

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, January 26, 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:

Robert Bailey	May Francis Baskerville
Aubrey T. Bates, Sr.	Tony Boston
Jerome Cuffee	Todd England
Beverly Franklin	Earl Hamlet
Alan Hughes	Lisa P. Laurier
Doris McNeill	Drake Pearson
Michael Singleton	

Excused Members:

Catherine Derber	Pierre Diaz
Gregory Fordham	Kanedra Nwajei
Cindy Walters	

Absent Members:

Darrell Brisbon	Rachael Artise
Nysheena Daniels	Gwendolyn Ellis Wilson
Theodore Lewis	

Staff:

Christine Carroll-RW Program Manager
Thomas C.M. Schucker-PC Support
Teresa Malilwe-PC Support Staff

Introduction of Visitors:

The following visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- Christine Petros de Guex-VDH
- Lance Otis-ACCESSAIDS
- Deryk Jackson-ACCESSAIDS
- Lenny Recuperero-VDH
- André B. Christin

Review and Approval of Minutes:

The Council reviewed minutes from the last meeting. A motion was moved by Robert to approve the minutes as written and was properly seconded by Aubrey. The motion passed with two abstentions.

Old Business:

Planning Council agenda:

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

Committee Reports:

Executive:

The Executive Committee met as scheduled. Chair presented their committee reports. The committee also had discussions and some debriefing after the meeting.

Quality Improvement and Strategic Planning:

The committee met on Thursday, January 19th. The committee was meeting to review the Oral Health Service Standards and the Early Intervention Services (EIS) Service Standard. The Planning Council was invited to the committee meeting. Five Council members attended the meeting and provided input.

The committee worked on the following components of the Care Standards:

- Definition of Service
- Client Intake and Eligibility
- Requirements of Personnel
- The actual Service Standards, Measures
- Care and Quality Improvement Outcome Goals

All were based on the HRSA/HAB Guidelines

Copies of the two Care Service Standards were emailed to Council members for review prior to the meeting. The committee's recommendation for the Council to approve the revised Standards was accepted with one abstention.

The chair noted that Cultural and Linguistic Competency is a requirement for service providers. In order to bring awareness to clients, the Grantee will be requested to do a Cultural and Linguistic Competency Training at Planning Council level. After discussion, it was agreed to schedule the training during the mandatory PSRA Training Session.

The next meeting will be on Thursday, February 16th at 4:00 p.m. The committee will be reviewing the following Care Standards:

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

Planning Council members are invited to attend the committee meeting. Copies of the three Care Standards will be emailed to Council members for review prior to the meeting.

Priorities, Allocations and Policies:

The committee met as scheduled. However, committee business was not conducted due to attendance issues. Jerome, the Interim Committee Chair stated that due to schedule conflicts, Lisa, who once before, chaired the Priorities, Allocations and Policies Committee, has agreed to chair the committee henceforth. When the revisions to the Bylaws are adopted, each committee will have two co-chairs. If one co-chair is not available, the other co-chair will act as backup.

Community Access Committee:

The Community Access Committee did not meet as scheduled. No report was, therefore, presented

Membership and Nominations:

The committee met as scheduled on January 19th. The committee discussed the following:

Feedback Form: As a result of some responses from the feedback survey. The agreed to revise the feedback form to reflect the expectations of the feedback survey, which is; how

the committee can provide constructive solutions to what a member identifies as a problem.

Federal Reflectiveness Mandate: the committee reviewed the TGA’s epidemiological profile. Some categories will be added to the profile, such as age, race/ethnicity and mode of transmission to ensure the TGA is more reflective of the epidemiological process.

Planning Council/Sub-Committee Attendance: As agreed, each Council member selected a committee they wanted to participate on. Attendance for each member is, therefore, recorded on that basis. In this regard, currently, no member is in danger of violating the Attendance Policy.

Manage Membership Application Process: The committee reviewed two applications for Planning Council membership. The committee agreed that the two applicants should go through the Interview Process. Four individuals from the Membership and Nominations Committee will be on the Interviewing Panel. However, the committee needs four more volunteers from the Planning Council to help manage the Interview Process.

Program Updates:

RW Norfolk TGA Program Manager’s Report: The Program Manager reported that the TGA received a partial Grant Award, in the amount of \$2,709,074 based on 70% of the TGA’s Formula funding for the current year. 40% of the money received is MAI funds. The Grantee did not have any idea when the second funding will be received or if there is additional funding in Supplemental. The Council expressed concern regarding the TGA’s funding, especially that two new service categories have just been approved. Once the Grantee Staff figures out how long the funds will last and for how many services, the Priorities, Allocations and Policies Committee will meet to discuss if the TGA can realistically fund all services and for how long.

