

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, September 28, 2017: 5:00 p.m.
Norfolk Public Library
Mary D. Pretlow Anchor Branch
111 W. Ocean View Avenue, Norfolk, VA 23503

Call to Order: The meeting was called to order at 5:04 p.m.

Welcome/Introductions:

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

Moment of Silent Reflection: The Council observed a moment of silent reflection for those who continue to fight the infection and those who have succumbed to the disease.

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

Beverly Franklin, Catherine Derber, Cindy Walters, Darrell Brisbon, Deryk Jackson, Doris McNeill, Earl Hamlet, Gregory Fordham, Gwendolyn Ellis-Wilson, Kanedra Nwajei, Leonard Recupero, Lisa P. Laurier, Lynea Hogan, May Francis Baskerville, Michael Singleton, Pierre Diaz, Rachael Artise, Tarena Williams, Theodore Lewis, Todd England, Tony Boston.

Absent Members:

Robert Bailey

Staff:

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 Deryk and properly seconded by Cindy to approve the minutes as written. The motion passed.

Introduction of Visitors:

The following visitors introduced themselves:

- Ainka Gonzalez-Community Liaison for Merck
- Maureen Nevins-Local Representative for Merck

Old Business:

Planning Council agenda:

- Planning Council Support with Collaboration from Grantee's Office: The Planning Council worked collaboratively with the Recipient's Office to complete the Assessment of the Administrative Mechanism. The Assessment results were presented to the Executive Committee. After review, the Executive Committee approved the results of the Assessment with one question back to the Recipient. The Report will be presented to the Planning Council by the Executive Committee during Committee Reports.
- Collaborative Research Staff is currently working, in collaboration with the Recipient's Office, on the Notice of Financial Opportunities (NOFO) for the Ryan White Grant Application. The Grant Application is due October 30th. The EIIHA Plan, which is one major part of the Grant Application, will be reviewed by the

Quality Improvement & Strategic Planning Committee at their next meeting. The committee will finalize the Plan for direct input into the Grant Application. Planning Council members who are interested in having input into the function of the Grant Application were invited to attend the next Quality Improvement & Strategic Planning Committee meeting. Copies of the EIIHA Plan will be provided by the committee Co-Chairs; Doris or Michael, on request.

Committee Reports:

Executive:

The Executive Committee met prior to the Planning Council meeting as scheduled. Committees presented their monthly activity reports. The Executive Committee presented two recommendations for the Planning Council's vote:

- Assessment of the Administrative Mechanism: The Chair presented a summary of the Assessment of the Administrative mechanism, including the responses from the Recipient's Office to the following questions:
 1. Part A funds were expended in a timely manner
 2. Part A contracts with service providers were signed in a timely manner
 3. During FY 2016, the TGA had 5% or less in carryover in Part A Formula funds.
 4. Part A resources were reallocated in a timely manner to ensure the needs of the community are met.
 5. Part A Programs funded in FY 2016 matched the service categories and percentages identified during the Council's Priority Setting and Resource Allocation process
 6. Planning Council Directives were reflected in Part A programs funded in FY 2016

After review, the Planning Council voted unanimously to accept the results of the Assessment of the Administrative Mechanism.

Cancellation of scheduled Committee meetings: Because of the Holidays coming up, the Executive Committee voted for the recommendation to cancel all scheduled November committee meetings, except for the Community Access Committee which will meet on Wednesday, November 8th. The Executive Committee and the Planning Council will meet on Thursday, November 16, 2017. After the October meetings, the committees' meeting schedule will be as follows:

- January 18th, 2018:
Membership and Nominations Committee
Quality Improvement & Strategic Planning Committee
- January 25, 2018:
Priorities, Allocations and Policies Committee

The Planning Council voted unanimously not to hold committee meetings in the month of November as presented by the Executive Committee.

Community Access Committee:

The Community Access Committee met as scheduled. In accordance with the current Bylaws, the committee held elections for Co-Chairs. Mr. Earl Hamlet, who has acted as Co-Chair for the committee, decided to step back due to other commitments. The committee, therefore, nominated and elected Mr. Todd England and Mr. Gregory Fordham as the Committee's Co-Chairs.

