

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, February 25, 2016 – 2:30-3:30 p.m.**

**Call to Order:** The meeting was called to order at 2:32 p.m.

**Roll Call:**

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

**Committee Members:**

Jerome Cuffee	Robert Bailey
Katrina C. Fontenla	Gloria Anderson
Anthony L. Ruffin	Andre B. Christian
Kanedra Nwajei	Gwendolyn Ellis-Wilson-Teleconference
Lisa P. Laurier-Teleconference	Devilna George
Kimberly Sparrow	

**Staff members in attendance:**

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

**Excused Members:**

None

**Absent Members:**

None

**Introduction of Visitors:**

The following visitors introduced themselves:

Mr. Tony Boston; and

Ms. Ashley Veal from Minority AIDS Support Services, Inc.

**Moment of Silent Reflection:**

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

**Review of Minutes from Last Meeting:**

The following corrections were noted from the minutes:

- **Page 1:** The Roll-Andre's name should be added to the roll of attendees
- **Page 2:** Planning Council Support Budget-Kimberly, in attendance at that meeting, abstained from voting for the proposed 2016 Support budget.
- **Page 2:** Planning Council Support Budget-Jerome's vote on the motion to approve the proposed 2016 Support Budget will not count, because he is Ex-Officio on the committee.

After review, a motion was presented by Anthony and properly seconded by Devilna to approve the minutes with noted corrections. The motion carried.

**Review of P-CAT:**

For the February meeting, the committee's agenda is as follows:

- Review and approve 2016 Planning Council Support Budget
- Review Framework for PSRA (including Directives)
- Review Expenditures by Service Category
- Review Reallocation Requests from Grantee
- 2016 Allocations based on Partial Award
- Bylaws and MOU Review and Update
- Compile Unresolved Issues in Parking Lot
- Review Scope of Work for next year (P-CAT)

The committee discussed creating work plans for some activities on the P-CAT. However, this will be the committee chair's decision.

### **Old Business:**

*Review and Approve 2016 Planning Council Support Budget:* Copies of the proposed 2016 Planning Council budget were distributed to members for review. The budget, which was deferred to the February meeting, was extensively discussed at the January meeting. It was noted that the proposed 2016 Support budget was the same as the 2015 budget. There was, however, \$9,000 additional funding for more work to be done to the Norfolk TGA website to make it more robust.

Planning Council Support gave a brief breakdown of the contractual responsibilities to the Planning Council. The committee discussed at length, the responsibilities as presented by Support Staff in relation to the cost of the contract. The committee compared the contractual budget to a salary that a full time City employee received as a Planning Council Coordinator about four/five years ago. The point was to look at the cost benefit between the two expenditures. Previously, even with a Coordinator in place, some Planning Council responsibilities, such as the Needs Assessment, the Comprehensive Plan, the Assessment of the Administrative Mechanism, the Priority Setting and Resource Allocations Session, etc..., were still contracted out. It was also noted that the new fiscal year was only five days away. Finding someone, with the relevant qualifications, to fill the position of Planning Council Coordinator will take some time. There was a recommendation that going forward, there should be an effort to find a full-time staff person to fill the position of Planning Council Coordinator.

After extensive discussion, the Program Manager asked the Planning Council to communicate their decision to the Grantee for further action, that is, if a full-time staff member should be hired.

In order to reduce reliance on contractor/s, Committee chairs were advised to, seriously, take on the responsibilities of their committees. Committee chairs should be able to run meetings without reliance on prepared "talking points" by the contractor. A motion was moved by Anthony and properly seconded by Katrina to accept the proposed 2016 Planning Council Support Budget as presented. However, going forward, the Council should start working on the action plan to hire someone, with relevant qualifications, to fill the position of Planning Council Coordinator, to help the Council fulfill its legislative responsibilities. The motion was carried with one abstention and two nays.

*Review Expenditures by Service Category:* The committee reviewed the expenditure summary report for the period ending January 31, 2016 dated February 25, 2016. In the 11<sup>th</sup> month in the grant year, the target expenditure rate was at 92%. Overall, for all the funds received this grant year, which includes the carryover, the TGA is at 81%. The Norfolk TGA received \$185,000 in carryover. Funding was made to Early Intervention Services under regular funding and Early Intervention Services under MAI for a total of

\$185,000. The providers are making some effort to utilize the funds which were received in December.

It was noted that some services, such as Primary Medical Care at 93%, Oral Health Care at 99%, Substance Abuse Treatment Services (Out Patient) at 99%, Medical Case Management at 93%; were on target and may need funds to be reallocated to those services to carry them through to the end of the grant year. Some services were under target. As the TGA approaches the end of the fiscal year, the Grantee's Office will be shifting money to keep contracts funded so that services continue to be provided in the area.

*Committees' Budget Requests:* With regard to the committees' budget requests, which were already approved, The Grantee's Office will, internally, review the budget requests, including the Planning Council Support Budget which has just been approved. A response will be communicated to Planning Council Support Staff by March 15<sup>th</sup>, after the review.

### **New Business:**

*2016 Allocations based on Partial Award:* The Program Manager stated that the Norfolk TGA received 80% of the Grant Award. According to the Priorities and Allocations that were done in July, all the allocations will be precisely as the Planning Council had voted at the last PSRA Session in July.

*Bylaw and MOU Review and Update:* Based on the Bylaw training which was conducted by Thomas, there are several items about the Bylaws which the Planning Council would like to change. Those items will come back to the committee as work activities under specific tasks, as requested by some committee members.

### **Other Business:**

The chair recognized Lisa Laurier as a new committee member. Lisa was chair of the Priorities, Allocations and Policies Committee, but resigned her membership on the Planning Council due to personal reasons. However, she reapplied and has just been accepted back on the Council. The chair also recognized Devilna as a new committee member.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved by André and properly seconded by Katrina to adjourn the meeting. Motion passed. The next meeting will be Thursday, March 31<sup>st</sup> at 2:30 p.m.

Respectfully submitted,

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Robert Bailey – Committee Chair