

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, April 30, 2020: 3:00 p.m.**

**Call to Order and Roll Call:**

The Priorities, Allocations and Policies Committee virtual meeting, was called to order at 3:05 p.m. The following members were in attendance:

**Present:**

Jerome Cuffee  
Lisa P. Laurier  
Gloria Robinson

Gwendolyn Ellis-Wilson  
Ashley Brown

**Committee Members-Absent:**

Davon White

**Recipient Staff-Present**

Jacquelyne Wiggins  
Robert Hargett  
Christine Carroll

**PC Support Staff-Present:**

Deryk M. Jackson  
Teresa Malilwe

**Moment of Silent Reflection:**

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

**Confirmation of Notice of Meeting Posting:**

No confirmation of notice of meeting posting was received.

**Public Comment and Discussion:**

There were no guests at the meeting and, therefore, there was no public comment and/or discussion.

**Approval of Minutes of Previous Meeting:**

After review of the minutes, a motion was moved by Gwendolyn and seconded by Ashley to approve the minutes as written. The motion passed.

**Review of the Planning Council Activity Timeline:**

The committee reviewed the Planning Council Activity Timeline.

**Priority Setting and Resource Allocations Session:**

The Planning Council voted to hold the PSRA Session and Mandatory Training in July at a location which has already been reserved. However, because of the COVID-19 pandemic and the Governor's Executive Order, which is still enforced, the committee discussed other options of how the Planning Council will be able to fulfill its mandatory obligation without meeting in person. Options were as follows:

- To have break rooms where the Council can meet in smaller groups and have smaller discussions. The Council will then come back as a group to vote on recommendations.

- The Session can be broken up to meet, may be, for two days, or
- The Council can just Prioritize and Allocate funds. This process can take about two hours
- The Planning Council Mandatory PSRA Training was scheduled a week before the Session.

#### **Review Reallocation Requests from the Recipient:**

There was no reallocation request from the Recipient.

#### **Review Part A Expenditure Summary Report by Service Category:**

The committee reviewed the Expenditure Summary Report for the period ending January 31, 2020 dated March 12, 2020.

At the end of January, the report is showing an outstanding balance of a little over One Million Dollars (\$1,000,000). With the end of the fiscal year, the Recipient's Office is compiling a preliminary final report through February and will be emailed to the committee by early next week. The Recipient's Office is expecting the report to show a remaining balance of under Six Hundred Thousand Dollars (\$600,000). The figure is expected to go down further because there are no expenditures outstanding as of April 30<sup>th</sup> which is the last day for all Ryan White Providers to have their reimbursements submitted to the Recipient's Office to be included in the FY 2019 expenditures. The Final Expenditure Summary Report will be presented to the committee at the next meeting.

Some service categories were still lagging:

- Drug Reimbursement: 38%
  - Medication Co-Pays: 35%
  - Substance Abuse Treatment Services (Outpatient): 27%
- Substance Abuse Treatment Services is not expected to pick up.

There will be some reallocations that will be done. However, as of January 2020 those reallocations were not done. The target expenditure was at 92%. Overall, the TGA was at 83%. By the time of the Final Expenditure Summary Report, which will also show how the carry over funds were expended, it is expected that the TGA will only be lagging by 5% to 6%.

After expressing concern, the committee had a lengthy discussion regarding low expending service categories, such as the Substance Abuse Treatment Services (Outpatient). The committee agreed to recommend at the next PSRA Session, not to put too much money in services that have been lagging for some time.

The Recipient reported that the Norfolk Part A TGA received \$270,248.00 of the COVID-19 additional funding. Collaborative Research has devised a survey that will be sent out to the Sub-Recipients who will, in turn, send it out to their consumers, to find out what their needs are.

Currently, the Recipient has a plan to take \$50,000 of that money and add it to the food program to incorporate Home Delivered Meals. This is needed at this time because of the social distancing requirement. The contracted company is out of North Carolina. The Recipient's Office would like to do a pilot of that program. Currently, there is only one provider that provides the Food Bank/Home Delivered Meals Service. In this pilot program, they will work with all the current Sub-Recipients to get, at least, one family and one single person enrolled in the pilot program for

a test period of three months, to see how it works. After the three months, a survey will be administered to consumers in the program to provide input. If the results are positive, the service will be continued. After the presentation, a motion was moved and properly seconded to approve moving \$50,000 from the COVID-19 funding for the Home Delivered Meals. The motion passed unanimously.

The Recipient's Office will wait for results from the survey that will be administered by Collaborative Research to decide what to do with the rest of the COVID-19 funding. Several providers have already contacted the Recipient's Office about additional expenses that they are incurring because of the COVID-19 pandemic.

**Review Framework and meeting Logistics for PSRA:**

The committee will revisit the PSRA logistics at a later date.

**Identify Datasets for PSRA:**

The QISP Committee submitted Data Requests to the Recipient's Office for the three-year trends of the:

- Transgender population,
- Aging HIV population, and
- Millennial population.

The Recipient Staff is working on the request. The committee will also submit a data request to the Recipient for the three-year Service Utilization data to be used at the PSRA Session.

**Public Comment:**

There was no public comment

**Next Meeting:**

The next meeting will be Thursday, May 28<sup>th</sup> at 3:00 p.m.

**Adjournment:**

With no further discussion, a motion was accepted to adjourn the meeting.

Respectfully submitted,

---

Jerome Cuffee-Co-Chair

---

Lisa P. Laurier – Co-Chair