

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, December 14, 2017: 5:00 p.m.**  
**Norfolk Department of Human Services**  
**741 Monticello Avenue, Norfolk**

**Call to Order:** The meeting was called to order at 5:05 p.m.

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

**Roll Call:** The membership roll was called and the following were in attendance: Beverly Franklin, Cindy Walters, Earl Hamlet, Gregory Fordham, Gwendolyn Ellis-Wilson, Lisa P. Laurier, Michael Singleton, Pierre Diaz, Rachael Artise, Tarena Williams, Todd England.

**Absent Members:**

Catherine Derber, Darrell Brisbon, Deryk M. Jackson, Doris McNeill, Kanedra Nwajei, Leonard Recupero, Lynea Hogan, Theodore Lewis, Tony Boston.

**Staff:**

Robert Hargett-Grantee Staff, Teresa Malilwe-P.C. Support Staff

**Review and Approval of Minutes:**

Minutes from the last meeting were reviewed. A motion was moved by Beverly and properly seconded to approve the minutes as written. The motion passed.

**Introduction of Visitors:**

Ashley Veal-M.A.S.S.

**Old Business:**

**Planning Council agenda:**

- Planning Council Support with Collaboration from Grantee's Office:
- Monitoring Conference Call with the Project Officer: During the monthly monitoring conference call the Project Office talked about the teleconference call with the CDC. She noted the issues which were discussed; about Prevention and the prevention tools. The TGA's Project Officer is working diligently in collaboration with the CDC to get the Planning Council where it should be and give the Council all the required updates.

Turnout at the monthly Planning Council trainings was also discussed. The low turnout at the trainings was a major concern. However, online Council trainings were not encouraged. The Project Officer advised that Council members should physically be in attendance during the training/s. In the coming year, a policy will be implemented for Planning Council trainings to be made mandatory.

To make the Planning Council a functional body and to also work with individuals' personal schedules, the trainings will take place at Planning Council meetings. However, the Executive Committee will work out the necessary details and will review some of the recommended options, including cutting down on the

Executive Committee meeting time to accommodate training at Council meetings.

The Planning Council Co-Chair discussed the mentorship issue and encouraged seasoned Council members to take it upon themselves to mentor the newly appointed members.

### **Part B Update (VDH)**

In the absence of the Part B Representative, the following enrollment numbers were presented and discussed:

State of Virginia: 2,460 clients are currently enrolled

○ That is:

- Central: 482 (19.59%)
- Eastern: 748 (30.41%)
- Northern: 673 (27.36%)
- North-West 259 (10.53%)
- South-West 277 (11.26%) and
- Unknown: 21 (.85%)

### **Committee Reports:**

#### **Executive Committee:**

The Executive Committee did not meet as scheduled.

#### **Community Access Committee**

The Community Access Committee met on December 6<sup>th</sup>. The committee discussed the upcoming Consumer Forum scheduled for January 20<sup>th</sup> at the Hampton Health Department from 10:00 a.m. to 2:00 p.m. The committee will meet again, prior to the Consumer Forum on January 10<sup>th</sup> at 6:00 p.m. to finalize the arrangements. Some of the topics that will be on the agenda are:

- Advocacy
- Quality Management by Q-MAC
- Open Discussion – This will involve Participants, both consumers and the committee members talking about how they can empower themselves.

### **Program Updates:**

#### **Norfolk Ryan White Part A Program Manager's Report:**

Apart from the administrative activities that are going on, the Grantee's Office is looking forward to the start of the new fiscal year as they close out the current fiscal year. The Grantee's Office will also be preparing the Un-Obligated Balance (UOB) Report which either of the Co-Chairs will need to sign before the end of December. This is a formal name for the carryover estimate. The Grantee's Office has not developed any final numbers yet, but, in terms of the carryover, the Grantee's Office can estimate that the TGA will be requesting for about \$100,000 in carryover next year.

Council members wanted to know if the Grantee's Office had any further contact with the City Attorney regarding a full year's funding by the City, to assist the Program deal with partial funding from the Federal grant. The Grantee's Representative noted that, though there is little expectation that the City would agree to do that, it was the Grantee's

intention to bring up the subject with the City Attorney in January/February 2018 after completion of more administrative matters.

**Part C Update:**

Because of work related commitments, Dr. Derber, the Part C Representative, was not able to attend the meeting. She, however, submitted the following update, which was presented to the Council by the Co-Chair:

- Part C Update: December 2017:  
Total Enrolled in RW Part C = 186  
Uninsured = 60  
Insured = 126  
  
Total (of the 186) who are active = 120  
41 are temporarily inactive (27 of these are related to failure to complete annual renewal or recert)  
25 are permanently inactive (majority due to relocation, incarceration, death, or no longer income eligible)

**HOPWA Update:**

The HOPWA Representative presented the HOPWA update for the first quarter; July 1 through the end of September as follows:

- 67 households received tenant-based rental assistance
- 7 households received short term rent/mortgage/utility assistance
- 11 households received permanent housing placement services; for a total of
- 84 housing subsidies assistance
- 39 households received supportive services which included things such as educational assistance, employment assistance and case management.

The Representative stated that at the end of the first quarter, 95% of the total of tenant based rental assistance housing units go over net. There were two positive exits from the program. One participant exited the program to purchase a home. Some of the educational services are supportive in the area of "*How to buy your own Home; Financial Supportive Services.*" The second participant went through receiving rental subsidy through public housing. There was one death from the program during the quarter.

HOPWA did 14% of the short-term rental/mortgage/utility assistance goal and 18% for permanent housing placement.

During the first quarter of the program year, HOPWA received less than average number of applications for rental and security deposits assistance. This was considered an odd occurrence.

As was reported before, in the tenant based rental assistance, there were 143 households that were on the waiting list. However, the Recipient has hired more staff to move the people off the waiting list into housing. These people are not considered new applicants.

HOPWA is still operating off of the 2016/2017 budget of \$1.1 million and most likely will be using the 2016.2017 budget until the third quarter of the year and will, in the fourth quarter, start to expend the 2017/2018 budget which is about \$1.2 million. HOPWA is given two years to expend the annual budget. HOPWA, therefore winds up generally having carryover funds.

**Any Other Business/Announcements:**

It was reported that the City Attorney's Representative can attend the January Planning Council training at 2:00 p.m. and not 5:00 p.m. She was invited to attend the training to discuss *Robert's Rules of Order*. During discussion, it was noted that the schedule for Planning Council training at 2:00 p.m. was not convenient for most Council members; most of whom are employed full time. After extensive discussion, it was agreed that the Co-Chairs will present the Council's concerns to the Grantee. The Co-Chairs agreed to ask the City Manager's Liaison on the Planning Council to intervene with the City Attorney's Office on behalf of the Council.

Transportation to Support Groups and Community Access Committee events is still identified as a problem in the area. Personal vehicles should not be used to transport participants to events. In this regard, the Community Access Committee Co-Chairs should, together with the Grantee's Office, work with agencies that receive Ryan White funding for transportation, to provide transportation to both Support Groups and committee events.

**Adjournment:** There being no further business, the meeting was adjourned.

Respectfully Submitted:

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Gwendolyn Ellis-Wilson – PC Co-Chair

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Pierre Diaz – Co-Chair