



**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, June 25, 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:**

Gwendolyn Ellis-Wilson  
Lisa P. Laurier  
Ashley Brown  
Rachael Artise-Ex-Officio

**Absent:**

Davon White  
Jerome Cuffee

**PC Staff:**

Deryk M. Jackson  
Teresa Malilwe

**Recipient Staff:**

Christine Carroll  
Jacqueline Wiggins

**Moment of Silence and Reflection:**

A moment of silent reflection was held for those living and deceased and those infected and affected by HIV/AIDS

**Confirmation of Notice of Meeting Posting:**

There was no confirmation of notice of meeting received. The Notice of Meeting was posted on the Norfolk TGA website. Support Staff will start sending notifications as agencies are opening up more.

**Public Comments and Discussion:**

There were no visitors at the meeting and therefore, no public comments and discussion.

**Approval of Minutes of the Previous Meeting:**

The committee reviewed the minutes from the previous meeting. A motion to accept the minutes as written was accepted as moved by Gwendolyn.

**Review of the P-CAT:**

The committee was on target in accordance with the Planning Council Activity Timeline with a focus on the organization of the Priority Setting and Resource Allocations Session scheduled for July 2020.

**Priority Setting and Resource Allocations Session:**

The Program Manager noted that the Grant Application is not due until mid-October 2020. In this regard, the committee agreed to reschedule the Priority Setting and Resource Allocations Session to August as follows:

- **August 20, 2020:**
  - 5:00 p.m. – 7:00 p.m. Mandatory Data Training
- **August 27, 2020:**
  - 9:00 a.m. – 12:00 Noon PSRA Session

The PSRA Session will be held, virtually via zoom, in one single day. Materials for the Data training and PSRA Session will be emailed to Council members prior to the Training Session and the PSRA Process. Printed materials will be sent, via US Postal Service, to individuals who do not have printing capabilities.

The committee discussed how the process will run and Collaborative Research assured that they have the capabilities of making breakout rooms, have smaller groups, and bring all the information back to the large group.

The new Mandatory Data Training and PSRA Session dates will be presented to the Planning Council for approval.

**Expenditure Summary Report:**

The Program Manager stated that the Recipient Staff was still working on the close out of FY 2019 and, therefore, did not present the final, final expenditure summary report.

The committee reviewed the Expenditure Summary Report for the period ending April 30, 2020 dated June 15<sup>th</sup>. The target expenditure was at 17%. Overall, the TGA was at 12% expended. The Committee will have a clear picture of expenditures at the next meeting.

**Emergency Financial Assistance (EFA):**

At the QISP Committee meeting, the committee talked about the possibility of including emergency drugs into EFA Service category by August 1<sup>st</sup>. The Grantee wanted to know if the committee took into consideration where the funds will come from and how many people will benefit from this service.

It was noted that at the start of the fiscal year, the committee did not have this discussion and there was no extra money put into the EFA category for that particular line item. During the monthly tele-conference, the HRSA Project Officer stated that this can be quite expensive.

The Co-Chair stated that this will involve only a handful of clients, who are not able to medications under the current status. As a result, the committee agreed to expand the definition of EFA service category, so that if a situation came up, agencies can get the medication/s for affected clients. After extensive discussion, the Grantee stated that they will keep control of it and that they will not curve out extra dollar amounts for what is currently in EFA Service Category. The Grantee will monitor the situation and deal with it as needed.

Support Staff wanted to know, from the Recipient, if there is a way that the Planning Council can have data of clients in Part A who are eligible for ACA, Medicaid, and Medicare Plans? It was

noted, however, that this information was included in the report submitted to the committee by the Recipient Staff.

**Public Comment:**

There was no public comment

**Next Meeting:**

The next meeting will be Thursday, July 30<sup>th</sup>, at 3:00 p.m.

**Adjournment:**

With no further discussion, a motion was moved by Gwendolyn and seconded by Ashley to adjourn the meeting. The motion was accepted.

Respectfully submitted,

---

Lisa P. Laurier-Co-Chair