

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, May 16, 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, 741 Monticello Avenue in Norfolk, was called to order at 5:31 p.m. on Thursday, May 16, 2019.

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

Beverly Franklin	Doris McNeill
Earl Hamlet	Gloria Robinson
Gregg Fordham	Gwendolyn Ellis-Wilson
Jerome Cuffee	Lexus Walker
Lisa P. Laurier	Lynea Hogan
Michael Singleton	Rachael Artise
Todd England	Tony Boston

**Absent Members:**

Catherine Derber  
Cindy Walters

**Staff:**

Michael Koran  
Thomas Schucker P.C. Support  
Deryk M. Jackson  
Teresa Malilwe-PC Support Staff

**Committee Members:**

Ashley D.D. Brown-M.A.S.S.  
Tanya Kearney-EVMS

**Housekeeping Rules:**

Participants were requested to either turn off their cell phones or put them on mute during the duration of the meeting.

**Welcome and Introduction of Guest(s):**

The visitors introduced themselves:

*HRSA Site Visit Team:*

Sylvia Moreno-Administration Consultant  
Kristina Barney-Project Officer/City of Norfolk  
Amelia Khalil-Clinical Consultant  
Mae Rupert-Branch Chief

*Local Visitors:*

Syreeta Dawkins	Welton Rouse -EVMS
Sheron Scott-IBWC	Maureen
Kimberly Scott-VDH	Darius Pryor-LGBT Life Center
Ashley-MASS	Tonya Pacelli

**Moment of Silent Reflection:** A moment of silence and reflection was observed for those living with and those deceased from HIV/AIDS.

**Review and Approval of Minutes:**

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

### **Open Nominations and Election of Planning Council Co-Chair:**

The following individuals were nominated for the position of Planning Council Co-Chair:

1. Beverly Franklin
2. Gwendolyn Ellis-Wilson

The Planning Council preferred to elect the Co-Chair by Ballot.

### **Executive Committee:**

Gwen noted that the HRSA 2019 Site Visit, which officially started on May 14<sup>th</sup>, was almost winding down. While the Council was electing the Co-Chair, she invited the HRSA visiting team to comment on their visit to the TGA.

### **HRSA Visiting Team Comments:**

Ms. Kristina Barney, the Project Officer for the Norfolk TGA, stated that the HRSA Team was not ready to talk about the items which were discussed at the Executive Committee meeting. The Team will initially have to come together to review the items and any comments will be brought up during the Exit Interview.

Ms. Barney introduced herself as the HRSA Project Officer for the City of Norfolk. She also discussed her responsibilities; that is, to monitor the City of Norfolk to ensure that the City is abiding by the legislative requirements of the Ryan White Part A Program and Program expectations.

She stated the reasons for the site visit, which take place every four years. During the site visit, the team will assess and look at three areas:

1. Clinical Quality Management
2. Administration
3. Programmatic aspects of the Program

### **Review of the Committee Reports:**

#### **Community Access Committee:**

The Community Access Committee met as scheduled on Wednesday, April 10<sup>th</sup> and had an ad hoc committee meeting on April 24<sup>th</sup>. The committee has been trying to plan and put together a Consumer Retreat. The Retreat would be held in Wakefield. The committee presented a proposal to the Recipient, but due to funding constraints, the request was turned down. The committee is trying to find outside funding for the event.

The chair noted that the purpose of the Retreat was to educate the consumers, to get them to understand Planning Council processes and its responsibilities, including the consumers' place in the Ryan White Program. The information was going to empower the consumers to participate on the Planning Council. The event was also supposed to be a team building exercise.

The Community Access Committee has started conducting Red Ribbon Exercises at various Support Groups.

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

The committee met as scheduled on April 18<sup>th</sup> and reviewed two new applications. The committee agreed to move the applicants forward for interviews. The committee is working on a convenient date and time for the interviews

Ms. Cindy Walters was nominated and elected the committee's Co-Chair.

The new Learning Management System will be uploaded to the Norfolk TGA website. Planning Council members will access the Training modules from any electronic device at their disposal. Council members will be responsible for doing as many trainings as they can in a two-year term. New Planning Council member orientation will also be undertaken online.

The committee is still in the process of recruiting a Medicaid Representative on the Council. The committee is also trying to recruit an individual to fill the slot for the *Representative of Formerly Incarcerated*.

**Quality Improvement & Strategic Planning Committee:**

The committee met on April 18<sup>th</sup> and reviewed the Early Intervention Services (EIS) Standards of Care. However, the committee agreed that the issues that were raised during the meeting should be discussed at the Ryan White Provider level.

