

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, October 27, 2016 – 3:00 p.m.**

**Call to Order:** The meeting was called to order at 3:09 p.m.

**Roll Call:**

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

**Committee Members:**

Jerome Cuffee  
Gwendolyn Ellis-Wilson

Ashley Veal  
Lisa Laurier

**Staff in attendance:**

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

Robert Hargett-Grantee Staff  
Teresa-PC Support Staff

**Excused Members:**

Kanendra Nwajei

**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 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 October meeting, the committee's agenda included the following:

**Grantee's Report:**

- Review Expenditures by Service Category.
- Determine unobligated Balance Estimates
- Review Reallocation Requests from the Grantee
- 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 August 31, 2016 dated October 19, 2016. The

target expenditure was at 50%. Many of the service categories were close to the 50% target. Emergency Financial Assistance (EFA)-Housing was at 65% expended. However, the carryover is not yet reflected in the expenditures. The addition of the carryover, which will show in next month's report, might decrease some percentages. The carryover was allocated as follows:

• Medical Case Management	:	\$60.102
• EFA - Housing	:	\$23,700
• Utilities	:	\$23,700
• EIS (MAI)	:	<u>\$43,559</u>
		\$151,061

It was noted that Medication Co-payments expenditure was at 52%. The Grantee's Office will monitor expenditure in the service category to make sure that the service category is sufficiently funded for the remainder of the grant year.

Review Reallocation Requests from the Grantee: The Grantee did not have reallocation requests for the committee's review.

Review Support Budget: The Grantee's Office presented the Support Budget for the committee's review. The report, for the period ending August 31, 2016 dated October 6, 2016 indicated a target of 50%. Overall expenditure was at 49%.

#### **Old Business:**

Review Framework for PSRA (including Directives): The committee reviewed the 2016 Directives to the Grantee. With regard to Directive 1.3, the Grantee will, for the Grant Year 2017, provide training for Food Bank/Home Delivered Meals, and Medical Nutrition Therapy Service Categories. The Quality Improvement & Strategic Planning Committee is currently updating the two standards and outcomes. After review, the committee approved the 2016 Directives for Grant Year 2017. The Directives will be presented to the Planning Council for final approval.

Discussion on the Revisions to the Bylaws: The City Attorney asked for clarification on some proposed revised items in the Bylaws. The committee will, re-review the proposed revisions in the Bylaws for discussion at the January meeting.

**Other Business:** Gwendolyn announced that the project by Minority AIDS Support Services, Inc.; called "Beauty Beyond My Status" an "HIV Self Esteem and Awareness 2017 Calendar" was completed and the calendars are now ready for purchase.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved by Gwendolyn and properly seconded by Ashley to adjourn the meeting. Motion passed. The next meeting will be Thursday, January 26<sup>th</sup>, at 3:00 p.m.

Respectfully submitted,

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Jerome Cuffee – Interim Committee Chair