

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, August 31, 2017: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510

Call to Order: The meeting was called to order at 5:07 p.m.

Welcome/Introductions:

The chair welcomed Council members and visitors to the meeting and thanked them for taking time to come and attend the Planning Council meeting.

Housekeeping Rules:

Participants were requested to turn off their cell phones or put them on silent mode. A member who needs to take a call, should step out of the meeting room for the duration of the call. He asked members to respect each other during discussions and/or when reports are being submitted. Council members were also reminded to minimize side-bar conversations.

Moment of Silent Reflection: The Council observed a moment of silent reflection for those who are infected and affected by the virus.

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

Beverly S. Franklin, Darrell Brisbon, Deryk M. Jackson, Doris McNeill, Earl Hamlet, Gregory Fordham, Gwendolyn Ellis-Wilson, Lynea Hogan, May Francis Baskerville, Michael Singleton, Pierre Diaz, Rachael Artise, Robert Bailey, Todd England, Tony Boston.

Absent Members:

Catherine Derber, Cindy Walters, Leonard Recupero, Kanedra Nwajei, Lisa P. Laurier, Nysheena Daniels-Kello, Theodore Lewis, Tarena Williams,

Staff:

Christine Carroll-RW Program Manager, Robert Hargett-Grantee Staff, Thomas C.M. Schucker-PC Support, Michael Koran-PC Support, Teresa-PC Support Staff.

Introduction of Visitors:

Mr. Darnell Barrington from the Virginia Department of Health introduced himself.

Review and Approval of Minutes:

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

Old Business:

Planning Council agenda:

- Planning Council Support with Collaboration from Grantee's Office: Notice of Funding Opportunities Announcement for Ryan White Part A Grant, was released yesterday, August 30th. The Grant Application is due on October 30, 2017. For the next sixty days, the Grantee Staff, the Planning Council, and Planning Council Support Staff will be prepping for the Supplemental part of the Grant Application. The Grant Application comes in three parts:
 1. Formula

2. Supplemental, and
3. MAI

Committee Reports:

Executive:

The Executive Committee met prior to the Planning Council meeting as scheduled, with all committees presenting their monthly activity reports. The committee voted and approved the Assessment of the Administrative Mechanism questions. The questions and responses are included in the Grant Application. This year's application is due on October 30th. Mr. Hawks, the City Manager's Liaison on the Planning Council will be moving back to his position as Director of Human Services. He will, therefore, no longer be Liaison on the Council. The City Manager will, in due time, appoint another Planning Council Liaison for his office.

Community Access Committee:

The Community Access Committee held the community Town Hall meeting on Saturday, August 19, 2017. The event was well attended. One of the subjects of discussion was the Grievance Procedure which was done as a skit using puppets by Mr. Michael Singleton and two actors: Mr. England and Ms. Hogan. Mr. Diaz discussed the Ryan White Parts A and C. The committee's chair thanked everyone who was involved in making the event a great success.

The committee is currently planning a community cookout to be held on Saturday, September 30th at the Poplar Hall Park in Norfolk from 2:00 to 6:00 p.m. A flyer for the cookout was submitted for the Executive Committee's approval. A motion was moved by Mr. Diaz and properly seconded by Ms. Franklin to approve the flyer for the community cookout. The motion passed. The committee is working on transportation of participants to the event. Council members were requested to disseminate the information to all their clients and the community.

Membership and Nominations:

In the monthly meeting on August 17th, the committee discussed the Attendance Policy in accordance with the recently ratified Bylaws and agreed to start tracking attendance effective September 1, 2017. The committee reviewed two new applications. The committee agreed to monitor commitment by the new applicants before inviting them for scheduled interviews. Applicants will be expected to attend committee meetings of their choice including Planning Council meetings.

Norfolk TGA Part A Bylaws: The new Bylaws were ratified by the CEO and will come into effect on September 1. The Executive Committee decided on two things:

- Section 3.04: Terms of Membership:
 - (f): *No more than two (2) members of a funded Ryan White Part A sub-grantee may serve on the Planning Council at any given time.*
If there are more than two members currently serving on the Planning Council from one agency, those members will be allowed to serve until they complete their term.
- Attendance: As earlier stated, monitoring attendance will start September 1, 2017 up to the end of the Grant Year (February 28/ 2018). Members who are currently in jeopardy of being in violation of the attendance policy will be asked to resign so that they can become eligible for membership when they are ready to make a commitment to the Planning Council.

As a result of the new ratified Bylaws, the Planning Council Training, scheduled for September 13th, has been cancelled. Therefore, in order to ensure that all Planning Council members get a thorough training of the Bylaws, the training will take place on the Planning Council meeting date from 5:30 to 6:30 p.m. after Planning Council business which will be conducted from 5:00 to 5:30 p.m.

Priorities, Allocations and Policies:

The committee met and reviewed the expenditures by service category for the period ending June 30, 2017. The target expenditure was at 33%. Overall, the TGA is at 26%. However, it was noted that Drug Reimbursement was expending high at 42%. The category will, therefore, be closely monitored for reallocation of funds. The committee also reviewed the Support Budget for the period ending June 30, 2017. The target expenditure was at 33%. Overall, the expenditure was at 29%.

The carry over request, in the amount of \$114,000.00 was submitted on August 17th. A breakdown of the \$114,000 is as follows:

- \$23,000 to MAI
- \$91,000 to Formula

The committee also agreed:

- That there was need to review the EIIHA data for the Grant writing process.
- To ask the Quality Improvement & Strategic Planning Committee to consider doing a Client Satisfaction Survey.
- To conduct a red ribbon exercise in the community to get a wider representation of the client needs for the needs assessment.

Quality Improvement and Strategic Planning:

The committee met on the 17th of August. The committee, discussed two issues:

- The Early Intervention Services and how to improve the program. The committee is in the process of reviewing the best practices and looking at models in other jurisdictions to see how they are implementing their EIS programs. By reviewing the EIS Standards, the Quality Improvement & Strategic Planning Committee would like to, specifically, ensure that:
 - The Norfolk TGA is aligned with the EIIHA plan;
 - The Norfolk TGA is working to address needs, barriers and gaps in the TGA's special underserved populations. In doing so, the committee will look at where the TGA is under-achieving.

The committee was advised to ask the Grantee's Office for a report by Training Resources which they conducted last year, specifically on the EIS Program.

- Effective July 1, 2017, the Ryan White Part B FPL for income eligibility was increased from 400% to 500%. The Norfolk Ryan White Part A is currently at 400% FPL. Part A will do an analysis to see how many people will be affected by going from 400% to 500% FPL.

Program Updates:

Part B (VDH) Update:

ACA 2018 Talking Points:

Get ready, ACA open enrollment is coming!

The Open Enrollment Period is only 45 days-November 1, 2017-December 15, 2017. Clients are encouraged to update information in your [Healthcare.gov](https://www.healthcare.gov) account, if your income, address or any other information has changed. Do this 'account tune up' now; don't wait until it's time to pick a plan!

Help is coming too! VDH will provide extra enrollment assistance this year through a new contract. Ryan White Service providers will have the option of making the initial binder payments for clients. Providers can expect to hear additional implementation information by October 1.

Case managers: Ensure clients RW/ADAP eligibility information is up to date. Send the information now before open enrollment starts. Please send this information to VDH by fax (804-864-8050) or by mail (Virginia Department of Health, HCS Unit, 1st Floor, James Madison Building, 109 Governor Street, Richmond, VA 23219). Remember to use e2Virginia to enter clients self-attestation information.

If clients are enrolled with Anthem, Aetna, Innovation Health or United Healthcare, they will need to pick another carrier and plan for 2018. 1,877 clients will need to change carriers. [These carriers are not providing coverage in Virginia in 2018.](#) However, the Marketplace may auto re-enroll these clients to similar plans, so be on the lookout for mailings regarding this change.

VDH is aware of enrollment fairs that are being scheduled during this open enrollment period. Please include VDH in communications regarding these fairs and any other enrollment activities that are scheduled. If you want to hold an enrollment activity, please let us know. We would like to support any of these events.

