

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
MINUTES OF THE PLANNING COUNCIL  
Thursday, October 31, 2019: 5:00 p.m.  
Norfolk Department of Human Services  
741 Monticello Avenue, Norfolk**

**Call to Order:** The Planning Council meeting, held at the Norfolk Department of Human Services, was called to order at 5:10 p.m. on Thursday, October 31, 2019.

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

|                  |                        |
|------------------|------------------------|
| Beverly Franklin | Earl Hamlet            |
| Gregg Fordham    | Gwendolyn Ellis-Wilson |
| Jerome Cuffee    | Lisa P. Laurier        |
| Rachael Artise   | Rhonda L. Russell      |

**Absent Members:**

|                  |                 |
|------------------|-----------------|
| Catherine Derber | Cindy Walters   |
| Tony Boston      | Davon White     |
| Doris McNeill    | Gloria Robinson |
| Lexus Walker     | Syreeta Dawkins |
| Todd England     |                 |

**Grantee Staff:**

Christine Carroll

**Absent Recipient Staff:**

Robert Hargett

**Present PC Support Staff:**

Deryk M. Jackson-PC Support  
Teresa Malilwe-PC Support Staff

**Absent PC Support Staff:**

Thomas Schucker

**Welcome and Introduction of Guests:**

|                     |                        |
|---------------------|------------------------|
| Erica Johnson-HRCHC | Ashley Brown-MASS      |
| Devin Houston-VDH   | Cristen Donovan-VDH    |
| Ashley Yocum-VDH    | Darnell Barrington-VDH |

**Moment of Silent Reflection:**

A moment of silence and reflection was observed for those infected and affected by HIV/AIDS.

The Chair introduced and welcomed Ms. Rhonda Russell, the new Planning Council member.

**Confirmation of Notice of Meeting Posting:**

One confirmation of notice of meeting posting was received by Support Staff.

**Approval of Minutes of Previous Meeting:**

The Planning Council reviewed the minutes. However, no vote was taken due to lack of a quorum.

## **Review/Update of the Planning Council Activity Timeline (P-CAT):**

### **Community Access Committee:**

At the meeting, on October 9<sup>th</sup>, the committee discussed the one-day Retreat that the committee is trying to put together. The purpose of the Retreat is to revitalize the committee members. The committee has invited Mr. Baker from Johns Hopkins in Baltimore, to attend the Retreat and Facilitate the event. His main focus will be team building and how the Community Access Committee plays a part in the Ryan White process. The one-day Retreat will take place on Saturday, November 23, 2019 at the Mary D. Pretlow Anchor Branch Library in Oceanview, Norfolk.

### **Membership and Nominations Committee:**

Gwendolyn, the Planning Council Co-Chair who attended the meeting presented the committee's report. The committee interviewed Rachael for reappointment to the Planning Council. The committee voted to recommend her reappointment to the Planning Council. However, due to lack of a quorum, the vote was deferred to the next Council meeting in January 2020.

Earl who was due for his third term declined the reappointment because of his work schedule. The October 31<sup>st</sup> Council meeting was his last. He was, therefore, presented with a Certificate of Appreciation for his service, commitment and dedication on the Planning Council.

An applicant for Planning Council membership, who was scheduled for an interview, could not make the interviews because she was out of town on that day. Her interview will be rescheduled for the January 2020 meeting.

### **Quality Improvement & Strategic Planning Committee:**

Gwendolyn, who chaired the committee meeting, presented the report. The committee reviewed and discussed the following Norfolk TGA Standards of Care:

- Medical Case Management
- Substance Abuse
- Food Bank/Home Cooked Meals
- Dental Treatment/Oral Health
- Emergency Financial Assistance (EFA)

Some Standards, across all services, were moved into the Universal Standards of Care. During revisions, the committee worked to make the Standards of Care unique to the needs of the Norfolk TGA. The Support Staff will work to reformat the drafts so that they are in line with the format of the other Norfolk TGA Standards of Care.

### **Priorities, Allocations and Policies Committee:**

The committee met as scheduled, prior to the Executive Committee meeting. The committee reviewed the Expenditure Summary Report for the period ending August 31, 2019. The target expenditure was at 50%. Most services were on target. A few categories were below the target expenditure, such as HIPCSA, Medication Co-Pays, Substance Abuse Treatment Services-Outpatient, and Food Bank/Home Delivered Meals. The Recipient's Office will reallocate funds between services as needed.

The committee also reviewed the MOU between the Planning Council and the Recipient's Office. The committee decided to defer discussion of the MOU to 2020 so that the Recipient's Office can also have some input.

The Committee reviewed the 2019 Directives to the Recipient. The committee adopted the 2019 Directives for 2020. Due to lack of a quorum, the Directives will be presented to the Council at the January 2020 meeting for a vote.

### **Program Updates:**

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

The Recipient's Office reviewed the HRSA Site Visit report, which included the Planning Council part and the Recipient part. Both parts of the report are due back to HRSA on November 10th.

The HRSA Conference is scheduled for August 2020 in Washington, D.C. The Norfolk TGA Part A was awarded eight slots, four of which will be taken by the Recipient Staff. The Planning Council will decide how to allocate the other four slots.

The Recipient's Office is currently undertaking Site Visits. They want to get them done before February 2020.

The Recipient's Office is waiting to hear about the Grant Application. The Staff is also doing some amendments and some reallocations.

The Head of HRSA announced his retirement effective November 8, 2019. An interim Director has been announced.

#### **Part B Update:**

Ashley from VDH presented the Part B update in the absence of Gloria, the Part B Representative on the Council. Copies of the report were distributed to Council members for review. The report included the ADAP update as of October 31, 2019. She also discussed upcoming activities by Part B (VDH). The Part B Representative also noted that the ACA enrollment starts November 1, 2019 through December 15, 2019. Providers for Parts A and B were requested to vigorously assist clients in pursuing enrollment in ACA and Medicaid.

#### **Part C Update:**

There was no Part C update.

#### **HOPWA Update:**

In the absence of the HOPWA Representative, there was no HOPWA update.

#### **Presentation By the Virginia Department of Health:**

Representatives from the Virginia Department of Health made a PowerPoint presentation of the Virginia Department of Health's Integrated HIV Prevention and Care Plan: 2019 Updates. The Presenters answered questions by Council members arising from their presentation. At the conclusion of the presentation, the Chair thanked them for the educational moment.

#### **Any Other Business:**

There was no other business to discuss.

#### **Next Meeting:**

The next Council meeting will be Thursday, January 30th at 5:00 p.m.

**Adjournment:** There being no further business to discuss, a motion was moved by Beverly and second by Jerome to adjourn the meeting. The motion was accepted unanimously.

Respectfully Submitted:

---

Rachael Artise – Co-Chair

---

Gwendolyn Ellis-Wilson – Co-Chair