

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

Call to Order: The meeting was called to order at 2:09 p.m.

Roll Call:

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

Committee Members:

Jerome Cuffee	Katrina Fontenla
Gloria Anderson	Anthony Ruffin
Andre Christian	Kaneda Nwajei
Gwendolyn Ellis-Wilson	Lisa Laurier

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:

Kimberly Sparrow

Absent Members:

None

Introduction of Visitors:

The following visitors introduced themselves:

- Ms. Ashley Veal-Minority AIDS Support Services, Inc.
- Michael Singleton-Peer Educator
- Tony Boston-Planning Council Member

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, Katrina moved a motion to approve the minutes as written and was properly seconded by Gwen. The motion passed.

Review of P-CAT:

The committee reviewed the P-CAT. For the June meeting, the committee's agenda was as follows:

- Review Framework for PSRA (including Directives)

Grantee's Report:

- Review Expenditures by Service Category.
- Review Support Budget

Old Business:

Grantee's Report:

Review Expenditures by Service Category: The committee reviewed the FY 2015 Final Expenditure Summary Report for the Period Ending February 29, 2016 dated June 29, 2016. The balance remaining was \$413,699 as unexpended funds. This amount did not come from services, but came from administration and getting the carryover at a late date. The committee was advised to discuss plans on how to spend the carryover when it is received. After extensive discussion the committee agreed to think about how to spend the carryover funds going into the Priority Setting and Resource Allocations Session in July.

With regard to the \$180,000.00 from this year's carryover, there was a recommendation to put the funds in Emergency Financial Assistance (EFA). A motion was moved by Lisa and properly seconded by Gloria to put this year's carryover into EFA. The motion passed. The recommendation will be presented to the Planning Council for a final vote.

The committee reviewed the Expenditure Summary Report for the period ending May 31, 2016 dated June 21, 2016. The report shows that the TGA has received the full year award and also shows the allocations as determined by the Planning Council at the Priority Setting and Resource Allocations Session last year. The report also shows the expenditure rate at 25%. However, some categories have been over-allocated such as Drug Reimbursement at 11%, HIPCSA at 11%, Mental Health Services at 9%, and Non-Medical Case Management at 15%. In total, the TGA is at 25%. There is, therefore, need for reallocations.

In order to retarget funds into services that will expend the money, the Grantee presented reallocation recommendations for the committee's review as follows:

To take a total of \$235,891 and move the funds:

<u>From:</u>		<u>To</u>	
Mental Health Services:	-\$16,108	Oral Health Services:	\$16,108
HIPCSA:	-\$86,269	Substance Abuse:	\$3,100
		Medical Transportation:	\$43,740
		EIS:	\$39,429
Non-Medical Case Management:	-\$72,031	EIS:	\$72,031
Drug Reimbursement:	<u>-\$61,483</u>	Medical Case Management:	<u>\$61,483</u>
Total	-\$235,891	Total:	\$235,891

The committee also extensively discussed Primary Medical Care and noted that, in the past, the Planning Council reduced funding in the service category, because it is being covered through the Affordable Care Act. At least, half of the Norfolk TGA's clients have health insurance coverage. The argument, therefore, is why the service is being funded at the same level as in the past.

A motion was moved by Gwendolyn and properly seconded by Anthony to approve the reallocation recommendation presented by the Grantee. The motion passed.

The Grantee presented the twelve (12) month Support Budget for the committee's review. The Grantee Staff noted that all the Committee's Budget Requests which were presented to the Grantee's Office have been satisfied. All committee requests will be adequately funded. The total PC Budget is \$208,300. The target expenditure rate was at 25%. Overall expenditure rate was at 24.8%.

New Business:

Presentation of the Revisions to the Bylaws by the Ad Hoc Committee: Support Staff presented the Ad Hoc Committee's recommended revisions to the Bylaws. After extensive discussion, a motion was moved by Gwendolyn and properly seconded by Lisa and Gloria to accept the recommended revisions to the Bylaws. Motion passed with one abstention.

Committee Meeting Schedule: A motion was moved by André and properly seconded by Gwendolyn to move the committee meeting time back to the original schedule of 3:00 to 4:00 p.m. Motion passed.

The committee was reminded that there will be no committee meeting in July. However, the Planning Council will meet for the Data Session on Thursday, July 21 from 3:00 to 6:00 p.m. and the Priority Setting and Resource Allocations Session will be on Thursday, July 28 from 9:00 a.m. to 5:00 p.m. at the Norfolk Botanical Gardens.

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 Kanedra to adjourn the meeting. Motion passed. The next meeting will be Thursday, September 29th, at 3:00 p.m.

Respectfully submitted,

Jerome Cuffee – Interim Committee Chair