

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, March 21, 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 5:03 p.m. on Thursday, March 21, 2019.

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

Deryk M. Jackson	Doris McNeill
Earl Hamlet	Gloria Robinson
Gregg Fordham	Lisa P. Laurier
Lynea Hogan	Michael Singleton
Rachael Artise	

Absent Members:

Beverly Franklin	Catherine Derber
Cindy Walters	Gwendolyn Ellis-Wilson
Todd England	Tony Boston

Staff:

Christine Carroll
Thomas Schucker P.C. Support
Teresa Malilwe-PC Support Staff

Committee Members:

Ashley D.D. Brown-M.A.S.S.
Lexus Walker - Ahope4Tomorrow

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 visitor/s introduced herself:
Syreeta Dawkins-Visitor
Ashley D.D. Brown-M.A.S.S.

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

Public Comment and Discussion:

After stating the rules regarding Public Comment and Discussion at the meeting, the Co-Chair asked for public comment or discussion. There was no public comment.

Review and Approval of Minutes:

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

Norfolk TGA Program Manager's Report:

The Grantee Staff, and Support Staff, including some Planning Council Co-Chairs had a very extensive monthly monitoring teleconference with the HRSA Project Officer. The discussion was in preparation for the comprehensive Site Visit by the HRSA Team starting May 13, 14, 15 16 and the exist will be on May 17, 2019. The Site Visit will be undertaken by a Team of six (6) HRSA Representatives. The Program Manager discussed the tentative program for the visit, which will include, among other things:

- An exclusive HRSA Visiting Team luncheon with Consumers
- Visit to two RW Providers, possibly, four
- Meeting with Recipient Staff
- Meeting with Norfolk City Council Leadership
- Attend Executive Committee and Planning Council meetings.
- Exit interview on Friday, May 17th.

The Project Officer has also requested a list of documents she would like to review in preparation for the visit.

The Recipient's Office was working, with RW Providers, to compile a list of consumers willing to participate in the luncheon. Possibly, each agency will be asked to send two of their consumers. The Community Access Committee leadership was requested to identify, about fifteen (15) consumers who might be interested in attending the event and submit a list of names by April 26th to either the Support Staff or the Recipient Staff. The list of names should include contact information for each consumer and the agency they receive services from.

Review of the Planning Council Activity Timeline:

Currently, the activity on the Planning Council Timeline is:

- Planning Council Support with Coordination from the Recipient's Office. It was noted that the Council and the Recipient's office were on par with the timeline.

Review of the Committee Reports:

Only one committee (Community Access Committee) met in March.

Community Access Committee: The Community Access Committee met as scheduled on Wednesday, March 13th. The committee held the Pillar Award event at the meeting. Four recipients of the Award were expected to attend the meeting. However, only two recipients attended to accept their Pillar Award. One of the two recipients of the award who attended the meeting, has expressed interest in joining the Community Access Committee.

The Community Access Committee is in the process of planning a Consumer Retreat, in collaboration with the Virginia Consumer Advisory Committee in Quality. The event is scheduled for some time in August.

Priorities, Allocations and Policies Committee: The Expenditure Summary Report for the period ending January 31, 2019 dated March 18, 2019 was presented by Deryk, the Committee's Co-Chair. He noted that the grant year starts March 1st. The final expenditures are due to the Recipient's Office by April 15th for all services, except for HIPCSA whose expenditures are not due until end of April. The target for the end of January was at 92%. Overall, the TGA was at 85% expended. That is, 7% under spent.

Program Updates:

Part B (VDH) Update:

The VDH Representative stated that the ADAP data will be provided at the next Council meeting. However, Gloria presented the following update:

- VDH has hired a HIPPA Compliance Analyst to work with the HIV Care Services Team and sub-recipients to improve overall compliance.
- VDH is currently working with VCU School of Dentistry to develop guidelines and standards for reasonably cost dental services.
- Quality Management events for GY 2019 has been approved and will be shared via VDH announcements and website.

Part C Update:

There was no Part C update. Support Staff will reach out to the Part C Representative and ask for someone who will continuously support the Planning Council's roles and responsibilities.

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 Membership: The current Planning Council membership is down to fifteen (15). The Council needs consumer representation. For recruitment purposes, Support Staff appealed to Council members to reach out to friends/relatives/consumers of Part A Services, etc... As discussed previously, the Planning Council is lacking membership of practitioners in specific professional areas.

Election of Officers: Support Staff noted that election/s of officers are coming up. The Planning Council Co-Chairs are on alternating years. One position, therefore will be up for election this year. Nominations and elections will be held at the May meeting.

Learning Management System: Collaborative Research will institute a training module that Council members can access from any electronic device at their disposal. The training module will align with the Planning Council Primer. There will be ten (10) modules that will go through the Planning Council Primer. Support Staff made a brief presentation of the training. In the two-year term, Council members will be responsible for doing as many trainings. In due course, individuals who want to join the Planning Council will be encouraged to take a pre-test of knowing what the Planning Council is, its roles and responsibilities, etc... Certificates of achievement will be presented to individuals complete the training. The Learning Management System will be effective May 1st.

Announcements by Members:

Support Staff clarified the revised meeting dates and time. The May Executive Committee and Planning Council meetings were moved to align with the HRSA Site Visit to Thursday, May 16th.

The Physician at the LGBT Life Center Clinic will also be playing a role as a primary care provider for those who are insured and will offer trans-health.

The Co-Chair welcomed a new prospective Planning Council member to her first Council meeting. Ms. Walker was, however, still waiting for her letter of appointment from the Mayor's Office. Currently she participates on the Community Access Committee and will attend the Membership and Nominations Committee meetings, as required, for at least, six months. However, due to questions regarding this requirement, the Membership and Nominations Committee will revisit this issue at the next meeting.

Any Other Business/Announcements:

There was no other business to discuss

Next Meeting:

The next meeting will be May 16th, 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