

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, September 29, 2016 – 3:00 p.m.**

**Call to Order:** The meeting was called to order at 3:06 p.m.

**Roll Call:**

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

**Committee Members:**

Jerome Cuffee	Katrina Fontenla
Andre Christian	Kanedra Nwajei
Gwendolyn Ellis-Wilson	Lisa Laurier
Ashley Veal	

**Staff in attendance:**

Christine Carroll-Grantee Staff	Robert Hargett-Grantee Staff
Jacquelyne Wiggins-Grantee Staff	Teresa-PC Support Staff
Thomas C.M. Schucker-PC Support	

**Excused Members:**

Anthony Ruffin

**Absent Members:**

None

**Moment of Silent Reflection:**

A moment of silence was observed for people who are infected and affected by HIV and AIDS.

**Review of Minutes:**

The committee reviewed the minutes from the last meeting. A motion was moved by Gwendolyn and was properly seconded by Lisa to approve the minutes as written. The motion passed.

**Review of P-CAT:**

The committee reviewed the P-CAT. For the September meeting, the committee's agenda included the following:

**Grantee's Report:**

- Review Expenditures by Service Category.
- Compile Carryover Request Supporting Documentation
- Review Support Budget

**Old Business:**

- Review Framework for PSRA (including Directives)

**New Business:**

- Discussion regarding current Revisions to the Bylaws

**Grantee's Report:**

Review Expenditures by Service Category: The committee reviewed the expenditure summary report for the period ending July 31, 2016 dated September 14, 2016. The



target expenditure was at 42%. However, overall, the TGA was at 38% for all services, and MAI was on target at 38%. Expenditure for the following services was up:

- Emergency Financial Assistance (Housing Assistance) at 55%
- Non-Medical Case Management at 44%
- Medication Co-Payments at 47%
- Health Insurance & Cost Sharing Assistance (HIPCSA) at 46%

In order to spend as much of the funding as possible, the Grantee's Office is making some exceptions on some service categories. Recommendations, therefore, have been and will be made to reallocate funds to some categories that will spend the money quickly, such as EFA (housing and utilities) which had a cap. There was discussion about dental services which, it was noted, is currently under-spending even after putting an extra \$16,000 in the service. It was noted that there are some reporting issues and the Grantee Staff will reach out to the provider for fiscal information and will report back to the committee at the October meeting.

The committee reviewed the Grantee's reallocation recommendation. The recommendation was as follows:

Take from:	Put into:	
Medical Case Management: -36,810	HIPCSA:	\$36-810
Drug Reimbursement: -14,000	Medical Case Management:	\$10,000
	Medical Transportation:	\$ 4,000
Primary Medical Care: <u>-15,000</u>	Non Med. Case Management:	<u>\$15,000</u>
<u>-65,810</u>		<u>\$65,810</u>

The Grantee talked about the Quality Improvement & Strategic Planning Committee's approved contract for the needs assessment and noted that the contractor fee was \$59,000. The approved amount by the Priorities, Allocations and Policies Committee for part of the Quality Improvement & Strategic Planning Committee budget was only \$35,000. Therefore, some funds; taken from Quality Management budget; were added to the \$35,000 for the contract fee. The Grantee also stated that the TGA has already received the carryover funds for the current year. The carryover funds have, therefore, been allocated to the following service categories:

1. Medical Case Management
2. MAI-Early Intervention Services (EIS)
3. Emergency Financial Assistance (EFA) – Utilities and Housing.

The money has already been amended and contracted out.

After extensive discussion, Lisa moved a motion to approve the recommendations as presented by the Grantee and was properly seconded by Gwen. The motion passed.

Review the Support Budget: The committee reviewed the Support Budget ending as of July 31, 2016 dated September 14, 2016. The target expenditure rate was at 42% and overall, the expenditure was at 43%.

## **Old Business:**

Review Framework for PSRA (including Directives): Before the next committee meeting, Support Staff will email to the committee the 2016 Directives for review. The committee will decide if the 2016 Directives need to be adjusted for the 2017 Grant Year. Recommendations from the committee will be discussed and approved at the next committee meeting.



*Presentation of the Revisions to the Bylaws by the Ad Hoc Committee:* At the last committee meeting, Support Staff presented the original Bylaws revisions which were then sent to the City Attorney's Office. The Bylaws were sent back with a request for some clarifications. A meeting will be scheduled with the City Attorney to review the areas where more clarification is needed. The areas needing more clarification will be revisited by the committee at the next meeting.

**Other Business:** The Program Manager noted that two weeks ago, she submitted the draft for all services to the Purchasing Department.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved by Gwendolyn and properly seconded by Lisa to adjourn the meeting. Motion passed. The next meeting will be Thursday, October 27<sup>th</sup>, at 3:00 p.m.

Respectfully submitted,

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Jerome Cuffee – Interim Committee Chair