To stay in the loop, we encourage you to create an [In the Loop](#) account to stay up to date on enrollment activities, ask questions and problem solve around the health insurance enrollment process. This protected online community serves more than 5,000 enrollment assistors in all 50 states.

ADAP Enrollment Numbers as of 8/25/2017

Norfolk TGA ADAP enrollment numbers by program:	Clients	Percent
Traditional ADAP	550	28.2%
MPAP	143	7.3%
ICAP	75	3.9%
ACA	1179	60.6%
Total	1947	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	Totals
Aetna	12	0	12
Optima	841	128	969
Innovation	2	0	2
Healthkeepers	168	28	196
Total	1023	156	1179

Quality Management Summit

Date: **October 5, 2017**

Time: **8:00 AM – 5:00 PM**

Place: Doubletree by Hilton Hotel, 990 Hilton Heights Road, Charlottesville, VA 22901
The Virginia Department of Health (VDH) in collaboration with the Mid-Atlantic AIDS Education and Training Center (MAAETC) Virginia Regional Partners will hold a Quality Management Summit (QMC) called “Expanding Your Toolbox.” The QMS is designed to build capacity among all Ryan White Providers (Part A, B, C, D and F) and consumers to conduct quality improvement activities and enlarge the pool of Quality Improvement trainees statewide.

Please **register for the event no later than September 21st 2017** at the Mid-Atlantic HIV/AIDS Education Training Center webpage: <https://www.maaetc.org/events/view/9942>. Each funded agency is expected to send at least two representatives to the summit. Space is limited.

Rooms need to be reserved no later than September 4th 2017, otherwise the state rate cannot be guaranteed. Reserve your room by clicking on the following link: http://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-MMO-20171004/index.jhtml?WT.mc_id=POG

For any questions, please call or email Misty Johnson at 804-828-2258 or Misty.Johnson@vcuhealth.org.

HIV Care and Prevention Quarterly Contractors’ Meeting

The HIV Care and Prevention Quarterly Contractors’ meeting is scheduled for Wednesday, September 6th from 9:30 AM to 4:00 PM at the Holiday Inn Richmond I-64 West End, 2000 Staples Mill Road, Richmond.

New Staff

Gloria Robinson and Leila Grubbs joined HIV Care Services as Contract Monitors/Services Coordinators this summer. Gloria will oversee the three Ryan White Part B contracts in the Eastern region: EVMS, Eastern Shore Health District, and Three Rivers Health District and two contracts in Central Virginia (Daily Planet and VCU SERL). Leila is responsible for monitoring ARE and FAHASS in the Northwest region and Cross Over Health Ministry, VCU HIV/AIDS Center and VCU WYCC in the Central region.

Part C Update: The Part C Representative sent the following report:

As of 7/31:

Total enrolled 173

Uninsured: 57

Insured: 116

75% have completed their biannual RW Renewal

27% have not had an office visit in 2017

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

Any Other Business/Announcements:

- **Co-Chairs:** According to the new Bylaws, the Planning Council and the Sub-Committees will now have Co-Chairs in place. In this regard, all committees will elect co-chairs during their upcoming committee meetings.
- **Mentorship:** New Council members or any member who want to be mentored or wants to be a mentee should contact the Planning Council Co-Chairs.

- The Co-Chairs thanked the Planning Council for all their hard work, commitment and dedication. They also thanked the Grantee Staff and the Planning Council Support Staff for their work.
- Beverly thanked the Grantee's Office for affording her the opportunity to attend the US Conference on AIDS in Washington, D.C
- Good wishes were called for Lisa who suffered some injuries from a horse-riding accident.
- Food Bank/Home Delivered Meals Service will be implemented effective September 1st. Two agencies, M.A.S.S. and A Hope4Tomorrow will administer the Service.

Adjournment: There being no further business, a motion was moved by Beverly and properly seconded by Gregory to adjourn the meeting. The motion passed.

Respectfully Submitted:

Pierre Diaz – PC - Chair