

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, February 28, 2019: 5:00 p.m.**  
**Norfolk Department of Human Services**  
**741 Monticello Avenue, Norfolk**

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

**Moment of Silent Reflection:** A moment of silence and reflection was observed for those affected and infected by HIV/AIDS.

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

Beverly S. Franklin	Cindy Walters
Deryk M. Jackson	Doris McNeill
Gloria Robinson	Gregg Fordham
Gwendolyn Ellis-Wilson	Lisa P. Laurier
Lynea Hogan	Michael Singleton
Rachael Artise	Todd England

**Absent Members:**

Catherine Derber	Earl Hamlet
Tony Boston	

**Staff:**

Christine Carroll	Robert Hargett-Grantee Staff
Thomas Schucker P.C. Support	Michael Koran-PC Support
Teresa Malilwe-PC Support Staff	

**Committee Members:**

Ashley D.D. Brown-M.A.S.S.  
Jerome Cuffee - Ahope4Tomorrow

**Introduction of Visitors:**

The following visitors introduced themselves:

Syreeta Dawkins-Visitor	Angel Sease-ARHS
Denisha Jenkins-Visitor	Sarah Knight-UVA
Avalena Waldman-UVA	

**Review and Approval of Minutes:**

The Council reviewed the minutes from the last meeting. A motion was accepted to approve the minutes as written.

**Program Updates:**

**Norfolk TGA Program Manager's Report:**

During the monthly monitoring teleconference with the HRSA Project Officer, which was attended by the Grantee Staff, some Planning Council co-chairs, and Support Staff, the major discussion was on the upcoming comprehensive Site Visit to the Norfolk TGA. There will be about four/five in the team of visitors. The HRSA Team is expected to arrive on May 13<sup>th</sup>. They will start the Site Visit on the 14<sup>th</sup> and the close out will be on the 17<sup>th</sup>. They will attend the meeting with the Executive Committee on May 16<sup>th</sup>. The time for the Executive Committee meeting will be determined at a later date. Support

Staff will make available the last Site Visit Report of Findings to the Planning Council for information. The Site Visit will include:

- Fiscal Monitoring
- Planning Council Review
- Select Provider Sites Review

Additional information about the Site Visit will be presented to the Planning Council as it becomes available.

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

Ms. Robinson, the Part B Representative presented the ADAP Report for the period February 28, 2019. Together with copies of the VDH updates, Gloria also distributed a flyer of the upcoming *Opioid Overdose and Naloxone Education for Virginia*. This kind of training will be held across the region and will be sponsored by VDH. The Lay Rescuer Training will be held on March 7<sup>th</sup> at the LGBT Life Center in Norfolk.

With regard to the ADAP Report, Gloria presented data from December 2018 to February 28, 2019. She noted that there was a reduction in numbers on ADAP Direct from 718 (31%) to 496 (22%) as of February 28<sup>th</sup>. With regard to Medicaid, 587 (26%) individuals have been enrolled in Medicaid as of February 28. There are currently, only 917 (40%) individuals enrolled in ACA as compared to 1279 (56%) that were enrolled in December 2018. There is, therefore, still quite a large number of individuals who have not enrolled in Medicaid. Many of them may still be in ACA. VDH is, therefore, working with DMAS, and will be working with the Part A Recipients to ensure that clients that are enrolled in ACA should be enrolled in Medicaid. VDH is working to ensure that most clients are enrolled in Medicaid by the end of May. Please refer to the paper report for more VDH updates.

### **Part C Update:**

Support Staff presented the Part C update, as follows:

*There were:*

- 228 total number of clients in January 2019 as compared to 166 in January 2018
  - 60 (26%) Uninsured
  - 168 (74%) Insured
  - 188 (82%) Active Part C Program Clients
  - 35 (15%) YTD total number of clients that have completed the 2019 RW Packet
  - 167 (73%) YTD total clients without first office visit in 2019
  - 176 (77%) YTD total clients without labs in 2019
  - 33 Clients are Temporarily inactive
  - 7 Permanently inactive
  - 4 Relocated from the area

### **HOPWA Update:**

There was no HOPWA update for the month.

### **Reports of Special Committees:**

#### **Executive Committee:**

The Executive Committee met as scheduled. The Committee reviewed and discussed monthly activity reports presented by committees.

May 2019 Planning Council Meeting: In order to accommodate the HRSA Project Officer's Site Monitoring Visit to the area, the Executive Committee presented a recommendation to move the Thursday, May 23<sup>rd</sup> meeting to Thursday, May 16<sup>th</sup>. The

time of the meeting will be communicated to the Planning Council after details have been worked out. The motion to move the May 23<sup>rd</sup> Executive Committee/Planning Council meeting date to May 16<sup>th</sup> was accepted unanimously.

