

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL
Thursday, March 25, 2021: 5:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order: The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services, held via Zoom on Thursday, March 25, 2021 was called to order at 5:03 p.m.

Present:

Gloria Robinson
Jerome Cuffee
Lynea Hogan
Meyoni Beale
Rachael Artise
Rhonda Russell

P.C. Support Staff

Deryk M. Jackson
Thomas Schucker
Teresa Malilwe

Absent:

Ashley D.D. Brown
Beverly Franklin
Cindy Walters
Davon White
Gwendolyn Ellis-Wilson
Lexus Walker
Lisa P. Laurier
Syreeta Dawkins
Terry R.J. Carrington

Recipient Staff

Christine Carroll
Robert Hargett

Guests:

Heather Wienke-Janssen Infectious Diseases
Dr. Tanya Kearney -EVMS-AIDS Resource Center
Doris McNeill-LGBT Life Center and Former PC Member
Walton Rouse-EVMS Infectious Disease
Tom Lindstrom-AVITA-Mid-Atlantic
Dr. Michael Bane-Walgreens Specialty Pharmacy in Norfolk
Christine Donovan-VDH
Melissa Fergusson-Albemarle Regional Health Services

The Council meeting did not have a quorum to vote on recommendations from the sub-committees.

Moment of Silence and Reflection:

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

Confirmation of Notice of Meeting Posting:

The notice of the meeting was posted on the Norfolk TGA website: www.ghrplanningcouncil.org. There was no response to the notice of meeting posted.

Public Comment and Discussion:

There was no public comment or discussion.

Review of Minutes:

After review, there was a correction regarding:

- Mr. Rouse's current employment. It was noted that Mr. Rouse is employed as a Medical Case Manager with EVMS Infectious Disease, Internal Medicine Department.

A motion was moved by Meyoni and properly seconded by Gloria to approve the minutes with noted correction. The motion passed.

Planning Council Activity Timeline (P-CAT)

Committee Reports:

Community Access Committee:

The committee met as scheduled on Wednesday, March 10th.

- **Presentation:**

The committee invited Dr. Michael Bane to the meeting to discuss access to medications in Norfolk, especially in view of the inability of the Hague Pharmacy to provide HIV medications to consumers. Dr. Bane, a Pharmacist at the Walgreens Specialty Pharmacy, gave the committee another presentation of the services offered, to the community and consumers, by the Walgreens Specialty Pharmacy in Norfolk .

- **Consumer Survey:**

The committee will add a Wi-Fi question to the Consumer Survey which will be distributed through Survey Monkey. The Wi-Fi question will be added to the survey in order to determine how the price of Wi-Fi services have affected some consumers during the COVID-19 pandemic, especially with the increased need for telemedicine/telehealth activities.

- **Virtual Town Hall Meeting:**

The committee is planning a virtual Town Hall Meeting, scheduled for some time in August/September 2021. The committee is still at the very beginning stages of planning for the Town Hall Meeting.

- **Donation Letters:**

Draft Letters requesting donations were sent out to the committee for review and input. One donation request letter is to the community, and the other is a donation request letter to Pharmaceutical companies. The committee is trying to get assistance for additional funding for the Statewide Consumer Retreat and some of the committee activities. The committee is still waiting to vote on the two donation letters.

- **Meeting with the Recipient:**

The committee is looking to schedule a meeting with the Recipient Staff to discuss additional funding for the committee budget request for the upcoming Statewide Consumer Retreat which is scheduled for October 9th and 10th of this year.

The next committee virtual meeting will be Wednesday, April 14th at 6:00 p.m.

Membership and Nominations Committee:

The Planning Council Co-Chair presented the Membership and Nominations Committee Report and noted that the committee met as scheduled at 2:00 p.m. on Thursday, March 25th. The committee interviewed an applicant for Planning Council membership. After the interview process, the committee voted to accept the applicant to the Council. Because of lack of a quorum, the committee's recommendation will be presented for a vote at the April 29th meeting.

The committee reviewed the Part A Norfolk TGA Metrix for vacancies that need to be filled. Two letters were sent out, one to Sub-Recipients and the other to City Officials in the TGA's service area asking for help with the committee's recruitment efforts. There are currently seven vacant slots that need to be filled.

The next committee meeting will be Thursday, April 29th at 2:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

In the absence of the committee's Co-Chair, Support Staff presented the report and noted that the committee met as scheduled on March 16, 2021. At the meeting, the committee reviewed the RFP for the upcoming Triennial Needs Assessment and made minor revisions to the RFP.

It was noted, during the meeting that the Project Officer gave some feedback on the Service Standards. The committee agreed on revising the Service Standards. Copies of the Service Standards with recommended revisions will be emailed to the committee for review and discussion at the next committee meeting, and subsequently will be given to the Project Officer for approval.

The next committee meeting will be Tuesday, April 20th at 4:00 p.m.

