 - The three processes, as follows:
 1. Priority Setting
 2. Resource Allocations, and
 3. Directives
 - The Planning Council's roles in the Priority Setting and Resource Allocations is to set priorities, that is, members get to decide which services to fund and the decisions are based on:
 - The Needs Assessment
 - Information about the most successful and economical ways of providing services
 - Actual cost and utilization data provided by the Recipient
 - Priorities of people living with HIV who will use services
 - Making Part A funds work well with other services, such as Prevention, Part B, Medicaid, and Medicare, etc...
 - The amounts of funding from other sources
 - Developing capacity for HIV services in historically underserved communities

The Planning Council prioritizes only the thirty-three (33) different service categories that are included in the Ryan White Legislation; 75% core services and 25% support services of the total funding. Services are ranked based on the available data sources.

- The Planning Council provides Directives to the Grantee on how best to meet the service priorities it has provided.

The next process is how the needs of the following populations were considered. These include:

- The unmet needs; that is persons not in care,

- Persons unaware of their HIV status; that is, EIIHA, which includes, the historically underserved populations. For the Norfolk TGA, the EIIHA includes MSMs of color.

The PSRA Guidance: The guidance is from last year are based on:

- How people living with HIV/AIDS were involved in the planning process. Currently, the Planning Council is at 42% consumers.
- How data were used in the priority setting and resource allocation processes to increase access to core medical services and to reduce disparities in access to the continuum of HIV/AIDS care in the TGA. The response is that the Norfolk TGA uses its data sources, and service utilization data to project where the TGA needs to be moving forward in. And in the Needs Assessment to look for any barriers, needs and gaps in the delivery of services.
- How changes and trends in HIV/AIDS epidemiology data were used in the planning and allocation process. The Planning Council looked at the epidemiological profile 2013-2015 and 2014-2016. The Council will continue to add trends so that the Council can look at long running trends in the TGA.
- How cost data were used in making funding allocations. The Council used cost allocations and service utilization data.
- How the community input process was considered.
- How MAI funding was considered during the planning process to enhance services to minority populations. By addressing the TGA's EIIHA and the underserved populations.
- How data from other federally funded HIV Programs were used in developing priorities.
- How anticipated changes due to the Affordable Care Act.
- What efforts will be taken to integrate HIV Prevention.

Support Staff also discussed data sources that were used last year, including the 2014, 2017 priority ranked service categories as follows:

- Service Category Priorities
- Epidemiological Data (2013-2015)
- Grant Awards (2014-2016)
- Client Utilization Data (2013-2015):
This category shows unduplicated client counts in 2013, 2014 and 2015.
- CAREWare Data 2015

Overall, with regard to the PSRA Process, the data sources the Norfolk TGA chooses to utilize to set priorities, are different from what the TGA utilizes to allocate resources. The TGA strictly uses the allocation of resources on numerical data such as service utilization data. While priorities are based on barriers, needs and gaps. In due time, the Quality Improvement & Strategic Planning Committee will present to the Priorities,

Allocations and Policies Committee data that they think will be prevalent out of the Needs Assessment that will be utilized for the Priority Setting.

For the next meeting, the committee was requested to think about what data sources the Planning Council would like to use for the PSRA Session. The information can be emailed to the rest of the committee for discussion at the next meeting.

In order to get consumer input for the upcoming PSRA Session, the Red Ribbon exercise will be conducted at the Community Access Committee's Town Hall meeting scheduled for Saturday, May 13th. Todd will be requested to conduct the exercise. With regard to Ryan White Provider input for the PSRA Session, the committee agreed that the Planning Council Support Staff should, among other issues, administer a survey at the upcoming Provider meeting in June. The survey will ask for information such as new trends that Providers were seeing in the community, and the potential impact of those trends on the delivery of care.

Unresolved Issues in Parking Lot:

Norfolk TGA Bylaws: In order for the committee to finalize the edits from the City Attorney's Office in the Bylaws, she recommended that the Attendance Policy should be removed out of the Bylaws. This will enable the committee to change the Attendance Policy when necessary without changing the Bylaws. Copies of the revised Attendance Policy were distributed to members for review. After extensive discussion, a motion was moved by Gwendolyn and properly seconded by Lisa to accept the revised Attendance Policy. The motion passed.

Planning Council Support Staff stated that a survey with an individual's ID number was sent to all Planning Council members. The survey is a new Federal reflectiveness starting next month. Council members who have not yet responded to the survey were requested to complete the survey and to indicate their ID number on the survey.

The upcoming PSRA Session scheduled for Thursday, July 27th will be held at the Kroc Center in Norfolk.

Other Business:

In response to the question from other sources, the Grantee Staff discussed what the terminology "Procurement of services" means. Procurement comes under the Roles and Responsibilities of the Recipient.

Adjournment/Next Meeting: With no further business to discuss, Lisa moved a motion and was properly seconded by Gwendolyn to adjourn the meeting. Motion passed. The next meeting will be Thursday, May 25th, at 2:30 p.m.

Respectfully submitted,

Rachael Artise – Co-Committee Chair