

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, February 23, 2017 – 3:00 p.m.**

Call to Order: Rachael, the committee’s Co-Chair, called the meeting to order at 3:09 p.m.

Roll Call:

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

Committee Members:

Rachael Artise	Kanetra Nwajei
Gwendolyn Ellis Wilson	Lisa Laurier
Ashley Veal	

Staff in attendance:

Christine Carroll-Grantee Staff
Robert Hargett-Grantee Staff
Jacquelyne Wiggins-Grantee Staff
Thomas C.M. Schucker-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:

There were no minutes to review.

Old Business:

Review of P-CAT:

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

- **Grantee’s Reports:**
 - Review Expenditures by Service Category
 - Review Support Budget

- **Committee business**
 - Review framework for PSRA (including Directives)
 - Bylaw and MOU review and updates
 - Compile unresolved issues in parking lot
 - Review Scope of work for next year.

Review framework for PSRA (including Directives): Support Staff explained the PSRA Process. The event takes place every year, where members of the Planning Council meet to prioritize services and allocate funds to the services. It was recommended that the

committee should start focusing on getting data together in preparation for the process. The committee will need to make, among other things, data requests to the Grantee, Service Utilization Data. The committee should also start reviewing the most recent Needs Assessment. If there is any data, in the needs assessment, which was not adequately covered and/or answered, the committee can recommend conducting a special study before the July Session. The committee should also think of utilizing the Consumer Advisory Boards, or boards at each of the Ryan White funded organizations. The committee also discussed, at length, how to get more data for the PSRA Session and how to engage consumers and the community in this endeavor, including how to obtain data from the out of care population.

Support Staff will, at the next meeting, provide data from the last PSRA Session including the service utilization data for the committee's review. The committee will be required to thoroughly understand the data presented, identify barriers and gaps in the needs assessment.

Support Staff will make arrangements for the location of the event. The PSRA Session schedule will be as follows:

- Mandatory PSRA Training:

Date: Wednesday, July 26th

Time: 5:00 p.m. to 7:00 p.m.

A Planning Council member cannot vote at the PSRA Session if they do not attend the mandatory PSRA Training.

The PSRA training in July will focus on:

1. Priority Setting and Resource Allocations
2. Conflicts of Interest
3. Confidentiality and disclosure
4. PSRA Datasets

- PSRA Session:

- Date: Thursday, July 27th

- Time: 9:00 a.m. to 4:00 p.m.

(Training will continue for one hour (9:00 to 10:00 a.m.) before the start of the PSRA Process)

It was recommended that, in the months leading up to the PSRA Session, the committee should conduct a 15-minute PSRA discussion during the *learning moments* at Planning Council meetings.

Bylaw and MOU review and updates: Support Staff are currently reviewing and will be responding to the City Attorney's recommended corrections to the Bylaws.

Grantee's Reports:

Review Expenditures by Service Category: The committee reviewed the Expenditure Summary Report for the period ending December 31, 2016. The target expenditure was at 83%. Overall, the TGA was at 76% expenditure including MAI, and 77% without MAI. Effective March 1, the \$1000.00 Housing Assistance cap will be re-established. The TGA has received 70% of the Award and 40% of the MAI. The Grantee's Office will use the percentages that were approved by the Planning Council at the PSRA Session for the allocations and will determine at that time, the two new services (Food Bank, and Medical Nutrition Therapy) that the Council approved for funding. However, no

application was received to provide the Medical Nutrition Therapy. Food Bank/Home Delivered Meals will start after the TGA gets the full award.

Review Support Budget: As the Grantee's Office is closing down the fiscal year, it was noted that an update of the Planning Council Support Budget will be presented at the March committee meeting. However, the final report, for the entire fiscal year, might be presented at the May meeting.

Other Business:

The Planning Council training schedule and topics have been completed and will start on March 16, 2017 from 2:00 p.m. to 3:00 p.m. The trainings will, subsequently take place during the Membership and Nominations Committee meetings. The training schedule and topics; that is, the documents and PowerPoint, will be posted on the Greater Hampton Roads HIV Health Services web page. Support Staff are working on creating the webinar for interested individuals.

Michael Koran joined Collaborative Research and will be working with Support Staff. He will focus mainly on the website updates.

Gwendolyn reported that all agencies who are receiving 1506, and 1509 funding for PrEP have collaborated and have come up with what is called *1st Thursdays*. That is, every first Thursday of the month, these agencies will come together. The first gathering, on Thursday, March 2 will feature a bowling fest at the Little Creek from 6:00 to 9:00 p.m. Agencies pitched in for everyone to come and bowl. ACCESSAIDS will provide testing, MASS will be doing PrEP education and other agencies will also offer some service to attendees.

Gwendolyn also noted that the Support Groups on the Peninsula have been a success. The second meeting was held on February 14 with twelve (12) attendees.

Adjournment/Next Meeting: With no further business to discuss, it was moved by Gwendolyn and properly seconded to adjourn the meeting. Motion passed. The next meeting will be Thursday, March 30th, at 3:00 p.m.

Respectfully submitted,

Rachael Artise – Committee Co-Chair