

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, March 31, 2016: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:05 p.m.

**Moment of Silent Reflection:** The Council observed a moment of silent reflection for those who are infected and affected by HIV and AIDS.

**Roll Call:** The membership roll was called and the following were in attendance:

Gloria Anderson	Rachael Artise
Robert Bailey	May Francis Baskerville
André B. Christian	Jerome Cuffee
Pierre Diaz	Gwendolyn Ellis-Wilson
Todd England	Katrina C. Fontenla
Gregory Fordham	LuAnn Gahagan
Devilna George	Lisa P. Laurier
Theodore Lewis	Doris McNeill
Kanedra Nwajei	Drake Pearson
Anthony L. Ruffin	Kimberly Sparrow

**Excused Members:**

Earl Hamlet	Aubrey Bates, Sr.
Catherine Derber	Beverly Franklin
Brian O'Dell	

**Absent Members:**

None

**Staff:**

Christine Carroll-RW Program Manager	Robert Hargett-Grantee-Staff
Jeff Daniel-PC Support	Thomas C.M. Schucker-PC Support
Teresa Malilwe-PC Support Staff	

**Review and Approval of Minutes:**

The Council reviewed minutes from the last meeting. After review a motion was moved by Pierre and properly seconded by Gregg to accept the minutes as written. The motion passed.

**Introduction of Visitors:**

Visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services.
- Christopher Chauncey Watson-Gilead Sciences
- Linda Carrington-Diversified Strategies
- Michael Singleton-Peer Educator (In Training)
- Tanya Kearney-AIDS Resource Center
- Jonathan Spain-A Hope4Tomorrow and former Planning Council member
- Tony Boston-Peer Educator

## **Committee Reports:**

### **Executive:**

The committee met as scheduled. All Chairs gave their committees' monthly activity reports. At the meeting, the committee discussed the following:

*Planning Council Training:* The Planning Council training for the month of April will be conducted by André who was selected for this Region by HRSA to conduct trainings entitled "*In It Together*". This is a National Health Literacy Campaign for African-American MSMs. The Planning Council training will be one of the five trainings he has to conduct for this area in April. Preparations for the Triennial Needs Assessment will soon start. Training for this process will be conducted mostly during the Quality Improvement & Strategic Planning Committee meetings. Those interested will be welcome to be part of the meeting.

*Committee Work Plans:* Each Committee will develop its own Work Plan from the P-CAT. This will provide specific responsibilities, based on the P-CAT, for each committee with specific timeline.

*Location of Planning Council/Sub-Committee Meetings outside the Norfolk Area:* The committee discussed the invitation by the Hampton Health Department to hold some Planning Council and/or committee meetings at their facility. This will give more exposure to the Planning Council and provide consumers, outside the Norfolk area, to be part of the process.

The next meeting will be on April 28, 2016 at 3:30 p.m.

### **Community Access Committee:**

The committee met as scheduled and also met in the same month at the New Calvary Baptist Church. The site has been secured for April 22<sup>nd</sup>. The committee, in collaboration with the HIV Ministry of the New Calvary Baptist Church will be holding a Mayoral Town Hall Forum, from 7:00 p.m. to 9:00 p.m. All three Mayoral candidates were invited and will participate in the Forum. This will be a good opportunity for the Planning Council to get some exposure and will be a good opportunity to know the stand, on HIV/AIDS, of the next Mayor. Council members were invited to attend. Copies of the flyer will be distributed to the Planning Council electronically.

The committee will meet again on April 13<sup>th</sup> at 6:00 p.m. in preparation for the April 22<sup>nd</sup> Community Forum.

**Priorities, Allocations and Policies:** The committee met as scheduled.

*Directives:* The committee reviewed the FY 2016 Directives to the Grantee. Changes were made to the Directives by Support Staff. The committee, however, made a correction to the definition of the TGA under Directive 1.1 by adding that emphasis should be given to eligible providers on the Peninsula. This action will help consumers on the Peninsula to get the support services they need. A vote to accept the FY 2016 Directives to the Grantee as amended was carried, with one abstention.