Priorities, Allocations and Policies Committee:

The committee met as scheduled at 3:00 p.m. Thursday, March 25th. The committee discussed:

- **The Policy and Procedures Manual:**

The committee made some minor changes to the document and voted to approve the Policy and Procedures Manual as revised. The completed and signed off Manual will be sent to the Project Officer for final approval.

- **Expenditure Summary Report:**

The Expenditure Summary Report which was reviewed by the committee was for the period ending January 31, 2021 dated March 17, 2021. The report captures the eleven (11) months of the grant year. The target expenditure was at 92%. Overall, the TGA was at 80% of the target. The committee noted and discussed with concern, some service categories that were underspending, such as:

- The AIDS Pharmaceutical Assistance (Local) Drug Reimbursement at 33%
- Substance Abuse Treatment Services (Outpatient) at 0%

During the discussion, the committee recommended some funding changes going into the new grant year.

- **COVID-19 AWARD:**

The committee also discussed the COVID-19 Award ending March 31, 2021. The target for the Award was at 83%. The TGA expenditure was at 59%. There are no more additional COVID-19 funds for the new year.

The final expenditures and reimbursements have to be submitted to the Recipient Office by May 31st. The Final, Final Expenditure Summary Report will be submitted to the Council once the expenditures and reimbursements have gone through.

The next committee meeting will be April 29th at 3:00 p.m.

Program Updates:

Part A Program Manager's Report:

The TGA has not yet received the full award. A partial award of \$1.9 million was received. The City of Norfolk put up the funds in the interim. As a result, award letters went out last week to all Sub-Recipients at level funding. Adjustments will be made, accordingly, when the full award has been received. All Sub-Recipients have a deadline of March 30th to submit their budgets and work plans so that the Recipient Staff can begin the contracting process.

Once the full award has been received, the Priorities, Allocations and Policies Committee and the Recipient's Office will hold an emergency meeting for reallocations depending on whether there will be an increase, a reduction, or level in funding.

The Recipient's Office is doing a Request for Proposals for Quality Improvement/Strategic Planning Consultant, Drug Reimbursement (Local), and Housing Assistance Services. This should be coming out, in about a week. Council members were asked to encourage interested individuals they know to check the City of Norfolk, Purchasing Department website.

With regard to the Hague Pharmacy and concern for the HIV medications, another Ryan White agency has picked up that particular service under HIPCSA and is providing the medications to clients that need it. The Recipient's Office will not use that particular agency again; that is why the RFP is going out.

Part B (VDH) Update:

The Part B Representative presented a verbal update, as follows:

- VDH is having a special enrolment period for the marketplace for the ACA Health Insurance from February 15th through May 15th. Benalytics will be completing all marketplace enrolments during this special enrolment period for VDH.
- VDH is receiving some non-secure emails that contain protected health information and/or personal identifiable information. VDH wants to remind people that VDH is not able to accept emails with clients' information through unsecured system. VDH is asking that all client information, data included, be sent through VDH secure email portal.

- VDH is currently exploring ways for Ryan White Clinical Service Providers to get access to provide COVID-19 vaccines. The Director is gathering information and data to determine the Ryan White funded Clinical Service Providers and will, shortly be reaching out to them to discuss how to proceed and how VDH can proceed and provide vaccines for people living with HIV.

Gloria, the VDH Representative on the Planning Council stated that she was resigning her position at the Virginia Department of Health effective April 2nd. Ms. Scott will submit a name for the Planning Council to determine the next Part B Representative on the Council. This was her last Planning Council meeting. She noted how she enjoyed being a part of the Council and the lessons learned. The Co-Chair thanked her for her time, commitment, and dedication during her time on the Council. Everyone wished her the best in her future endeavors.

Part C Update:

Mr. Rouse from EVMS presented the Part C update and noted that for the last month and two days, nothing much has changed: There were:

- 46 clients for Non-Medical Case Management.
- 5 clients for Oral Health
- 7 clients for Lab Visits
- 70 unduplicated patients

From copies of the Part C update, Mr. Rouse encouraged the Council members to read what Part C does for Early Intervention Services (EIS). The document also provides the Part C cost categories. A map was attached to the report showing areas covered by Part C. Mr. Rouse, however, warned that that was an old map.

HOPWA Update:

In the absence of the HOPWA Representative, there was no HOPWA update presented to the Council.

New Business:

In order for the Planning Council to be compliant, Support Staff asked Council members to assist with the recruitment efforts for Council membership. In the absent of the Membership and Nominations Co-Chairs, it was difficult to know whether the *Bring-One to the Table* request letters to Council members has yielded any positive results in the recruitment efforts.

Announcements:

The Spring HIV Conference is scheduled for April 21, 2021. It will be a virtual event. An announcement, in this regard, was sent to all Council members by Support Staff.

Next Meeting Date:

The next virtual Planning Council meeting will be Thursday, April 29th, at 5:00 p.m.

Meeting Adjournment:

With no other business to discuss, a motion was moved by Lynea and properly seconded by Meyoni to adjourn the meeting. The motion passed.

Respectfully Submitted

Rachael Artise – Co-Chair