The Committee continued planning for the community cookout scheduled for Saturday, September 30, 2017 at Poplar Hall Park from 2:00 p.m. to 6:00 p.m. Planning Council members were encouraged to attend in support of the community they serve.

Membership and Nominations:

The committee met on September 21 and reviewed three Council members who are up for reappointment for their term. Reappointment Application Forms were emailed to the members and they have been asked to present themselves for interviews for their reappointments on October 19, 2017 at 2:30 p.m., prior to the Membership and Nominations Committee meeting.

The committee held elections for their committee Co-Chairs. Ms. Beverly Franklin and Rev. Theodore Lewis were elected the committee's Co-Chairs.

The committee is continuously recruiting for consumers, especially young MSMs of underserved populations. Council members were asked to encourage the community to be part of the Ryan White Planning Council, especially the youth.

The meeting schedule on Thursday, October 19th will be as follows:

- 2:00 p.m.: Planning Council Training
- 2:30 p.m.: Interviews for reappointments to the Council
- 3:00 p.m.: Membership and Nominations Committee meeting

After the October meeting, the committee will meet on Thursday, January 18, 2018.

Priorities, Allocations and Policies:

The committee did not meet as scheduled. There was, therefore, no report to present to the Council.

Quality Improvement and Strategic Planning:

The committee met on October 21st. The committee discussed, at length, how to go about setting the current EIS Program. It was suggested that the committee should study the EIIHA Plan goals that will be used for the upcoming grant year. An electronic copy of the 2017 EIIHA Plan was sent to all committee members in preparation for the October committee meeting. The chair reiterated the invitation to Council members who are interested in participating in the EIIHA Plan discussion, to attend the next Quality Improvement & Strategic Planning Committee meeting on October 19th. Copy of the EIIHA Plan will be sent to interested individuals upon request.

For future meetings, the committee agreed to invite current EIS staff to describe their work and experiences to the committee to better understand how the program is working in this jurisdiction.

For upcoming meetings, the committee will be reviewing other successful EIS programs and look to add and/or change whatever may be considered a better fit for our jurisdiction. In this meeting, the fact that the areas covered in the Norfolk TGA may need different approaches was also considered and will be one of the issues that may drive the direction of any changes to the current EIS Program.

At the meeting, the previously accepted Committee Co-Chair; Mr. Robert Bailey, informed the committee that he will be stepping down from his role as a member of the committee as well as from the Planning Council. The committee accepted his decision. Mr. Michael Singleton and Ms. Doris McNeill were nominated and elected Co-Chair of the Quality Improvement & Strategic Planning Committee. The committee will not meet in the month of November.

The Planning Council took the opportunity to wish Rev. Theodore Lewis a Happy Birthday. The Co-Chair also announced the Passing of an active member in the HIV/AIDS community, Ms. Jo Chambers. Funeral arrangements were also announced for those who want to attend. Ms. Chambers was a former Planning Council member.

Program Updates:

Norfolk Ryan White Part A Program Manager's Report: Mr. Hargett stated that the TGA applied for and received the carryover request in the amount of approximately \$114,000.00 (\$90,00 in Formula and \$23,000.00 in MAI). This was under 3% of the TGA's formula award. The award for this funding will be going out in the next two to three weeks.

The Planning Council reviewed the Expenditure Summary Report for the period ended July 31, 2017 dated September 6, 2017. The target expenditure was at 42%. The TGA has expended 32%. It is expected that the expenditure rate will get higher as services that started late in the year will be up and running. These services are:

- Additional Transportation Services
- Food Bank/Home Delivered Meals

Additionally, it is also expected that all agency Providers will be up and running at full capacity, staff-wise. The Grantee's Office will continue monitoring expenditures on an ongoing basis, especially for service categories that will be under-expending. The Grantee Staff will, periodically, update and present recommendations to the Planning Council for re-allocation of funds when necessary.