*Planning Council Reimbursement Policies:* The committee reviewed the updates that were made to the Planning Council Reimbursement Policies by Support Staff. The committee will continue to review the Policies at the next meeting.

*Planning Council Support Budget:* The committee reviewed the Planning Council Support Budget ending February 29, 2016 dated March 31, 2016 which was presented by the Grantee's Office.

Norfolk TGA Expenditure Summary Report: The committee reviewed the Preliminary Final Expenditure Summary Report for the period ending February 29, 2016 dated March 31, 2016. The target expenditure level should be at 100%. Overall expenditure for the entire grant including MAI was at 88%. There will be some change in the final report. The total award of \$6,085,262 includes the \$185,000 additional funds in carryover. The final report will be submitted to the committee in May. The committee also discussed to investigate a possible mechanism that will help the TGA to prevent carryovers in the following years.

Change of Committee Meeting Time: In order to complete items on the agenda, based on the P-CAT, the committee agreed to move the meeting time to 2:00 p.m. The next meeting will be April 28, 2016 at 2:00 p.m.

**Quality Improvement and Strategic Planning:** The committee reviewed minutes from the February meeting and determined that more information was needed to complete the minutes. The minutes were, therefore, tabled until the next meeting.

Activity Timeline: The committee reviewed the Planning Council Activity Timeline. The committee is on track based on the activities as outlined on the P-CAT.

Quality Management Review: Marsha from the Grantee's Office presented the committee with the 2013 and 2014 Quality Management Review: Summary of Findings. The committee was asked to review this information to help guide the performance measures that will be the focus of the 2016 Quality Management Plan.

Presentation of the Targeted Needs Assessment Results: A PowerPoint presentation on the Needs Assessment was presented by Thomas Schucker. The committee discussed the significance of this data set and how it should be utilized during the Priority Setting and Resource Allocations (PSRA) Process. The committee has asked the State of Virginia to report data that would also validate the findings from this process. Thomas from Collaborative Research will present a final report to the committee at the April meeting for the committee to, then, report to the Planning Council.

Committee members raised questions regarding the survey. In order to stay on target during meetings, committee members; including Council members, should submit their questions to the Support Office. Responses will be prepared ahead of time. At the request of the Planning Council, the report will be emailed to them for review. However, Council members were invited to the Quality Improvement & Strategic Planning Committee meeting during the presentation of the Targeted Needs Assessment Results. The next meeting of the Quality Improvement & Strategic Planning Committee will be on Thursday, April 21, 2016 at 4:00 p.m.

### **Membership and Nominations:**

The committee reviewed and approved the minutes from the February meeting

Planning Council Activity Timeline: The committee reviewed the Planning Council Activity Timeline. The committee is on track based on activities outlined in the P-CAT.

Planning Council Meeting Feedback Results: The committee reviewed the results from the February Planning Council meeting. The feedback was very positive with several members stating that they understood materials presented and the meeting was run very well. The eighteen (18) surveys completed by Planning Council members rated the overall success of the meeting as a 4.8.

*Manage Membership Application Process:* The committee reviewed three new applications and two went through the interview process. Both applicants were determined to be qualified for Planning Council membership. Due to membership capacity constraints, these candidates will only be recommended to serve on a committee. All the applicants will continue in the membership process. The committee presented a recommendation for the Planning Council to accept Mr. Tony Boston for Planning Council membership. The motion was carried.

*Planning Council Member Attendance:* Since the grant year just started, everyone is reminded that they have a clean slate beginning March 1, 2016.

*Analyze Planning Council Membership for Federal Reflectiveness Mandate:* The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The committee has made excellent progress and the Norfolk TGA Federal Mandate of having, at least, 33% non-conflicted consumers on the Planning Council has now been met. The Planning Council has 33% of its members who are non-conflicted consumers. Additionally, the Planning Council now has twenty-Seven (27) members with one vacancy for a non-conflicted consumer. All Federal Mandated membership categories have been filled.

