

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
MINUTES OF THE PLANNING COUNCIL  
Thursday, April 29, 2021: 5:00 p.m.**

**Call to Order:** The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, April 29, 2021 was called to order at 5:04 p.m.

**Present:**

Ashley D.D. Brown  
Beverly Franklin  
Jerome Cuffee  
Lexus Walker  
Lisa P. Laurier  
Lynea Hogan  
Rachael Artise  
Rhonda Russell  
Syreeta Dawkins

**Absent:**

Cindy Walters  
Davon White  
Gwendolyn Ellis-Wilson  
Meyoni Beale  
Terry R.J. Carrington

**Recipient Staff**

Christine Carroll

**Guests:**

Doris McNeill – LGBT Life Center  
Tanya Kearney – AIDS Resource Center  
Welton Rouse – EVMS  
Christine Donovan-VDH  
Sharon Scott – IBWC

**P.C. Support Staff**

Deryk M. Jackson  
Thomas Schucker  
Teresa Malilwe

**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](http://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 of the minutes, a motion was moved by Beverly and seconded by Lexus to accept the minutes as written. The motion passed.

**Planning Council Activity Timeline (P-CAT)**

- The Council will receive monthly reports of Standing Committees.
- Program updates and collaboration with the Recipient's Office.
- Review/Resolve Parking Lot items.
- Approval of new Planning Council members
- Receive award from HRSA/HAB for the grant year.

The Planning Council is on track with the Planning Council Activity Timeline.

## **Committee Reports:**

### **Community Access Committee:**

The Community Access Committee met as scheduled on Wednesday, April 14<sup>th</sup>. Ms. Jenny Carter from the LGBT Life Center attended the meeting as a Guest Speaker. Ms. Carter gave a presentation on the Hague Pharmacy and provided new information to the clients who were affected by the changes at the Hague Pharmacy.

The committee talked about how the Community Access Committee should combat any psychosocial issues that the community members are dealing with during the COVID-19 pandemic and how to support the consumers.

The committee discussed the yet to be scheduled meeting with the Recipient's Office, and talked about issues they want the Co-Chairs to bring up with the Recipient at the meeting, including the virtual Town Hall meeting, the Statewide Consumer Retreat, and marketing.

The committee is also finalizing the consumer survey. The survey will be available to any committee that needs to collaborate with the Community Access Committee.

The committee completed putting together the draft budget request. The finalized budget request will be presented to the Recipient's Office for consideration.

The next committee meeting will be Wednesday, May 12<sup>th</sup> at 6:00 p.m.

### **Membership and Nominations Committee:**

The committee met as scheduled and reviewed two applications that were received.

- One application was received from Mr. Williams who was appointed by VDH to be the Part B Representative on the Planning Council in place of Gloria who is no longer with VDH.
- The other application was received from Dr. Bane, a Pharmacist with the local Walgreens Specialty Pharmacy.

The committee voted to move the applicants to the interview process. Support Staff will work out convenient date/s for the interviews of the two applicants.

The committee was made aware that Beverly was rotating off the Planning Council at the end of May after serving three-two-year terms. During discussion about electing a new committee Co-Chair, it was noted that most members on the Membership and Nominations Committee were co-chairs of other Sub-Committees and were, therefore, on the Executive Committee. In this regard, a recommendation was presented to the Executive Committee to roll the Membership and Nominations Committee into the Executive Committee. The recommendation was accepted. In this case, the Priorities, Allocations and Policies Committee will move their meeting to the 2:00 p.m. slot, and the Executive committee/Membership and Nominations Committee will meet from 3:00 to 5:00 p.m. Part of the agenda would be conducting Membership/Nominations Committee business for an hour and Executive Committee business for the last hour.

A recommendation was presented by the Membership and Nominations Committee to approve the appointment of Mr. Clay as a Planning Council member and was properly seconded by Jerome. The motion passed with:

- 0 – Nays
- 0 – Abstentions

### **Quality Improvement/Strategic Planning (QISP) Committee:**

The committee met as scheduled on Tuesday, April 20<sup>th</sup>. The committee discussed the kind of data the committee needed for the upcoming Triennial Needs Assessment. However, the Recipient's Office indicated that there was not enough money in the budget to fund the Triennial Needs Assessment.

The Program Manager, however, indicated that, with the carryover request, she thought there might be some money that can be used to fund the Triennial Needs Assessment. She could not, at the time, quote a particular amount of money.

Ms. Yocum, from VDH, who was attending the meeting noted that VDH has conducted different types of surveys and Needs Assessments and would be willing to share the data with the Part A Norfolk Ryan White Planning Council. The committee will review the data and pull out the data the committee can use for the Triennial Needs Assessment.