Part B (VDH) Update: Mr. Recuperero presented the Part B (VDH) update, as follows:

A. ADAP

1. ADAP Enrollment Numbers as of 1/4/2017:

ADAP Enrollment Numbers as of 1/26/2017				
by program:	Clients	Percent		
Traditional ADAP	474	24.8%		
MPAP	144	7.5%		
ICAP	73	3.8%		
ACA	1218	63.8%		
Total	1909	100.0%		

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	13	1	3	
Optima	931	101	28	1060
Care First	0	0	0	
Innovation	2	0	0	2
Coventry	0	0	1	1
Healthkeepers	152	28	6	186
Total	1098	130	38	1266

2. Additional ADAP phone number is available for clients and providers that are having difficulty getting through on the Medication Access (ADAP) Hotline. The number is 804-291-6961 and will be available until open enrollment ends on January 31, 2017.

The combination of a very high volume of calls and record number of complaints has led to this temporary solution during a very challenging transition period.

3. VDH wishes to thank our partners and stakeholders for helping us to recertify or certify clients for ADAP (to make sure that their eligibility is up-to-date). Our current recertification/certification rate is 65.1%. Our goal is 92%.

4. We are doing everything possible to be in compliance with RWB legislation by ensuring that clients are certified at the time of service. HRSA legislation mandates that clients whose recertification is not up to date and complete are prohibited from getting Ryan White Part B services, including medication access, until their eligibility certification is up to date.

5. ACA update (as of January 24, 2017)
Enrolled in 2016 in ACA and have 2017 ACA
info: 2,826

Newly enrolled in ACA in 2017: 398

Enrolled in ACA in 2016. Do not have 2017
info: 469

B. Services

1. Letters of Intent – VDH will issue a renewal of 25% of GY16 level funding, with a final budget amount to be determined based on performance in meeting contractual requirements, stated deliverables and receipt of the Notice of Award from the Health Resources and Services Administration to Virginia Department of Health for GY17.
2. HRSA Ryan White Part B site visit is scheduled for February 21-24. VDH has not had a Part B site visit in the past four years.
3. VDH is applying for a Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) waiver of the requirement that 75 percent of Ryan White HIV/AIDS program funds be spent on core medical services. Jermaine Conner, Grants Manager, would like to attend the next Planning Council meeting to share more details of the Core waiver for input/feedback. VDH will be asking the Planning Council for a support letter. The waiver is due on March 17, 2017.
4. PrEP: Norfolk HD is now seeing patients. As of Wednesday, January 25, 2017, they had screened 480 people as part of their new PrEP process and they've reorganized the entire clinic so the staff is now primarily nurses rather than DIS as was the old format; already getting positive feedback from patients. Questions, contact Eric Mayes at (804) 864-7335.

Part C Update: In the absence of the Part C Representative, no update was presented to the Planning Council

HOPWA Update: In the absence of the HOPWA Representative, a report which was received from Ms. Cindy Williams, from the City of Virginia Beach, was presented by

Planning Council Support Staff. The City of Virginia Beach is the HOPWA Provider in this area.

Other Business/Announcements:

In order to assist Support Staff plan for meetings, the Planning Council was reminded to respond to notices of meetings or requests for electronic votes. This will be the first step to avoid wasting paper or refreshments.

The Planning Council training schedule will start with the new Grant Year; March 1. These are not mandatory trainings, but rather educational information which will help build the knowledge for Council members. The trainings will take place during the Membership and Nominations Committee meetings, whose meeting time will be extended for half an hour to accommodate the trainings.

The Chair reminded Council members to volunteer to assist with New Membership Orientation. The Membership and Nominations Committee Chair asked for about eight people to be divided into two groups, to be on the Interviewing Panel. The two groups will take turns to interview new applicants. Interviews take place once a month, on the first Thursday of each month. The following individuals volunteered and will comprise the Interviewing Team:

1. Robert
2. Drake
3. Aubrey
4. Jerome
5. Michael
6. Rev. Theodore Lewis
7. Tony Boston
8. Beverly Franklin

Planning Council members who have been on the Council were asked to volunteer for Mentorship to assist new Council members. This will also help individuals to learn and grow.

Kristen Petros de Guex from VDH discussed the various upcoming collaborative meetings and trainings that will take place in the area. She also informed the Planning Council that she was leaving the area due to other assignments that have come her way. The Council thanked her for her contributions to the Planning Council and the Community Access Committee in particular.

Adjournment: There being no further business, a motion was moved by Doris and properly seconded by Aubrey to adjourn the meeting. The motion passed. The Council will meet on Thursday, February 23rd, at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair