

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, April 27, 2017: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:02 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 or have passed from complications of HIV/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, Pierre Diaz, Gwendolyn Ellis-Wilson, Todd England, Beverly Franklin, Lisa P. Laurier, Rev. Theodore Lewis, Doris McNeill, Kanedra Nwajei, Leonard Recupero, Michael Singleton, Cindy Walters.

**Excused Members:**  
Catherine Derber, Gregory Fordham, Earl Hamlet, Alan Hughes.

**Absent Members:**  
Aubrey Bates, Sr., Nysheena Daniels, Drake Pearson.

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

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

**Introduction of Visitors:**  
The following visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- Jermaine Connor-Virginia Department of Health
- Lynea Hogan

**Old Business:**

Planning Council agenda:

- Planning Council Support with Collaboration from Grantee's Office.  
Collaboration between the Planning Council and the Grantee's Office is always continuing.

**Committee Reports:**

**Executive:**  
The Executive Committee met as scheduled and discussed each Committee's report as presented by the committee Chairs.

**Community Access Committee:**

Todd gave the report and noted that the committee met as scheduled and again met for a call meeting on April 26<sup>th</sup> to continue planning for the upcoming Town Hall meeting which was scheduled for Saturday, May 13, 2017. The event will be at the New Calvary Baptist Church from 11:00 a.m. to 3:00 p.m.

**Membership and Nominations:**

The committee met as scheduled. The committee was recommending, to the Planning Council, three candidates for Planning Council membership. The candidates, who went through the Interview Process, are:

1. Lynea Hogan
2. Deryk Jackson
3. Tarena Williams

The committee reviewed and revised the Interview questions. Due to non-attendance during interviews, some volunteers were removed from the Interview Panel. The chair asked Council members who were interested to volunteer as interviewers to, please contact the committee's chair.

Attendance was taken out of the Norfolk Bylaws. This is now the Attendance Policy. This action will enable changes to be made to the Policy without having to change the Bylaws.

Some Planning Council members expressed concern that the Council was being asked to vote for individuals for Planning Council membership without an accompanying synopsis of the candidate. They felt that they needed to have an idea of the applicant/s, their background and motivation for wanting to join the Council. After an extensive discussion, a motion was moved by Cindy and properly seconded by Tony for the Planning Council to go into executive session. The motion passed.

After discussion during the executive session, the committee's recommendation was carried to move the three candidates on to the Planning Council.

**Nominations:** In accordance to the Norfolk Bylaws, nominations were called for:

1. Planning Council Chair
2. Planning Council Vice-Chair
3. Planning Council Secretary

The following were nominated and accepted to serve in the following capacities:

1. Planning Council Chair: Pierre Diaz
2. Planning Council Vice-Chair: Rachael Artise  
Gwendolyn Ellis-Wilson
3. Planning Council Secretary: Robert Bailey

The elections, by ballot, will be held at the June Planning Council meeting.

The next committee meeting will be on May 18<sup>th</sup>, at 2:00 p.m. for Planning Council training and 3:00 p.m. Membership and Nominations Committee business.

**Priorities, Allocations and Policies:**

The committee met prior to the Executive committee and Planning Council meetings. The committee reviewed data for the upcoming Priority Setting and Resource Allocations Session. The event dates are:

- Wednesday, July 26, 2017: Mandatory PSRA Training from 5:00 p.m. to 7:00 p.m. at the Department of Human Services, 741 Monticello Avenue, in Norfolk.

- Thursday, July 27, 2017: PSRA Session from 9:00 a.m. to 5:00 p.m. at the Salvation Army Kroc Center, 1401 Ballentine Blvd, Norfolk.

The committee reviewed the Preliminary Final Expenditure Summary report for the period ending February 28, 2017. The target expenditure was at 100%. The TGA underspend in some service categories. Therefore, the remaining balance was projected to be \$431,712. This might change after all the bills have been received.

