

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, April 28, 2016 – 2:00-3:30 p.m.**

**Call to Order:** The meeting was called to order at 2:35 p.m.

**Roll Call:**

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

**Committee Members:**

Jerome Cuffee  
Kanedra Nwajei  
Lisa P. Laurier

Andre B. Christian  
Gwendolyn Ellis-Wilson  
Devilna George

**Staff members in attendance:**

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

Robert Hargett-Grantee Staff  
Jeff Daniel-PC Support  
Teresa-PC Support Staff

**Excused Members:**

Katrina Fontenla  
Anthony Ruffin  
Kimberly Sparrow

**Absent Members:**

Gloria Anderson

**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 committee reviewed the minutes from the last meeting. After review, Lisa moved a motion to approve the minutes as written and was properly seconded by Devilna. The motion passed.

**Review of P-CAT:**

For the April meeting, the committee's agenda was as follows:

- Review and discuss Mileage Reimbursement
- Review Framework for PSRA (including Directives)
- Identify Datasets/needs for PSRA and Coordinate with other committees to facilitate the exchange of information

**Grantee's Report:**

- Review Expenditures by Service Category.

## **Old Business:**

*Review and Discuss Consumer Reimbursement Policies:* The committee continued to review and discuss Consumer reimbursement Policies from the last meeting.

At the last meeting, the committee expressed concern regarding the policy which only covers “Hourly earnings.” Members wanted to know how consumers who are salaried employees will be reimbursed. The committee agreed, to change that to “*earnings*.” The committee also made corrections to the Policies including the addition of: “*Consumers who utilize public transportation will be given a bus pass.*” Recommended corrections which were made to the Policies will be made by Support Staff. After discussion, a motion was moved by Gwen and properly seconded by Lisa to accept the Consumer Reimbursement Policies with changes, the motion passed.

## **New Business:**

*Identify Datasets/needs for PSRA and Coordinate with other committees to facilitate the exchange of information:* The committee discussed dates for the next PSRA Session and agreed on the following dates:

- *July 21, 2016: 3:00 to 6:00 p.m.*  
Review and Discuss Datasets
- *July 28, 2016: 9:00 to 10:00 a.m.*  
Mandatory PSRA Training
- *July 28, 2016: 10:00 a.m. to 5:00 p.m.*  
Priority Setting and Resource Allocations Process

*Data Sources:* The committee looks at data which this committee identifies, as relevant data towards making decisions for the PSRA Session. Some of the reliable sources include:

- The Service Utilization data; that is, the amount of services the consumers use in the prior grant year; which will be available in July
- The Triannual Needs Assessment which was conducted in 2013
- The Targeted Needs Assessment
- The Red Ribbon excise for consumers and providers
- The consumer survey which included all HRSA services. Support Staff will email the survey tool, which was used last year, to the committee for review and discussion at the May meeting
- A Provider survey monkey will also be sent to agencies.

Therefore, a survey on barriers and gaps to care will be done for consumers; and a survey on barriers to service will be done for providers. The committee was requested to pay attention to the prior year's expenses during the PSRA Process.

It was noted that starting this planning year, HRSA has expanded some of its service category definitions. It was, therefore, felt that it would be beneficial for the Planning Council to review and discuss these service category definitions when the Council was looking at providing additional services beyond the current array of services. André also discussed the Part B conference call with VDH in which they discussed how HIPCSA may be expanded in the future to include Primary Medical Care co-pays for Part B. However, clarification is required from HRSA. Christine stated that HRSA was considering buying oral health insurance for clients. The committee will find out from

Katrina, the VDH representative on the committee, about rebate money for oral health co-pays.

### **Grantee's Report:**

Review Expenditures by Service Category: The Grantee Staff presented the Expenditure Summary report for the period ending March 31, 2016 dated April 27, 2016. As of April 27<sup>th</sup> the TGA's accumulatively 12% of the funding award this fiscal year has been expended. The TGA is using the target expenditure rate of 13%; that is eight (8) months of the year was awarded in contracts. The following categories are close to 13% expenditure:

- Oral Health at 14%,
- Primary Medical Care at 13%,
- Substance Abuse Treatment-Out Patient at 16%,
- Medical Case Management at 16%,
- Medical transportation at 20%, and
- EFA-Housing at 17%. MAI was at 12%.

This is the first month of reporting in the fiscal year. The TGA is anticipating getting the final award in the early part of May. As has been the case in the past, after receipt of the final award, the committee was requested to hold an emergency meeting to do the final allocations so that the Grantee's Office can work on the final awards. Next month's expenditure report will reflect a more realistic picture of the expenditures.

In last month's report regarding a carryover, a tentative amount of \$700,000 was reported. However, based on additional expenditures that have come in, including the 2014 carryover the TGA is forecasting the amount of funds to be about \$500,000 to \$600,000 in carryover. Some of that carryover will be approximately \$185,000 from 2014. The committee discussed and agreed to look at creative ways to spend the funds. However, the recommendations should be data driven.

Robert stated that the Grantee Staff was looking to close out the FY 2015 Grant Year, close to the end of June. The Grantee Staff will bring forward to the Priorities, Allocations and Policies Committee the recommendations for utilization carryover.

Planning Council Support Budget: This is a quick snap shot of the Planning Council Support budget for the month of March. Currently, \$3,569.74 has been expended. A final report of the Planning Council Support Budget will be presented after the final award has been received.

Review of Bylaws: The Ad Hoc Committee had the first session on Tuesday, April 26<sup>th</sup>. The second session will be on May 10<sup>th</sup>. Ad Hoc committee members were requested to review the Bylaws prior to the meeting in order to provide input and comments in a timely manner.

**Other Business:** There was no other business to discuss.

**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, May 26<sup>th</sup>, at 2:00 p.m.

Respectfully submitted,

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Jerome Cuffee – Interim Committee Chair