

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, August 31, 2017 – 3:00 p.m.**

**Call to Order:** The meeting was called to order at 3:10 p.m.

**Moment of Silent Reflection:**

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

**Roll Call:**

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

**Committee Members:**

Jerome Cuffee  
Rachael Artise

Gwendolyn Ellis-Wilson  
Deryk Jackson

**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

**Absent Members:**

Kanedra Nwajei  
Ashley Veal  
Lisa P. Laurier

**Review of Minutes:**

The committee reviewed minutes from the last meeting. After review, a motion was moved by Deryk and properly seconded by Gwendolyn to approve the minutes as written. The motion passed.

**Review the P-CAT:**

The committee reviewed the P-CAT. The following items were on the agenda for the committee's discussion:

- Review Expenditures by Service Category
- Compile Carryover Request Supporting Documentation
- Review framework for PSRA (including Directives)
- Review Support Budget
- Compile Unresolved Issues in Parking Lot.

**Grantee's Reports:**

Review Expenditures by Service Category: The committee reviewed the Expenditure Summary Report for the period ending June 30, 2017 dated August 7, 2017. For this period, the target rate should have been at one-third. It was noted that the TGA has a full complement of funding for the fiscal year of \$5.9 million. The allocations were determined on July 12, 2017. Currently, the TGA is at 26% and working to catch up to

the target rate of 33%. One service to note is the Drug Reimbursement Service category which is at 42%. The service will require additional monitoring and might need a reallocation of funds. It was noted, however, that funds have already been exhausted from this service category and the provider needed to go into the September funds. The Grantee Staff will research the reason why the category is expending more than it did last year, at this time. Some services, however, such as HIPCSA at 19%, are under-spending. This is expected from this service category at this time of the year. The Recipient's Office will monitor expenditures closely for services that are under-spending and for those that will be over-spending.

The Recipient's Office noted that the carryover request was submitted on August 17<sup>th</sup> signed by the Program Manager and the Council Chair. The carryover amount requested was approximately \$114,000.00. That is \$23,000 in MAI and \$91,000 in Formula. This was less than 5% of what was sent back.

Review Planning Council Support Budget: The Planning Council Support Budget currently has a full complementary funding of \$175,000.00. The target was at 33%. However, the budget is at 29% expended.

### **Old Business:**

Norfolk TGA Part A Bylaws: Copies of the recently ratified Norfolk TGA Part A Bylaws were distributed to Council members for review. The Bylaws under review were already approved and voted for by the Planning Council. It was recommended for the Planning Council to receive training on the Bylaws. In this regard, The Executive Committee will be requested to change next month's Planning Council training on Membership Recruitment to Bylaws training.

Next month will also start the official election of Co-Chairs for each committee. This is part of the new Bylaws requirement.

According to the new Bylaws, only two individuals from a Ryan White funded agency can serve on the Planning Council at one given time. There is currently, a situation, where three individuals from one organization are serving on the Planning Council. The Executive Committee will be requested to review and clarify the situation; either to let the terms run out and make a decision, or ask a member to resign immediately.

The Part A Grant Application Guidance has come out from HRSA. Support Staff thanked the Planning Council and the Recipient for agreeing to the new 5% cap. Jurisdictions were requested not to ask for more than 5% of last year's grant award.

The Priorities, Allocations and Policies Committee should start looking at the identified special studies. Currently, there are 30 responses from the Red Ribbon Exercise from the Community Access Committee Town Hall meeting participants. One recommendation would be for the committee to do a Client Satisfaction Survey, to get a pulse of the TGA's performance. This would give the Planning Council an idea of how to increase its efficiencies.

The current Planning Council has shown interest in being participatory in the process of answering some of the questions on the Grant Application Guidance. One of the sections the Council can get involved in is the EIIHA Plan, that is, special populations or underserved populations. The committee should review the EIIHA Plan in order to identify data barriers or gaps. For the future, the Priorities, Allocations and Policies committee should hold joint meetings with the Quality Improvement & Strategic

Planning Committee. However, the Quality Improvement & Strategic Planning Committee will take a more active role in identifying how the EIIHA Plan will look.

It was also recommended that staff should no longer get involved in the Red Ribbon Exercises. In this regard, Council members should know what the various service categories are and they should be in a position to educate the community. The Priorities, Allocations and Policies Committee should take the leading role in this exercise throughout the community. During the Red Ribbon exercise, conducted at the Community Access Committee Town Hall meeting, Food Bank/Home Delivered Meals, and Medical Transportation got the most stars pinned on them. It was noted, however, that there should be more focus on the Medical Nutritional Therapy Service Category.

The committee was advised to focus on topics or issues that the Planning Council is missing and address those issues to increase the Council's efficient delivery of services. With so much time before preparations for the next PSRA Session, the committee should think of a special study. Once identified, it should be suggested to the Quality Improvement & Strategic Planning Committee. One such study could be the Client Satisfaction Survey. The survey can either be done with clients during intake, or during reassessment, or recertification. It can also be done using the survey monkey.

**New Business:**

Christine stated that HRSA put out an email regarding the counterparts, Parts A, B, C, and D in Houston and the surroundings. The counterparts were doing well after the floods. However, HRSA was not sure about the providers in the affected area.

**Other Business/Announcements:**

There was no other business to discuss.

**Unresolved Issues in Parking Lot:**

The committee did not have unresolved issues in the parking lot.

**Adjournment/Next Meeting:** With no further business to discuss, a motion was moved by Deryk and was properly seconded to adjourn the meeting. The Motion passed.

Respectfully submitted,

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Rachael Artise – Co-Committee Chair