The committee had a good discussion regarding the Emergency Financial Assistance (EFA) Standard of Care but could not make any recommendations because the committee did not have the required information from the Grantee's Office.

The next committee meeting will be Thursday, June 20<sup>th</sup> at 4:00 p.m.

**Priorities, Allocations and Policies Committee:**

The committee discussed the data sets for the upcoming PSRA Process. As has been done in the past, the Planning Council will:

- Utilize the Red Ribbon Exercise results which the Community Access Committee is currently working on at various consumer forums.
- Look at the past Needs Assessment data from the toXcel Report for 2016/2017
- Look at the survey results of the needs, gaps and barriers, that were done within the community by the Community Access Committee. This will help the Council identify the needs, barriers and gaps in services within the TGA.
- The Council will also utilize the results of the CQM survey.
- Look at the Service Utilization data for 2016, 2017 and 2018 to see the number of clients served in each of the service categories as well as the units of service provided, as well as the cost per service.
- Look at the historical spent for the past five (5) years: Allocation versus total expenditure.

New Planning Council members were advised of the availability of Mentors, within the Planning Council membership to help them understand the process.

**Program Updates:**

**Part B (VDH) Update:**

The VDH Representative presented the Part B ADAP update as of May 14, 2019. Copies of the report were distributed to Council members for ease of reference.

As of May 14<sup>th</sup>, only 26% of the total individuals served were enrolled in Medicaid. VDH continues to address the issue for more individuals served to enroll in Medicaid. Part of the reason could be that some eligible clients have opted out of Medicaid because they prefer ACA Plans. However, this violates the payer of the last resort requirement for Ryan White. VDH is vigorously asking Part A and Part B to work with eligible clients to ensure that they are enrolled in Medicaid.

Kimberly Scott, from VDH, stated that VDH has agreed to take premiums for ACA plans to serve as a safety net until people were successfully enrolled in Medicaid. One problem

though is that, if someone has a Medicaid plan and an ACA plan, they are not able to access their medications through Medicaid. She explained the required steps that VDH needs providers to take to ensure that each client is in the correct service option and that the TGA is compliant with the payer of the last resort requirement.

The next Quality Management Advisory Committee meeting will be on May 22 at the Delta Hotel Chesapeake-Norfolk.

The VDH Quality Improvement Project (QIP) focus for GY19 is Viral Load Suppression. Improving Viral Load Suppression has implications for improving health outcomes and decreasing the risk of transmitting the virus to others.

The next Part B Quarterly Contractors meeting will be on June 5, 2019 in Richmond.

VDH is currently working on revising and updating all of Virginia's RW Part B Service Standards

VDH has contracted with the Northern Virginia Regional Committee to develop a Request for Proposal (RFP) for RW Part B Housing Services. The Northern Virginia Regional Commission anticipates releasing the RFP by July 2019.

Care Services has a job opening. Please pass on the information to relatives or friends who might be interested. She also discussed the openings for employment at HCS

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

Dr. Kearney presented the Part C update for the month of April ending, as follows:

There are approximately 251 Part C clients:

- 73 Uninsured
- 178 Insured
- Total: 152 active clients
- Year to date:
  - 166 clients have completed their Ryan White packages
  - 65 clients have not had an office visit
  - 76 clients without labs
- 86 Temporarily inactive clients:
- Temporarily Inactive refers to:
  - Failure to provide proof of income
  - Failure to provide proof of residency
  - Failure to provide proof of income and proof of residency
  - Failure to complete annual renewal
  - Failure to complete annual recertification
- 13 clients are permanently inactive:
- Permanently Inactive refers to:
  - Deceased
  - Incarcerated
  - Moved to another provider
  - Relocated from area

#### **HOPWA Update:**

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

**Planning Council Support with Collaboration from Grantee's Office:**

- Planning Council Support and the Recipient's Office are gathering information for the HRSA Site Visit this week.
- Support Staff are also working on securing a location for the upcoming Priority Setting and Resource Allocations Session on July 18<sup>th</sup>, starting at 9:00 a.m. The Session will be held at the Salvation Army Ray and Joan Kroc Corps Community Center of Hampton Roads in Norfolk. This will be an all-day event. There will be a mandatory training conducted for Planning Council members. A Council member must attend the mandatory training in order to vote during the PSRA Process.

*Results of the Election of Officers:* Ms. Gwendolyn Ellis-Wilson was re-elected Co-Chair of the Planning Council.

**Public Comments/Discussion:**

There were no public comments or discussion

**Next Meeting:**

The next meeting will be the PSRA Session on July 18<sup>th</sup> at 9:00 a.m.

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

Respectfully Submitted:

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Rachael Artise - PC Co-Chair

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Gwendolyn Ellis-Wilson- PC Co-Chair