The Community Access Committee Co-Chair will follow up with the survey from the Northern Region which was conducted by VACAC and will share the data with the QISP Committee once she receives it.

The committee briefly discussed the Part A Norfolk TGA Service Standards. The committee will continue its review of the Service Standards at the next month's meeting.

The next committee meeting will be Tuesday, May 18<sup>th</sup> at 4:00 p.m.

### **Priorities, Allocations and Policies Committee:**

The committee met as scheduled at 3:00 p.m. Thursday, April 29<sup>th</sup>. The committee discussed:

- **PSRA Framework:**

The Framework regarding the upcoming Priority Setting and Resource Allocations Process. The committee identified data for the upcoming PSRA Session. Further discussion was tabled to allow members to further review the information, understand it and will follow up at next month's meeting.

- **Expenditure Summary Report:**

The committee did not receive the Expenditure Summary Report for review. The committee will review the Final Expenditure Summary Report at next month's meeting.

The next committee meeting will be Thursday, May 27<sup>th</sup>, at 3:00 p.m.

### **Program Updates:**

#### **Part A Program Manager's Report:**

The TGA received the final Award. The close out for fiscal year 2021 will be tomorrow, Friday, 30<sup>th</sup>. In this regard, the Final Expenditure Summary Report will be submitted for review at next month's Council meeting.

The Recipient noted that there was a reduction to the full Award. In this regard, some funds from Quality Management and the Carryover Request will be used to fill in the gaps in services as a result of the reduction.

The Quality Improvement RFP, which is a request for a proposal, has been posted to the City of Norfolk website. Members were requested to encourage anyone interested in applying for that particular segment of the program.

There is also an RFP coming out for short Term Housing Services Assistance, and for Drug Reimbursement. The Recipient is looking for a new vendor for this service category. The RFP should be out within the next week.

Contracts have all been developed and signed by the appropriate individuals and will be sent to Providers for signatures through DocuSign.

**Part B (VDH) Update:**

In the absence of a Part B Representative on Council, the Part B update was emailed to Support Staff to share with the Council. The document had updated numbers for clients enrolled in VAMAP. Any questions about the numbers will be referred to VDH for response/s. Ms. Donovan from VDH will email more information about VAMAP enrollment to share with the Council.

**Part C Update:**

Mr. Rouse from EVMS presented the Part C update. He noted that nothing much has changed in the numbers. The update was for the period March 25 through April 28, 2021. Please see the numbers below:

Service	3/25/2021 through 04/28/2021	2/26/202 through 03/24/2021	10/2020 through 2/25/2021	5/2020 through 9/2020	5/2019 through 4/2020
Non-MCM	52	46	195	180	263
Food Bank	0	0	0	0	1
HIPCSA	0	0	21	23	127
Oral Health	7	5	26	18	60
Office Visits/Labs	8	7	50	59	125
Medical Transportation	0	0	0	0	1
Total Unduplicated Patients	69	70	238	241	385

**HOPWA Update:**

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

**Priority Setting and Resource Allocations (PSRA) Process Overview:**

In preparation for the upcoming Priority Setting and Resource Allocations Process, Support Staff made a brief presentation of the Priority Setting portion of the Process. This is when the Planning Council decides which services are most important to people living with HIV/AIDS in the Norfolk TGA by using data from the Needs Assessment and other sources. The process then helps the Planning Council to decide which service categories to fund and how much funding to provide. That process is known as Resource Allocations. In setting priorities, the Planning Council should consider which service categories are needed to provide a comprehensive system of care for people

living with HIV in the Norfolk TGA without regard as to who funds those services. Next month, the Planning Council will be looking at the Resource Allocations portion of the Process.

The Planning Council must prioritize only service categories that are included in the Ryan White HIV Program Legislation as core medical services or support services. 75% of funding must go into core services, while no more than 25% must go to support services.

After setting priorities, the Planning Council must allocate resources, which means, they must decide how much Ryan White HIV/AIDS Part A Program funding will be used to for each service prioritized.

There was discussion regarding funding of committee budget requests and the best time to review the budget requests before funds run out. This point was raised as a result of the difficulty to fund the Triennial Needs Assessment this year. However, as was noted earlier, the Recipient stated that the Triennial Needs Assessment might be funded from carryover request funds.

**New Business:**

There was no new business to discuss.

**Announcements:**

There were no announcements or comments.

**Next Meeting Date:**

The next virtual Planning Council meeting will be Thursday, May 27<sup>th</sup>, at 5:00 p.m.

**Meeting Adjournment:**

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

Respectfully Submitted

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Rachael Artise – Co-Chair