

**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.

Housekeeping Rules: Due to distractions experienced during the last committee meeting because of attendance by teleconference, the Chair stated that the Committee will no longer allow attendance by teleconference. Members will be required to be in attendance personally until after the Bylaws are amended accordingly.

Review of Minutes from Last Meeting:

The committee reviewed the minutes from the last meeting. Devilna moved a motion to accept the minutes as written and was properly seconded by Gloria. The motion carried.

Review of P-CAT:

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

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

Old Business:

Review Expenditures by Service Category: The Grantee Staff presented the Preliminary Final Report for the period ending February 29, 2016 and dated March 31, 2016. This is a Preliminary Final Report because all of the expenditures have not yet been received. The Grantee's Office is still compiling expenditures. The Grantee Staff would like to give the committee an idea of the potential carry over. The final report, it is projected, will be presented to the committee at the May meeting.

The Expenditure Summary report under discussion, included a total of \$185,000 which was received in carryover; \$150,000 in regular funding, and \$35,000 in MAI. As of the reporting time, it had not been identified that the funds had yet been utilized. In total this year, including carry over, the Norfolk TGA received \$6,085,262. Of that total, year to-date, the TGA spent \$5.3 million, leaving a tentative balance, for carryover, of \$706,208. Additional expenditures are still expected from some big spending service categories such as HIPCSA, Primary Medical Care. Of the \$706,208, nearly \$200,000 is carryover. Currently, the TGA's overall expenditure is at 88%.

Review Framework for PSRA (including Directives): The committee reviewed the 2016 Directives to the Grantee. There were some additions made to the Directives. The committee wanted to know what the Grantee will be required to report back to the committee regarding the Directives. In response, Thomas pointed to one of the Directives which states: "*The Grantee shall monitor data collection and quality of care; produce an annual report in conjunction with the Quality Improvement & Strategic Planning Committee and submit the report to the Planning Council.*" This will be in addition to the report from the Quality Monitoring team.

The committee also wanted to know if a Directive was given to the Grantee to make extra efforts to encourage, inform and recruit Providers on the Peninsula. There was also a recommendation that efforts should be made to reach out to other City Councils in the area to let them know when an RFP was coming out and ask to have a website link with those cities. Efforts should be made to create collaboration with other cities in the area in this regard.

After extensive discussion and additional corrections, a motion was called by Gwen and properly seconded by Lisa to accept the FY 2016 Directives to the Grantee as amended. The motion was carried.

New Business:

Identify Datasets/needs for PSRA and Coordinate with other committees to facilitate the exchange of information: Due to time constraints, the committee agreed to table the discussion to the next meeting.

Review and discuss Mileage Reimbursement: The committee reviewed the revised Monthly Travel Reimbursement Policy for consumers on the Planning Council as follows:
Travel Reimbursement for Local Travel:

- All reimbursements are based on the availability of funding
- The origination of travel for mileage reimbursements must be within the Norfolk TGA.
- Mileage reimbursements shall be based on the most efficient and economical route from the consumer's home.
- Only consumers on the Planning Council are eligible for mileage reimbursement.

- Preferences for mileage reimbursement shall be made at the discretion of the Executive Board in order to contain costs.
- Eligible consumers will be verified by the Planning Council Support Staff.
- Monthly travel voucher records must be submitted to Support Staff at the end of each month; 28th – 31st and/or no later than the 5th day of the incoming month.
- Reimbursements will not be provided if request is submitted more than 30 days after the end of the month.
- All travel reimbursements must be for attendance of scheduled committee meetings and other related Planning Council activities.
- Planning Council consumers are also eligible for reimbursement for attending “call-meetings” which are time sensitive; and necessary to carry out the legislative functions of the Planning Council.
- A teleconference call for a meeting does not constitute travel and does not qualify for reimbursement.

Travel Reimbursement for Other than Local Travel:

Planning Council will send two representatives; the Planning Council Chair and a Support Staff member to the HRSA sponsored All Grantee’s Meeting. In the event that either the Chair or Support Staff are not able or do not wish to attend, an alternative may be chosen by lottery.

The committee also discussed other Planning Council Reimbursement Policies, as follows:

PLWH/A Lost Wages:

- Any Planning Council member who is a consumer may request lost wages for meetings
- Consumers must submit a letter from their employer, preferably on company letterhead, and a recent pay stub showing hourly earnings
- Hourly earnings are only reimbursed for meetings that may be during the consumer’s regular working hours
- This does not include the weekend activities or meetings
- Planning Council Support Staff may request an updated letter or pay stub.

There was some discussion regarding Lost Wages. It was noted that the policy only covers “Hourly earnings.” Members wanted to know how consumers who are salaried employees will be reimbursed.

Babysitting Fees and Other expenses:

- Consumers who require babysitting assistance are expected to contact Support Staff.
- Reimbursement of babysitting services will be actual costs, with receipts, and will not exceed a rate of \$10:00/hour
- The Council will provide meals when meetings occur at normal meal times.

Members should contact Planning Council Support Staff about other actual out-of-pocket expenses that are eligible for reimbursement.

Monitoring of Planning Council Member Expenses:

- Planning Council Support Staff will be responsible for implementing this policy.
- Planning Council Support Staff will ensure that funds for travel reimbursement meet the guidelines of the Ryan White CARE Act and DSS policy #9.

It was also noted that:

- Staff will be responsible for informing the officers if it appears that participation by Planning Council consumers has been negatively affected by this policy.

The committee agreed to defer further discussion of the Mileage Reimbursement Policy to the April meeting. A copy of the document, with track changes, will be emailed to committee members for further review prior to the meeting.

Planning Council Support Budget: Due to lack of time, the committee was requested to review the Planning Council Support Budget outside the meeting time. Any questions or concerns regarding the Support Budget should be presented to the Grantee Staff.

Other Business:

Because of the amount of work expected to be completed by the committee each month, the committee will meet the last Thursday of each month at 2:00 p.m.

Adjournment/Next Meeting: With no further business to discuss, it was moved by Katrina and properly seconded by Gwen to adjourn the meeting. Motion passed. The next meeting will be Thursday, April 28th at 2:30 p.m.

Respectfully submitted,

Robert Bailey – Committee Chair