*New Planning Council Membership Training:* The committee reviewed the Ryan White Planning Council Part A Primer, covering the first ten pages of the document. The committee will continue to review the Primer at each meeting. The purpose of reviewing the Primer is to provide new member orientation for new Council members. New members stated the training was very beneficial and they were very appreciative for the training.

The next meeting of the Membership and Nominations Committee will be on Thursday, April 21, 2016 at 3:00 p.m.

### **Program Updates:**

*RW TGA Program Manager's Report:* Christine noted that the HRSA Project Officer and the Southern Bureau Chief were participants at the last Executive Committee meeting via teleconference. As a result of the impressive work done by the Norfolk TGA in the last year, the Grantee, with Support Staff were asked by the Project Officer to do a Peer to Peer education with another TGA that was falling short of HRSA membership requirements.

Christine also stated that the Greater Hampton Roads HIV Health Services will not be moving from the current location.

The All Grantees meeting will be held in August 2016 in Washington, D.C. The Norfolk TGA is allowed four individuals; three Grantee Staff and one Planning Council Representative, most likely the Planning Council Chair.

*Part B (VDH) Update:* Katrina gave the ADAP enrolment numbers update as of March 29, 2016. (Please see attachment)

Last month, the Planning Council had a discussion about disenrollments. Katrina stated that the information from the ADAP Coordinator at the Virginia Department of Health indicates that there were many reasons why the market place was disenrolling clients, but did not have to do with non-payments. Rather the clients did not return documents to the market place as requested. As of January 14, 2016 there were 765 clients in the Eastern Region that had not returned updated 2016 premium information for re-

enrollment. At the end of the enrollment period, January 31, 2015, there were 723 clients with no updated 2016 premium information. At the request of Katrina, Optima will send a list of their clients to VDH. Katrina will tease out the Norfolk TGA Part A clients from the list to get a total number of the dis-enrolled and the reasons they were dis-enrolled. Katrina requested Council members with questions for Optima to send her an email.

**Part C Update:** As of February 29, 2016, 98 Part C patients are enrolled (40 uninsured and 58 insured). There were 14 new to care Part C patients in February so far and 6 are uninsured and 8 are insured. There are 3 new to care Part C patients in March so far and all 3 are uninsured. Termination letters were sent to all Part C patients that failed to complete their annual renewal by February 29, 2016.

**Comments by Visitors:** Mr. Christopher Chauncey Watson from Gilead Sciences introduced himself. He stated that the purpose of his attending the meeting was to show support for the work the Norfolk TGA Planning Council was doing and carry out the efforts, because in that consuming time when resources are drying up, Gilead would like to be a partner in delivering services to clients as well as a providers. He stated that Gilead wanted the Planning Council to be aware of the educational programs and capacity building Gilead has available. He noted that he was available for further discussion with individuals with any question.

Tanya also discussed the educational opportunities at the AIDS Resource Center which might benefit the Planning Council including PrEP programs.

**Other Business/Announcements:**

Thomas stated that the Planning Council Chair appointed an Ad Hoc Committee to work on the Bylaws. Council members interested in being part of the team should email the Support Office to be added to the list.

Andre discussed the Campaign that was being run by HRSA. Andre was selected by HRSA as the Point Person. The campaign is being run by HRSA and is a campaign to increase health literacy for African-American MSMs which is a bulk of the epidemic in this area. He asked Providers who are interested in increasing or understanding the campaign to see him and talk about how agencies can partner with him in this regard.

Gregg was commended for his efforts and success in getting all the Mayoral Candidates to come to the Town Hall meeting. He noted that this will shine a light on the epidemic in the Norfolk TGA.

**Adjournment:** There being no further business to discuss, a motion was moved by Robert and properly seconded by Andre to adjourn the meeting. The motion passed. The Council will meet on Thursday, April 28, 2016 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair