

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, February 23, 2017: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:00 p.m.

**Moment of Silent Reflection:** The Council observed a moment of silent reflection for those who are infected and affected with HIV and AIDS.

**Roll Call:** The membership roll was called and the following were in attendance:

Rachael Artise	Robert Bailey
May Francis Baskerville	Tony Boston
Darrell Brisbon	Jerome Cuffee
Nysheena L. Daniels-Kello	Pierre Diaz
Gwendolyn Ellis-Wilson	Todd England
Gregory Fordham	Beverly Franklin
Earl Hamlet	Alan Hughes
Lisa Laurier	Doris McNeill
Kanedra Nwajei	Drake Pearson
Michael Singleton	

**Excused Members:**

Catherine Derber  
Rev. Theodore Lewis

**Absent Members:**

Aubrey T. Bates, Sr.  
Cindy Walters

**Staff:**

Christine Carroll-RW Program Manager  
Robert Hargett  
Thomas C.M. Schucker-PC Support

**Review and Approval of Minutes:**

The Council reviewed minutes from the last meeting.

Correction: Gwendolyn should be recorded as excused from the January meeting.

A motion was moved by Robert to approve the minutes as written and was properly seconded by Lisa. The motion passed with noted correction.

**Introduction of Visitors:**

The following visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- E. Mayos – Virginia Department of Health
- Tanya Kearney-Director: EVMS/AIDS Resource Center
- Sherita Perry-Intern: EVMS/AIDS Resource Center
- Tarena Williams-A Hope4Tomorrow
- Denise Owens
- Sheila Belin
- Deryk Jackson-ACCESSAIDS
- Mishell Booth
- HART

## **Old Business:**

### Planning Council agenda:

- Planning Council Support with Collaboration from Grantee's Office.

## **Committee Reports:**

### **Executive:**

The Executive Committee met as scheduled. Committee Chairs presented their committee reports. The monthly monitoring teleconference for the month of February was rescheduled for March 15<sup>th</sup> at 11:00 a.m.

Two Providers applied for the RFP regarding the proposal for Planning Council Support. Collaborative Research was awarded a five-year contract to this effect.

### **Membership and Nominations:**

The committee met on February 16<sup>th</sup> as scheduled. The committee reviewed two applications. Interviews for the applicants have been scheduled for March 3, 2017. Planning Council Training will be held on the third Thursday of every month prior to the Membership and Nominations Committee meeting. The training will be from 2:00 to 3:00 p.m. followed by Committee business from 3:00 to 4:00 p.m. The proposed committee budget request was submitted to the Grantee Staff. The next meeting will be March 16<sup>th</sup>.

Planning Council Training Schedule: In order to keep council members engaged, volunteers from the Council membership will facilitate the trainings but the PowerPoints will be created by Support Staff. The schedule of volunteers was as follows:

- April 20<sup>th</sup>: Gwendolyn and May Francis
- May 25<sup>th</sup>: Rachael and Lisa
- June 29<sup>th</sup>: Tony and Michael
- July: Jerome, Gwendolyn and Collaborative (PSRA)
- August 31<sup>st</sup>: Pierre and Robert
- September 28<sup>th</sup>: Beverly and Earl
- October 26<sup>th</sup>: Kanedra and Doris
- November: No training
- December: No training
- January: Rachael and Darrell
- February: Gregory and Todd

### **Quality Improvement and Strategic Planning:**

The committee met on Thursday, February 16<sup>th</sup>. All Planning Council members were invited to the committee's meeting to provide input in the review of the following Service Standards:

1. Medical Case Management
2. Non-Medical Case Management
3. Emergency Financial Assistance (EFA)

The review was to ensure that the Service Standards were in line with the HRSA-HAB Guidelines; Definition of Service, requirements of Personnel, actual Service Standards, Measurements and Goals. The Service Standards were voted on and approved to be presented to the Planning Council for a final vote.

It is expected by the committee that the monitor of these Service Standards, that is, the Grantee/Auditing Contractor will report on all the goals to be measured. The reporting

of this information will guide the Planning Council in future years regarding the funding allocations. The next meeting will be on March 16<sup>th</sup>. The committee will be going over the Needs Assessment which will be presented by ToXcel, the contractor.

The committee presented, for a vote the following Service Standards:

1. Medical Case Management: The motion passed, with one abstention.
2. Non-Medical Case Management: The motion passed.
3. Emergency Financial Assistance: The cap on EFA Housing was moved from \$800 to \$1000.00 this year. EFA Utilities remains at \$500.00. After discussion, the motion passed to approve the changes to the Service Standard.

### **Community Access Committee:**

The committee met as scheduled. Earl Hamlet was elected co-chair of the committee. The committee started planning for the next Town Hall Meeting which will be held sometime in May, on the Southside. In order for the committee to have more knowledge about the Planning Council Process, it was agreed to invite Chairs of the various committees to attend the Community Access Committee meetings to discuss their committee's responsibilities during the educational moment. The next meeting will be on Wednesday, March 8<sup>th</sup> at 6:00 p.m.

### **Priorities, Allocations and Policies:**

The committee met as scheduled and discussed the committee's goals leading up to July 2017. The committee discussed the plans for the Priority Setting and Resource Allocations (PSRA) Session. The event details are as follows:

- Wednesday, July 26, 2017:  
5:00 p.m. to 7:00 p.m.: Mandatory PSRA Training  
A member has to attend this training in order to vote at the PSRA Session.
- Thursday, July 27, 2017:  
9:00 a.m. to 4:00 p.m.: PSRA Session

The committee will, at the next meeting, review the edited Bylaws. The next meeting will March 30<sup>th</sup> at 3:00 p.m. Rachael announced that she was the new Co-Chair of the Priorities, Allocations and Policies Committee.

### **Program Updates:**

RW Norfolk TGA Program Manager's Report: The Planning Council reviewed the Expenditure Summary Report for period ending December 31, 2016. The target expenditure was at 83%. It was noted that Emergency Financial Assistance Service category was over-spending on Housing Assistance. At the end of February, the \$1000.00 cap will be reestablished.

An RFP was put out, not only for Planning Council Support, but for all services. That has been completed and will go to the Purchasing Department on Monday, February 27<sup>th</sup>. Eleven providers applied for various funding. There were no new providers except for a sub-contractor who has now applied for their own funding. All eleven providers were approved for services. Nobody applied for the Medical Nutrition Therapy Services. Funding which was allocated for this service last year will have to be put back. Food Bank is also a new service and will not start until the TGA gets the full award. All the eleven contracts, including Collaborative Research, will be for one year with a four-year automatic renewal.

Part B (VDH) Update: The Part B (VDH) Representative, presented the Part B update as follows:

**A. ADAP**

**1. ADAP Enrollment Numbers as of 2/22/2017**

by program:	Clients	Percent		
Traditional ADAP	469	24.2%		
MPAP	151	7.8%		
ICAP	72	3.7%		
ACA	1250	64.4%		
<b>Total</b>	<b>1942</b>	<b>100.0%</b>		

  

Norfolk TGA ACA enrollment numbers for 2017 by carrier	Clients enrolled in 2016 that we have received 2017 information	Clients new to ACA for 2017	Clients enrolled in ACA in 2016 and we still need 2017 information	Totals
Aetna	14	1	2	17
Optima	930	120	19	1069
Care First	0	0	0	0
Innovation	2	0	0	2
Coventry	0	0	1	1
Healthkeepers	162	39	6	207
<b>Total</b>	<b>1108</b>	<b>160</b>	<b>28</b>	<b>1296</b>

*The reason for the larger number in the lower table for ACA is due to the clients with the 3/1 effective dates being counted there but not in our “moment in time” enrollment numbers in the top table.*

Part C Update: As of January 31, 2017, 136 Part C clients were active; 87 of those are uninsured and 49 are insured. Letters were sent to all Part C clients advising them to re-enroll before February 28, 2017. There are 145 total Part C clients enrolled. All five clients added in January were uninsured. Four of the clients added are newly diagnosed and one is a return to care.

HOPWA Update: In the absence of the HOPWA Representative, there was no HOPWA update.

**Other Business/Announcements:**

The Chair announced the following Housekeeping rules:

- Planning Council members should try to be punctual because, going forward, meetings will start on time, at exactly 5:00 p.m.
- Attendees should avoid side-bar conversations that makes it difficult to hear when reports are being presented.
- Telephones should be put on vibrate or should be turned off.

Because of the Planning Council’s PSRA Session, there will be no meetings in July. The only two meetings will be on the following days:

- July 26, 2017:  
5:00 p.m. to 7:00 p.m.: Mandatory PSRA Training
- July 27, 2017:  
9:00 a.m. till completed: PSRA Session
- Location: To be determined

A correction was made to the agendas of the upcoming committees' meeting date, as follows:

- March 30, 2017, the following committees will meet:
  - 3:00 p.m. Priorities, Allocations and Policies Committee
  - 4:00 p.m. Executive Committee
  - 5:00 p.m. Planning Council

The Planning Council Trainings will be held in the Membership and Nominations Committee meetings. The first Planning Council training will take place on March 16, 2017 at 2:00 p.m. The committee business will start at 3:00 p.m. The training material will be put on the Norfolk TGA web site training page.

Gregg announced the upcoming National Week of Prayer for the Healing of HIV/AIDS activities at the New Calvary Baptist Church and Bethany Baptist Church on March 11<sup>th</sup> from 12:00 noon to 3:00 p.m.

Ms. Ruth Fordham just wrote a book which has been published. The book is entitled "*For Positive Change.*" You can call Ms. Fordham for a copy at \$15:00 or you can get it on Amazon.

Nysheena, who once worked at the Norfolk Health Department as the ADAP Coordinator, responded to the concerns that have been expressed about the best way to get/pick up medications.

Earl discussed the concern regarding transportation for consumers in the TGA to attend Council meetings or Support Groups. Some consumers who attended the Planning Council meeting, express their concerns to the Council member and the Grantee Staff.

As has been the usual response, Grantee Staff stated that HRSA mandates that first priority should be to get people to their doctors' appointments. However, there has not been a lot of money allocated in transportation. One suggestion was for the Community Access Committee to solicit the help of a pharmaceutical company.

With regard to support groups, HRSA mandates that such meetings should have a medical outcome including mental health. There was extensive discussion regarding this concern by the consumers.

Gregg talked about the number of support groups in the area. He acknowledged the problems aspiring providers have completing the paper work. In this regard, he recommended finding someone who can provide transportation but find someone to do the paper work. Based on what the Planning Council is all about, and it is about the consumers, it is ironic that consumers' input is needed at the table but nobody wants to help the consumers get to the table because they are not members of the Planning Council.

The Planning Council was requested to revisit this problem of transportation for consumers. At some point, the Planning Council should stop talking about numbers and talk about people. Rachael made a commitment, for her committee, to seriously work to resolve the problem. Jerome noted Rachael's commitment to the consumers' concern and he promised to work with her to help find a solution to the transportation problem.

**Adjournment:** There being no further business, a motion was moved by Beverly and properly seconded to adjourn the meeting. The motion passed. The Council will meet on Thursday, March 30<sup>th</sup>, at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair