

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, February 27, 2020: 3:00 p.m.**

Call to Order and Roll Call:

The Priorities, Allocations and Policies Committee meeting, held at the Norfolk Department of Human Services, was called to order at 3:07 p.m. A roll was called, and the following members were in attendance:

Present:

Jerome Cuffee
Ashley Brown

Lisa P. Laurier
Gwendolyn Ellis-Wilson

Committee Members-Absent:

Davon White
Gloria Robinson

Recipient Staff-Present

Jacquelyne Wiggins
Robert Hargett

PC Support Staff-Present:

Deryk M. Jackson
Teresa Malilwe

Guests:

Rhonda Russell-P.C. Member

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:

One 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 Lisa and seconded by Gwendolyn to approve the minutes as written. The motion passed.

Review of the Planning Council Activity Timeline:

The committee reviewed the Planning Council Activity Timeline, and these included the following:

- Review Expenditures by Service Category
- Review Reallocation Requests from the Recipient
- Review/Update Bylaws, Policies, Procedures, and MOU with the Recipient
- Review/Update Committee Planning Council Activity Timeline (P-CAT)
- Review/Prepare Committee Activity Budget to the Recipient
- Compile Unresolved Issues in Parking Lot

Review of the Expenditures by Service Category:

The committee discussed and reviewed the Expenditure Summary Report for the period ending December 31, 2019 and dated February 14, 2020. At the end of December 31st, 2019, the TGA should have been at the target expenditure rate of 85%. Overall, however, the expenditure rate was at 73%. There will, however, be some information coming in during the months of January and February 2020 that will potentially affect the expenditure rate. That is, there will be some reallocations done that are not showing on the current report.

The TGA is under in some repeat categories, such as:

- Drug Reimbursement at 37% has been lagging historically for the whole year.
- Medication Co-Pay at 32% has been lagging for the whole year.
- Substance Abuse Treatment Services (Outpatient) at 27%
- Medical Transportation at 70%
- Food Bank/Home Delivered Meals at 64%

However, some of the lagging categories might catch up in the months of January and February, especially after some reallocations have been made.

The lagging categories are an indication that there should be a change in the allocation of funds during the upcoming Priority Setting and Resource Allocations Process including different ways and which services the TGA can expand for maximum utilization of funds. The following are some of the services the committee looked at:

- *Oral Health/Dental Services:* This service category was doing alright for now.
- *Housing:* The committee agreed to look at different Housing Models, including Short Term Rental Assistance. The TGA, currently has a \$1000.00 cap on rental assistance. With the Short-Term Rental Assistance, however, there should be a sustainability plan. To move toward a new Housing Program, the committee agreed that there should be a viable plan which will include budgeting. The committee will, therefore, look at Housing Models from other TGAs/EMAs. Rhonda recommended the Rapid Rehousing Model. The focus here is to maintain people in their current housing by avoiding evictions. Rhonda will provide information on the Rapid Rehousing Program, which will be emailed to the committee for review and discussion at the next meeting.

Priority Setting and Resource Allocations Session:

The committee agreed to hold the Priority Setting and Resource Allocations Process as follows:

- *PSRA Session Mandatory Training:*
 - Date: Thursday, July 23, 2020
 - Time: 5:00 p.m.
 - Location: Department of Human Services
- *PSRA Process:*
 - Date: Thursday, July 30, 2020
 - Time: 9:00 a.m. to 4:00 p.m.
 - Location: Support Staff will work to find suitable location

The committee discussed the issue of conflicts and agreed that individual members should announce their conflict/s before commenting on an issue. In order to practice for the upcoming PSRA Session, the Planning Council members will start stating their conflict before making a comment, effective the next Council meeting.

Review Reallocation Requests from the Recipient:

There was no reallocation request from the Recipient.

Review/Update Bylaws, Policies, Procedures, and MOU with Recipient:

The information on the changes, updates and revisions on the MOU between the Planning Council and the Recipient was emailed to the committee for review prior to the meeting. After review, A motion was moved by Gwendolyn and properly seconded by Lisa to approve the MOU between the Greater Hampton Roads HIV Health Services Planning Council and the Norfolk TGA Ryan White Part A Recipient. The motion passed unanimously.

Compile Unresolved Issues in Parking Lot:

Coming out of the HRSA Site Visit to the Norfolk TGA about the Policies and Procedures Manual, Support Staff will send out, in the coming weeks, drafts of the versions of the Policies HRSA would like to see, for discussion at the next committee meeting.

Next Meeting Date:

The next committee meeting will be Thursday, March 26th, at 3:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved to adjourn the meeting. Motion was accepted.

Respectfully submitted,

Jerome Cuffee-Co-Chair

Lisa P. Laurier – Co-Chair