Robert noted that Mr. James Rogers, the Deputy City Manager, is the new City Liaison on the Planning Council. It is projected that he will come to our future meetings. He is a well-respected civic leader who will add to our Planning Council.

The Grantee's Office is working with the contracted Support Staff from Collaborative Research to complete the Fiscal Year 2018 Grant Application.

Part B (VDH) Update:

ADAP Enrollment Numbers as of 9/25/2017					
Norfolk TGA ADAP enrollment numbers					
by program:	Clients	Percent			
Traditional ADAP	568	28.9%			
MPAP	144	7.3%			
ICAP	77	3.9%			
ACA	1175	59.8%			
Total	1964	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	0	0	13	
Optima	835	134	0	969	
Innovation	2	0	0	2	
Healthkeepers	164	28	0	192	
Total	1014	162	0	1176	

The 2018 open enrollment period begins November 1, 2017 and goes through December 15, 2017, a 45-day window. Virginia ADAP obtained preliminary information from the Bureau of Insurance regarding the 2018 plans and there will be changes for 2018. Kaiser, Optima, Care First, Piedmont, Anthem and Cigna are the carriers offering Marketplace plans for 2018. **Preliminary projections show that 1,892 clients**

will need to change carriers/select new plans for 2018. Carriers have until September 27, 2017 to finalize their offerings or withdraw from the Marketplace. Clients will be receiving two letters customized for those re-enrolling and those eligible to enroll in insurance plans. The second letter will include information about carrier options. Clients are encouraged to update information in their Healthcare.gov account, if their income, address or any other information has changed. It is recommended to do this ‘account tune up’ now; don’t wait until it’s time to pick a plan! VDH will provide extra enrollment assistance this year through a new contract. Case managers are encouraged to ensure clients RW/ADAP eligibility information is up to date and to send the information prior to the enrollment start date.

VDH will continue to hold weekly Certified Application Counselor/Enrollment Assistor calls during this open enrollment period which begin October 23. Furthermore, phone calls to providers will be conducted during this open enrollment period.

HOPWA Update: For the period 2017-2018 which began July 1st, the grantee received their HOPWA allocation and had the Annual Action Plan approved on September 26th. HOPWA is continuously funded for an additional years as it was already in its second year of a two-year funding, therefore, no services are disrupted. The funding received for the new year which started July 1st, was in the amount of \$1,170,561.00 which is an annual amount for a two-year expenditure.

For this new year period, the goal for funding expenditure is to assist 225 households. The HOPWA Provider anticipates having a permanent office in Hampton. The Grantee has been invited to the monthly teleconference with the Director of the North Carolina HOPWA to understand how the Currituck, North Carolina community can be better served. The HOPWA Representative gave a breakdown of how the funds will be utilized. Also, \$135,000 of HOPWA funds has been set aside to prepare a Needs Assessment Study. The last Needs Assessment was done five years ago. This is something the HOPWA Representative might present to the Planning Council to assist on and/or get feedback and input on.

The HOPWA Representative also discussed some of the various Housing Projects that are on-going throughout the area, including the Church Station Studios in Norfolk, which should be ready for occupancy by January of next year. These are funded with monies that are not HOPWA. This is a combined project between the City of Virginia Beach, the City of Norfolk, the City of Chesapeake, and multiple other agencies. The Virginia Beach City owned facility, Housing Resource Center, currently under construction, will be due for a soft opening about March 2018.

Any Other Business/Announcements:

- **Meeting Updates for the month of October:**

Wednesday, October 11 th at 6:00 p.m.:	Community Access Committee
Thursday, October 26 th at 3:00 p.m.:	Priorities, Allocations and Policies Committee
Thursday, October 26 th at 4:00 p.m.:	Executive Committee
Thursday, October 26 th at 5:00 p.m.:	Planning Council
- Committees’ Co-Chairs were requested to share contact information to make it easy for them to share information and communicate with each other.

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

Planning Council Training: As was scheduled, the Planning Council Support Staff conducted the Bylaws training immediately following the Council business.

Respectfully Submitted:

Gwendolyn Ellis-Wilson – PC - Co-Chair

Pierre Diaz – PC Co-Chair