

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL
Thursday, September 26, 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 5:06 p.m. on Thursday, September 26, 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	Rachael Artise
Syreeta Dawkins	Todd England

Absent Members:

Catherine Derber	Cindy Walters
Tony Boston	

Grantee Staff:

Christine Carroll	Robert Hargett
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Present PC Support Staff:

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

Thomas Schucker

Welcome and Introduction of Guests:

Ashley D. Brown-M.A.S.S. Cherri Brunson-Albemarle Regional Health Services

Moment of Silent Reflection:

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

Confirmation of Notice of Meeting Posting:

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

Approval of Minutes of Previous Meeting:

After review of the minutes, a motion to approve the minutes as written was moved by Gregg and seconded by Jerome. The motion passed with zero nays and zero abstention/s.

Ryan White TGA Part A Program Manager's Report:

The Program Manager noted that the Grant Application was posted on Monday, September 23rd. That is seven days prior to the due date.

The Carry Over, in the amount of \$163,170.00 was received during the week.

The HRSA Site Visit Report was received. The Report will be given to Support Staff for presentation to the Executive Committee for review.

The City of Norfolk has hired a new City Manager. He comes with an academic background from the Old Dominion University.

Review/Update of the Planning Council Activity Timeline:

Review Committee Reports:

Community Access Committee:

The committee met on September 11th, via tele-conference. The committee discussed moving forward with the Retreat. There is every likelihood that the event will take place March 21st/22nd 2020 in Wakefield as planned. The committee will work to revise the Retreat agenda due to proposed changes that have taken place. The Retreat will also be open Statewide because of the funding source.

The committee will act as liaison for consumers impacted by the closure of the agency.

Membership and Nominations Committee:

The committee met on September 19th as scheduled. The committee reviewed and revised the Norfolk TGA Part A Matrix and moved and added members to vacant slots and made corrections to members who are no longer aligned. There are currently three vacant slots:

1. *Membership Category 7:*
Hospital Planning Agencies or Health Care Planning Agencies
2. *Membership Category 10:*
State Government – State Medicaid Agency
3. *Membership Category 15:*
Representatives of Formerly Incarcerated

The committee reviewed the Application Tracker. One applicant was removed from the list because of his busy schedule. The committee will present a recommendation to the Planning Council for a vote to accept two candidates for membership on the Planning Council.

The committee discussed and agreed to restore the Orientation Process for new Planning Council members.

The committee reviewed the LMS Planning Council Training on line. The committee recommended that certain modules should be completed quarterly for the upcoming grant year. This will ensure that Council members are on track with the training modules. In order to encourage participation, members who complete the training will be presented with a Certificates of Completion at Planning Council meetings.

A motion was accepted by consensus for the Planning Council to go into Executive Mode in order to discuss and vote on the recommendation to appoint two applicants to the Planning Council. The committee’s recommendation was unanimously accepted by the Council.

Quality Improvement & Strategic Planning Committee:

At the meeting on Thursday, September 19th, the committee reviewed and worked on the Standards of Care to align them with the HRSA-HAB Standards. The committee worked on three Standards:

- Medical Case Management Standards of Care

- Non-Medical Case Management
- Early Intervention Services Standards of Care

The remaining Standards of Care were assigned to Committee members to work on during their own time. The draft Standards will be reviewed at the next committee meeting and will be presented to the Planning Council, as one package, for final approval.

Priorities, Allocations and Policies Committee:

The committee met on Thursday, September 26, 2019. The Committee discussed the Directives to the Grantee, and the MOU between the Planning Council and the Recipient. The committee will work on the Directives and the MOU during their own time and the committee will discuss their recommendations and input at the next committee meeting.

The Committee reviewed the Expenditure Summary Report for the period ending July 31, 2019. The target was at 42%. Overall, the TGA’s expenditure was at 36%. Expenditures in some categories were low, such as Substance Abuse Treatment Services (Out Patient), and Mental Health. Expenditure in Mental Health is low because there is currently, only one provider. The Recipient’s Office is looking at some of the low-expending services and will present a reallocation recommendation at the next meeting. The TGA did receive the carryover of \$163,170.00.

Part B Update:

The Part B Representative, presented the Part B (VDH) update. Copies of the report were distributed to Council members for review. The report included the ADAP update as of September 25, 2019 and also discussed upcoming activities to be undertaken by Part B (VDH). The Part B Representative also noted that the ACA enrollment starts November 1, 2019. Part B is working to get people enrolled in Medicaid before the ACA enrollment starts November 1st.

Part C Update:

In the absence of the Part C Representative, there was no Part C update. An update will be presented at the next Planning Council meeting.

HOPWA Update:

The HOPWA Representative was not in attendance. There was, therefore, no HOPWA update.

Announcements by Members:

There is a new primary physician at the LGBT Life Center clinic. Her specialty, and main focus will be LGBT Health. She is bilingual.

Meeting Venue for Planning Council/Sub-Committee Meetings:

The Executive Committee discussed the idea of scheduling quarterly Planning Council/Sub-Committee meetings in various locations within the Norfolk TGA. Various suggestions for meeting locations were discussed, and these included the Housing Resource Center in Virginia Beach, the Pretlow Library in Ocean View, Norfolk, and some locations on the Peninsula. Meetings held outside of the traditional Norfolk location will help give exposure to the Council in other areas of the TGA. Support Staff will initiate a survey to get suggestions from the Council members.

Support Staff discussed *Ending the Epidemic Grant*. Basically, this is the President’s initiative to end the HIV epidemic within ten years. The Initiative will focus efforts in 48 Counties and 7 States with rural HIV burden. The Norfolk TGA is not in Phase I.

The Council Chair and Support Staff contacted VDH regarding the Integrated Plan as discussed by the Project Officer. VDH has indicated that they have not yet started planning for the upcoming Integrated Plan. However, as soon as plans for the process are put in place, the Norfolk TGA Part A Planning Council will be on the list to attend the meetings.

Public Comment and Discussion:

Ms. Brunson, the guest from Albemarle Regional Health Services, gave a brief discussion regarding Currituck County. There are fifteen (15) Cities, which make up the County of Currituck. There are, currently, eleven (11) identified individuals living with HIV in the County. Only four of the eleven individuals are in care. The remaining seven (7) probably may go to EVMS for care. The eleven identified individuals will welcome any HOPWA or any services they can get from Norfolk TGA. The eleven individuals are eligible to receive services under the Ryan White Norfolk TGA.

Any Other Business:

The City of Norfolk has a new City Manager. He comes from the Old Dominion University.

Next Meeting:

The next meeting will be Thursday, October 31st, at 5:00 p.m.

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

Respectfully Submitted:

Gwendolyn Ellis-Wilson – Co-Chair

Rachael Artise – Co-Chair