

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, September 26, 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 2:55 p.m. A roll was called, and the following members were in attendance:

Present:

Jerome Cuffee
Lisa P. Laurier
Gloria Robinson

Gwendolyn Ellis-Wilson
Ashley D. Brown
Rachael Artise-Ex-Officio

Committee Members Absent:

Davon White

Recipient's Office Staff:

Christine Carroll
Jacquelyne Wiggins
Robert Hargett

P.C. Support Staff

Deryk M. Jackson
Teresa Malilwe

Guest:

Ms. Nykia Bland introduced herself. Ms. Bland is a student at Norfolk State University, currently volunteering at MASS.

Moment of Silent Reflection:

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

Confirmation of Notice of Meeting Posting:

One confirmation of notice of meeting posting was received.

Public Comment and Discussion:

There was no public comment and/or discussion.

Approval of Minutes of Previous Meeting:

Two omissions related to committee attendance were noted. A motion was moved by Gwendolyn and properly seconded by Ashley to approve the minutes with the noted corrections. The motion passed.

Review of the Planning Council Activity Timeline:

The committee reviewed the Planning Council Activity Timeline. Support Staff will revise the P-CAT to reflect the change in the meeting schedule.

- Review Expenditures by Service Category:

The review of the expenditure summary report for the period ending July 31, 2019 indicates that the target was at 42%. However, overall, the TGA was at 36%. By the next meeting, the Recipient's Office will work on reallocations for the committee's review.

One Provider Agency closed on August 30th. The funds the agency had in the service categories will be distributed to existing providers. The contracts will be

amended, and funds will be allocated according to the number of clients they will absorb. The closed agency had the following service categories:

1. EIS
2. Non-Medical Case Management
3. Medical Case Management
4. Food Bank/Home Delivered Meals
5. Medical Transportation

The Carryover Award was received over the course of the week. The awarded amount was \$163,170.00.

The Grant application was submitted on Monday, September 23rd, seven days before the due date.

The committee expressed concern about low expenditures in HIPCSA at 26% and Medication Co-pays at 18%. A recommendation for reallocations will be presented to the committee at the next meeting. The committee was also informed that low expenditures in the Mental Health Service Category was because there is only one provider providing Mental Health Services in the area. And this agency is not seeing clients from the other agency that closed.

- *Review Reallocation Requests from the Recipient:* The Recipient did not have a recommendation for reallocations. However, a recommendation for reallocations will be presented to the committee for review at the October meeting.

Planning Council Support with Collaboration from Recipient's Office:

Review of Directives to the Recipient: Support Staff presented a PowerPoint to explain the significance of Directives to the Recipient. Support Staff also presented, to the committee, the Norfolk TGA FY 2019 Directives to the Recipient. The committee will, at the next meeting, review the Directives and make updates, revisions and/or modifications. Copies of the Norfolk TGA FY 2019 Directives will be emailed to the committee, for review, prior to the October 31st meeting.

With regard to the MOU between the Planning Council and the Recipient's Office, Support Staff presented, to the committee, a template from HRSA's P-CHATT catered to the Norfolk TGA. Support Staff will send, to the committee, copies of the 2015 MOU, and the Norfolk TGA P-CHATT MOU for review prior to the meeting date. It was noted that the Planning Council has an obligation to periodically review and/or update the existing MOU.

The Support Staff will present the Policies and Procedures Manual to the committee at the next committee meeting.

Next Meeting Date:

The next meeting will be Thursday, October 31st, at 2:30 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,

Lisa P. Laurier – Co-Chair

Jerome Cuffee-Co-Chair