Beginning March 1, 2019, the new Planning Council/Sub-Committee meetings schedule will come into effect. The Planning Council and the Sub-Committees will meet, alternatively, every other month. The Community Access Committee, however, will meet every month.

**Community Access Committee:**

The Community Access Committee met as scheduled on February 13<sup>th</sup>. The committee continued to work on plans for the Pillar Award event. *The Pillar Award is a way for a community to give credit and recognition to the individuals and/or institutions that form the foundation that supports the community.* The committee is using the event as a recruitment effort for Planning Council/Community Access Committee membership. Four individuals were identified as recipients of the Pillar Award and will receive the awards at the March Committee meeting.

**Membership and Nominations Committee:**

The committee, which was chaired by Ms. Rachael Artise, met as scheduled. The committee interviewed a new applicant. The committee approved the applicant for Planning Council membership. The second went through the interview process in 2018. The committee, therefore, moved a motion to accept a recommendation to approve the appointment to the Planning Council of:

1. Jerome Cuffee
2. Lexus Walker

The recommendation was approved. Both candidates will be seated at the next Planning Council Meeting. The Support Staff will contact the CEO's Office for official letters of appointment signed by the Mayor.

**Quality Improvement & Strategic Planning Committee:**

The committee met as scheduled on February 21<sup>st</sup>. The committee reviewed the Non-Medical Case Management Standard. During review of the Standard, the committee agreed to change the name of the Care Standard from Non-Medical Case Management to Referral for Health Care and Support Services service standard. The Standard will not have an ISP care plan. However, the same information and the same level of service standard will move to be known as the Referral for Health Care and Support Services service category. The committee reviewed the document and changed the service category name and made a few other revisions to the document. A motion was presented to accept the minor revisions and name change from Non-Medical Case Management Standard to *Referral for Health Care and Support Services* service standard. The motion passed. The changes will take effect March 1, 2019.

The committee reviewed the Emergency Financial Assistance (EFA) Service Standard. The committee will send a data request to the Recipient's Officer so that consideration can be made to raise the caps.

The committee discussed the recommendation to move the Federal Poverty Level (FPL) from 400% to 500% across the board for all services. A review of the information indicated that only eleven (11) clients were moved from RW Part A to RW Part B funded services because they were over the 400% FPL. A motion to move the Norfolk TGA Part A FPL from 400% to 500% was accepted as presented. The decision will be reflected in the Referral for Health Care and Support Services Service Standard.

Cindy was requested and graciously accepted, to attend the April 18<sup>th</sup> Quality Improvement & Strategic Planning Committee meeting to discuss some of the housing modules.

**Priorities, Allocations and Policies Committee:**

The committee met prior to the Executive Committee meeting and reviewed the Expenditure Summary Report for the period ending December 31 dated February 26, 2019. The target expenditure level was at 83%. However, overall, the TGA was at 77%. There are still two months left in the fiscal year. Some categories that were above the expenditure target level were:

- Drug Reimbursement at 83%
- Medical Case Management at 85%
- EFA-Housing Assistance at 96%

This time of year, the Recipients Office has the authority to reallocate funds as they see fit without informing the committee first.

The committee presented a motion to reallocate all the funding from Non-Medical Case Management to Referral for Health Care and Support Services service category which comes into effect March 1<sup>st</sup>. The motion passed.

**Special Orders:**

There were no special orders.

**Unfinished Business:**

There was no unfinished business to discuss.

**Old Business:**

There was no Old Business to discuss.

**New Business:**

Positive Links Program: Ms. Ava Lena Waldman, and Ms. Sara Knight, Representatives from UVA, attended the February 28<sup>th</sup> Planning Council meeting. The two UVA Representatives were attending the meeting to discuss the *Positive Links Program*. The Positive Links Program was one of the ideas which the committee talked about to address a concern regarding surplus funds. Handouts were distributed to Council members and a PowerPoint presentation was made by Ms. Waldman. At the end of her presentation, Ms. Waldman answered questions from Council members. The Chair thanked the Representatives from UVA and noted that their presentation was both educational and helpful to the Council members.

Feedback Survey: Using their cell phones, Council members completed the feed back survey which was conducted by Support Staff.

**Any Other Business/Announcements:**

There was no other business to discuss

**Next Meeting:**

The next meeting will be March 21<sup>st</sup>, at 5:00 p.m.

**Adjournment:** There being no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully Submitted:

---

Rachael Artise - PC Co-Chair

---

Gwendolyn Ellis-Wilson- PC Co-Chair