

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, October 26, 2017 – 3:00 p.m.**

**Call to Order:** The meeting was called to order at 3:07 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:**

Lisa P. Laurier  
Ashley Veal  
Kanedra Nwajei

Todd England  
Deryk Jackson

**Staff in attendance:**

Christine Carroll-Grantee Staff  
Jacquelyne Wiggins-Grantee Staff  
Michael Koran

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

**Absent Members:**

Jerome Cuffee  
Rachael Artise

Gwendolyn Ellis-Wilson

**Review of Minutes:**

The committee reviewed minutes from the last meeting. After review, a motion was moved by Deryk and properly seconded by Ashley 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
- Determine Unobligated Balance Estimate
- Review Reallocation Requests from Grantee
- Review framework for PSRA (including Directives)
- Compile Unresolved Issues in Parking Lot.

**Old Business:**

Review framework for PSRA (including Directives): The committee will finalize Directives to the Grantee in January/February of 2018 before the end of the grant year. A new Directive from the Membership and Nominations Committee will request the Grantee to include a flyer (currently being developed by the committee) in the eligibility, certification and recertification packets for recruitment purposes.

## **Grantee's Reports:**

Review Expenditures by Service Category: The committee reviewed the Expenditure Summary Report for the period ending August 31, 2017 dated October 9, 2017. The target expenditure rate was at 50%. Overall, the TGA was at 40% expended. Most categories are under-spending. The Grantee's Office will begin to look at individual contracts to see where agencies are underspending and start surveying to find out why. Drug Reimbursement was over-spending at 68%. The expenditure in the category could be higher because of lower allocation this year. Over the years, it has been noticed that expenditures in Drug Reimbursement have increased. It could be the fluctuation in the cost of medicines. It is expected that other categories which are under-spending might pick up going forward.

The Grantee Staff presented, for the committee's review, a recommendation for the reallocation of funds in between service categories. The recommendation was to move \$14,444.00 from Food Bank/Home Cooked Meals and put the same amount into Medical Transportation. This will not take away from services in the Food Bank/Home Cooked Meals category. After some discussion, a motion was moved by Deryk and properly seconded by Kanedra to accept the recommendation as presented. The motion passed. The recommendation will be presented to the Planning Council for final vote.

The Grantee Staff also noted that further into the year, the Grantee's Office might start considering moving funds from the Grantee Administration into services. There is potential, to move the \$26,000.00 under Quality Management into services under MAI.

## **New Business:**

Election of Committee Co-Chairs: In accordance with the new Bylaws, the committee nominated and elected Lisa Rachael as Co-Chairs. Ashley moved a motion and was properly seconded, to continue with the current committee Co-Chairs (Lisa and Rachael). The motion passed

## **Other Business/Announcements:**

The Planning Council/Sub-Committees will meet on the following dates:

- Thursday, November 16, 2017:  
4:00 p.m. Executive Committee  
5:00 p.m. Planning Council
- December: The Planning Council will vote for a convenient date for end of year meeting/celebrations.
- The Priorities, Allocations and Policies Committee will meet on Thursday, January 25, 2018 at 3:00 p.m.

Since the Committee will not meet in the months of November and December, a motion was moved by Deryk and was properly seconded by Ashley to lift the 10% Rapid Reallocation Directive to the end of the grant year. The motion passed. The recommendation will be presented to the Planning Council for a final vote.

The Grantee Staff announced that the Grantee Application was submitted on Thursday, October 26, 2017, four days prior to the deadline.

**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 Kanedra and was properly seconded by Deryk to adjourn the meeting. The Motion passed.

Respectfully submitted,

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Lisa P. Laurier –Committee Co-Chair