*Attendance Policy:* As reported by the Membership and Nominations Committee Chair, the Attendance Policy was taken out of the Norfolk TGA's Bylaws. This action was necessary because it takes a long time to get approval for proposed amendments to the Bylaws. The Attendance Policy will, therefore, be a live document. The Planning Council will be able to make changes to the Policy as necessary.

Copies of the Attendance Policy were distributed to Council members for review. The proposed changes to the Attendance Policy were presented to the Council for consideration. After review, the changes were approved by the Planning Council.

The Council members were asked to bring forward, any data they feel should be added to the upcoming PSRA Process.

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

The Quality Improvement & Strategic Planning Committee met as scheduled. The committee discussed the four Service Standards that need to be brought in line with the ones that were discussed in 2016. The four Service Standards under discussion were:

- Mental Health Services,
- Substance Abuse Treatment services
- Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
- Medical Transportation

They will be reviewed and written up in the same format as the others. The Grantee will be starting some Quality Management Monitoring with regard to Performance Measures and will report quarterly to the Quality Improvement & Strategic Planning Committee for a couple of items that are written on the Medical Providers Standard of service; that is cervical cancer screenings, and Oral Health Hygiene Treatment Plan. The monitoring will begin in June this year and the information gathered will assist in moving forward with the initiatives that are required by HRSA.

The committee discussed working together with the Community Access Committee in planning and implementing the Red Ribbon Exercise during some of the upcoming community events to get direct input from the public. Once the details have been established, they will be announced to the Planning Council for any involvement for participation, and any results from such an event.

The committee presented some of the key findings from the recently completed Needs Assessment. Copies of the summary of the key findings were distributed to Council members for review and discussion. After the review, the chair urged the Planning Council members to read and understand the report before the July PSRA Session. She also asked the Council to approve the findings so that the two documents (the PowerPoint and the actual Report of findings) can be uploaded to the Norfolk TGA website. The Planning Council moved to accept the committee's recommendation to upload the documents to the website.

The next committee meeting will be on May 18<sup>th</sup>, at 4:00 p.m.

## Program Updates:

*RW Norfolk TGA Program Manager's Report:* The Grantee will be closing out Fiscal Year 2016. The final expenditure report will be presented to the Planning Council at the May 25<sup>th</sup> meeting. There is still no information about when the full funding will be received. There has been discussion between the Grantee Staff and the Virginia Department of Health regarding the question which was raised at the April meeting whether VDH can assist Part A with funds to help bridge the gap in funding services while waiting for the full award.

*Part B (VDH) Update:* The Part B Representative gave the following update:

### 1. ADAP

#### A. ADAP Enrollment Numbers as of 4/24/2017:

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by program:	Clients	Percent		
Traditional ADAP	463	23.7%		
MPAP	148	7.6%		
ICAP	80	4.1%		
ACA	1264	64.7%		
Total	1955	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	2	16
Optima	911	140	13	1064
Care First	0	0	0	0
Innovation	2	0	0	2
Coventry	0	0	0	0
Healthkeepers	177	40	2	219
Total	1103	181	17	1301

#### B. Statewide ADAP Enrollment Numbers as of 4/25/2017

Total: 6,282

Direct ADAP: 1,557

Medicare Part D Assistance Program (MPAP): 584

Insurance Continuation Assistance Program (ICAP): 554

Health Insurance Marketplace Assistance Program (HIMAP): 3,587

C. The Virginia Department of Health will be making changes to the recertification process for ADAP services effective May 1, 2017 and will be discussing these changes during regional calls to be held on Thursday, May 4, 2017. These changes will address some of the findings in our recent HRSA Comprehensive site visit for RWPB program for Virginia and assure the program is in compliance with the eligibility and recertification requirements spelled out in the Ryan White legislation.

Eastern - 10AM, Northern - 11AM, Northwest - 2PM, Southwest - 3PM, Central - 4PM.

