

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, June 20, 2019 – 3:00 p.m.**

**Call to Order and Roll Call:** The Priorities, Allocations and Policies Committee meeting, held at the Norfolk Department of Human Services, was called to order at 3:16 p.m. A roll was called, and the following members were in attendance:

**Present:**

Jerome Cuffee	Gwendolyn Ellis-Wilson
Lisa P. Laurier	Ashley D.D. Brown
Davon White	Doris McNeill-PC Member
Rachael Artise-PC Co-Chair	Todd England-PC Member
Tanya Kearney-AIDS Resource Center	

**Recipient's Office Staff:**

Christine Carroll  
Robert Hargett  
Jacquelyne Wiggins

**P.C. Support Staff**

Thomas Schucker  
Michael Koran  
Deryk M. Jackson  
Teresa Malilwe

**Welcome and Introduction of Guest(s):**

Brenda Walden-EVMS (Guest Speaker)  
Tonya Pacelli-VDH/Representing Gloria Robinson and Kimberly Scott

**Moment of Silent Reflection:**

A moment of silence and reflection was observed for those infected and affected by HIV and AIDS.

**Confirmation of Notice of Meeting Posting:**

No posting of Meetings confirmation was received by Support Staff.

**Public Comment and Discussion:**

There was no public comment and/or discussion.

**Approval of Minutes of Previous Meeting:**

After review of the minutes, a correction was noted in the minutes under review. A motion was moved by Jerome and properly seconded by Ashley to approve the minutes with noted correction. The motion passed.

**Review of the Planning Council Activity Timeline:**

- Review of Expenditures by Service Category:  
The committee reviewed both the:
  - Final Expenditure Summary Report for the period ending February 28, 2019 dated May 28, 2019 and
  - Expenditure Summary Report for the period ending April 30, 2019 dated June 13, 2019.

Final Expenditure Summary Report: The Grantee noted that there is \$238,434 left from the grant award. The lagging services were:

- Substance Abuse Treatment Services-Out Patient at 48%

- HIPCSA at 75%

Target expenditure was at 100%. Overall, the TGA was at 96% expended. Carryover request will be about \$100,000.00

The committee expressed concern about the amount of left-over funds at the end of the fiscal year and explored options of how to improve expenditures. One such option included the proposal by the Quality Improvement & Strategic Planning Committee of creating palm cards to educate the consumers at private physicians' offices about available services under HIPCSA. This exercise will go into effect this fiscal year.

The Expenditure Summary Report for the period ending April 30, 2019: The target expenditure was at 17%. The TGA is 3% behind at 14% overall. Some services were lagging behind, including:

- HIPCSA at 7%
- EFA-Utilities at 8%
- Food Bank/Home Delivered Meals at 9%
- Mental Health Services at 1%

For this fiscal year, the Recipient did not take any funds out of the AMI for Administration or Quality Management. This will not happen again if the current award trend continues.

- Review Reallocation Requests from Grantee: The Recipient's Office presented a recommendation for the committee's review to:  
Remove \$50,000.00 from EFA-Utilities  
Add to Primary Medical Care.  
There is a reduction in Primary Medical Care that is over \$200,000.00 from last year to this year. The Recipient were concerned that clients will not be served for the most important service.

There was extensive discussion regarding the recommendation. According to the service utilization data, it was noted that in Primary Medical Care, 627 clients were served with \$2.54 million spent on the 627 clients. There are currently, insurance options and, the Ryan White Program is the payer of the last resort.

In order for the committee to make an informed decision, it was agreed to listen to Ms. Walden's presentation. Ms. Walden was the Guest Speaker, invited by the committee to give an overview of the Ryan White Part C Program and how it impacts Ryan White Part A. She distributed two handouts for the committee's review:

- A Tale of two-Part A Clinic Programs: Primary Care Uninsured Patient Clinic Versus Insured Patient Clinic
- Ryan White Part A Primary Care Annual Budget per Patient.

After her presentation, the committee's Chair thanked her on behalf of the committee. And a motion was moved by Jerome and properly seconded by Davon to accept the recommendation as presented. The motion was carried with three yeas, one nay and zero abstention/s.

#### **Announcements:**

Support Staff invited committee members who were interested in reviewing the preliminary PSRA data to stay for the Quality Improvement & Strategic Planning Committee meeting scheduled at 4:00 p.m.

#### **Public Comment and Discussion:**

There were no public comments or discussion.

**Compile Unresolved Issues in Parking Lot:**

There were no unresolved issues in parking lot.

**Next Meeting Date:**

The next meeting will be Thursday, August 22<sup>nd</sup>, at 3:00 p.m.

**Adjournment:**

With no further business to discuss, a motion was moved by Gwendolyn and properly seconded by Ashley to adjourn the meeting. Motion was accepted.

Respectfully submitted,

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Lisa P. Laurier – Co-Chair