

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, April 18, 2019 – 3:00 p.m.**

**Call to Order and Roll Call:** The meeting was called to order at 3:08 p.m. A roll was called, and the following were in attendance:

**Present:**

Jerome Cuffee  
Ashley Brown  
Rachael Artise

Lisa P. Laurier  
Deryk M. Jackson

**Absent:**

Devon White

Gwendolyn Ellis-Wilson

**Staff in attendance:**

Christine Carroll-Grantee Staff  
Robert Hargett-Grantee Staff

Thomas Schucker-PC Support  
Teresa-PC Support Staff

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

Mr. Jarrell Hargraves introduced himself.

**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:**

Support Staff did not receive any confirmation about the posting of the Meeting.

**Public Comment and Discussion:**

The Co-Chair read the process for Public comment and discussion.

**Approval of Minutes of Previous Meeting:**

After review of the minutes, a motion was approved to accept the minutes as written.

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

The following items were on the agenda for the Committee's review and discussion:

1. Review of Expenditures by Service Category
2. Review Reallocation Requests from Grantee
3. PSRA-Review Framework for Annual Priority Setting and Resource Allocations Process
4. PSRA-Identify data and coordinate collection of datasets
5. Compile Unresolved Issues in Parking Lot

*Review of Expenditures by Service Category:* The committee reviewed the Preliminary Final Expenditure Summary Report for the period ending February 28, 2019 dated April 16, 2019. The target expenditure was at 100%. However, overall expenditure for the TGA was at 95%. Expenditures for some service categories were as follows:

- Primary Medical Care was at 99%
- Medical Transportation was at 100%
- EFA-Housing Assistance was at 100%

- Medical Case Management was at 99%

All services have to have their reimbursements submitted by April 15<sup>th</sup> except for HIPCSA who has an extension for reimbursement up to the end of the month. The three services lagging behind are:

1. Substance Abuse Treatment Services-Outpatient at 50%
2. HIPCSA-Regular and Medication Co-Pays at 73% and 56%, respectively
3. Food Bank/Home Delivered meals at 72%

With regard to Medication Co-Pay, Support Staff discussed the project which will be undertaken by the Quality Improvement & Strategic Planning Committee of creating palm cards to put at private internal medicine physicians' offices. The cards will have information regarding assistance for individuals who require assistance to pay for medical co-pays. The individuals will then be counted towards the Norfolk TGA's client numbers.

With regard to the Food Bank/Home Delivered Meals category, the Grantee noted that the issue was, one of the agencies did not have the financial means to purchase the food cards.

*Review Reallocation Requests from Grantee:* There were no reallocation requests from the Grantee.

With regard to Transportation Methodology for Delivery, the Grantee noted that Transportation Services is one of the categories that will have a reallocation very soon because there is currently too much money in the category at this point.

*PSRA-Review Framework for Annual Priority Setting and Resource Allocations Process:* The next PSRA Session will be Thursday, July 18<sup>th</sup> at the Salvation Army Ray and Joan Kroc Corps Community Center of Hampton Roads from 9:00 a.m. The Council will, at the PSRA Session look at:

- Service Utilization Data from 2016, 2017, and 2018.
- Historical spent for 2016, 2017 and 2018
- Results of the Red Ribbon Exercise from the Consumer Forum
- Past Data.

Support Staff also recommended utilizing the:

- 2016 non-virally suppressed survey.
- 2016/2017 Triannual Needs Assessment. Services most used and the services hard to get.
- 2017 Consumer Survey: What services were hard to get
- 2019 Consumer Forum Red Ribbon Exercise
- 2019 Planning Council Red Ribbon Exercise: What services are most important to stay in care.

With regard to the Outpatient Ambulatory Health Services category, the committee discussed, extensively, the Program Income issue. Christine explained how the process works. She, therefore, recommended inviting Ms. Brenda Walden to the next Priorities, Allocations and Policies Committee meeting to give an overview of Part C and how Part C has an impact on Part A.

For June Priorities, Allocations and Policies Committee will put together an agenda for the PSRA Session. The committee will also hear from Ryan White Providers about trends in service delivery and care. The information will be useful input for the PSRA Process.

**Planning Council Support with Collaboration from Grantee's Office:**

*Reminder-Nominations and Election of Officers:* Nominations and elections of Planning Council Officers are due in May. Support Staff were requested to send out a notification that nominations will be made at the May meeting followed by election of officers. The email will include names of eligible individuals for nomination. An individual is also supposed to have been Co-Chair of a committee for, at least, one year to be eligible. Only one Planning Council Co-Chair position is up for election.

**Announcements:**

With regard to the HRSA Site Visit, the HRSA Team will attend the May 16<sup>th</sup> Executive Committee and Planning Council meetings. The Team will have a luncheon with Consumers on Tuesday, May 14<sup>th</sup> and will visit two Ryan White Agencies on Wednesday, May 15<sup>th</sup>.

**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, June 20<sup>th</sup>, at 3:00 p.m.

**Adjournment:**

With no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully submitted,

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Deryk M. Jackson – Co-Chair

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Lisa P. Laurier – Co-Chair