To access the call:

Dial: **1-866-842-5779**, Enter Conference Code/Password: **8036961650**, No registration is necessary. We look forward to your participation on the call!

You are welcome to join any regional call that's scheduled for the day.

## 2. Care Services

### A. Quality Management:

#### (1) Virginia Consumer Advisory Committee (VACAC) Meeting

Monday, May 8, 2017

Time: 8 am to 4:00 pm

Location: Double Tree by Hilton, Norfolk, VA

Invitees: VACAC Executive Committee Consumers

Goals: Train-of trainers on strategies for meaningful consumer engagement as well as on peer education skills.

#### (2) Virginia Ryan White Cross-Parts Collaborative Quality Management Advisory Committee (QMAC) Meeting

Tuesday, May 9, 2017

Time: 8 am to 4:00 pm

Location: Double Tree by Hilton, Norfolk, VA

Invitees: QM Consumers & QMAC Members

Goals: Review performance data, identify areas in need of improvement, and carry out and monitor improvement efforts. For these activities, the team will use the Model for Improvement (MFI), Plan Do Study Act (PDSA) cycles and best practices research.

B. VDH working with subrecipients on modifications for full award for the current Ryan White Part B grant period. Renewals were only for 25% of the FY16 total award.

C. Care and Prevention collaborating on Comprehensive HIV/AIDS Resources and Linkages for Inmates (CHARLI) program RFP. RFP issued on 4/6/2017. Sealed Proposals Will Be Received Until **May 5, 2017 at 2:00 P.M.**

The purpose of this Request for Proposals is to establish contracts in all five health regions of the state through competitive negotiations with qualified Contractors for the delivery of the Comprehensive HIV/AIDS Resources and Linkages for Inmates (CHARLI) program. CHARLI offers a continuum of HIV services including HIV prevention education (CHARLI Curriculum), HIV testing for inmates 60 to 90 days before release, and discharge planning and linkages to care for inmates living with HIV/AIDS 60 to 90 days prior to release in Virginia federal, state prisons, regional, local and city jails. Post release medical and non-medical case management services may include but are not limited to services that ensure linkage to and retention in care, medication adherence, and referrals to service providers and primary prevention interventions for people living with HIV. Multiple awards will be made. Geographic distribution of award will be considered in the selection of proposals to ensure funding covers each region of the state.

## 3. Prevention

Bridges 757 Collaborative met today in Williamsburg. CBO's and local health departments participated in a learning session on social marketing, the screening

tool to be used by the collaborative and linkage to services in a timely manner. DDP will begin training collaborative members on the use of both a long and abbreviated screening tool that will help in the referral process when clients come in for testing and other services at CBOs and LHDs. Patient Navigators for the project have completed trainings and should be operational as soon as the screening tool trainings take place.

The promotion of extra-genital chlamydia and gonorrhea testing has been very successful in the TGA, and approximately 15% more infections are being diagnosed due to rectal and throat testing for these STDs.

DDP is working to get protocols, standards and criteria approved before the July 1 date when syringe exchange in the Commonwealth can be started. CBOs, LHDs, and other entities wishing to perform syringe exchange services can start getting ready to apply by holding meeting with local government and law enforcement to enlist their support in the project. Local Health Directors at LHDs should also be contacted. Agencies applying to perform syringe exchange must be part of a community advisory board on the opioid epidemic, or start one with other interested stakeholders. Additional information on syringe exchange can be attained by contacting Bruce Taylor at [bruce.taylor@vdh.virginia.gov](mailto:bruce.taylor@vdh.virginia.gov) or 804-864-8015 .

The Hampton and Portsmouth Health Departments are offering PrEP.

Part C Update: No Part C update was presented.

HOPWA Update: The HOPWA Representative gave the following HOPWA overview:

HOPWA-City of Virginia Beach (EMSA):

Program Overview: The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992. It provides States and local jurisdictions with the resources to implement long-term strategies for meeting the housing needs of low-income persons with Acquired Immunodeficiency Syndrome (AIDS) and related diseases, and their families. The primary mission is to deliver housing assistance and services that provide the AIDS/HIV population and their families with the ability to maintain housing stability. This facilitates the ability to stabilize and maintain receipt of medications and treatments.

Funds are appropriated annually by Congress to the U.S. Department of Housing and Urban Development (HUD). HOPWA formula grants are then awarded to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS cases. The City of Virginia Beach is the EMSA recipient for direct funding from HUD as funds may be allocated. The City, as required by HUD, includes the HOPWA program in its 5-year consolidated plan and subsequently in its annual action plan (AAP) to HUD. These plans include citizen participation through public hearings.

Funding: The City of Virginia Beach, as the EMSA jurisdictional grant recipient, receives HOPWA funding of approximately \$1.2 M each year as may be allocated from HUD and allocates approximately \$1.0M to its sub-recipient ACCESS Aids Care, a 501(c)3 non-profit, through an annual sub grant agreement for delivery of services. ACCESS Aids

Care provides multiple services to the community under other grants, including Ryan White Part A, as well and is also a City partner on regional activities and on the CoC for several cities for a comprehensive full service program.

*Program Participant Eligibility:* There are two *minimum* basic elements of HOPWA eligibility:

- Household has, at least, one person who has Acquired Immunodeficiency Syndrome (AIDS) or related diseases (Human Immunodeficiency Virus, that is, HIV infection). This includes households where the only eligible person is a minor. Medical verification of status is required.
- Total household income is less than 80 percent of the Area Median Income (AMI), as defined by HUD.

*Service Area:*

The City of Virginia Beach HOPWA Grant covers the Virginia Beach EMSA that covers a geographical area of Currituck, N.C. up through Williamsburg, and west, to include Suffolk and inclusive of the Eastern Shore for a total of 15 cities and about 2,000 square miles. The grant, the sub grantee awards, the program compliance, monitoring and on-site audit, and environmental certification, and program responsibility, are directed by the City of Virginia Beach's Department of Housing and Neighborhood Preservation (DHNP).

*What Does the City of Virginia Beach HOPWA Grant Pay For as Delivered by ACCESS?*  
2016/2017 Program Year:

- \*Tenant Based Rental Assistance (TBRA), serving approximately 70 households
- \*Short Term Rental, Mortgage, and Utility Assistance (STRNU) serving approximately 50 households.
- \*Supportive Services (Employment, Education, etc...)
- \*Housing Placement Activities (Homeless, Hospital Discharge, etc...) serving approximately 60 households.
- \*7% administration fee as capped by HUD

Approximately 180-220 households receive some form of assistance in Housing. Currently, over 25% of households being assisted include family members of up to 1-6 additional members in the household.

*Some Challenges:*

- Finding affordable Housing and participating landlords
- Participants limited Income (fixed Income)
- Affordable Housing for larger families (3 bedrooms)
- HUD requirements (gross income and not net creates a significant variance between *truly affordable* rent payments)
- Past due utility bills or negative rental history
- Other regulatory requirements (meeting ER standards).

For more statistical information, please see attachment – (*HOPWA Performance Profile – Formula Grantee: City of Virginia Beach*).

**Other Business/Announcements:**

Flyers or any information that has to be handed out at the Planning Council meeting should be pre-approved by Planning Council Support Staff at the Executive Committee level before distribution to the Planning Council.

Procurement issues should be directed and discussed with the Planning Council Chair and the Grantee Staff before the issue is presented in a larger group setting.

Council members were requested to respond to the survey questions that were sent to them with the individual number.

Individuals who were in a position to volunteer for mentorship for new Council members were asked to contact the Support Office. Planning Council members who require to be mentored were also asked to contact the Support Staff.

**Adjournment:** There being no further business, a motion was moved and properly seconded to adjourn the meeting. The motion passed. The Council will meet on Thursday, May 25<sup>th</sup>, at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair