

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, April 28, 2016: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:01 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:

Rachael Artise	Robert Bailey
May Francis Baskerville	Tony Boston
Andre Christian	Jerome Cuffee
Catherine Derber	Pierre Diaz
Gwendolyn Ellis-Wilson	Todd England
Katrina C. Fontenla	Beverly Franklin
Devilna D. George	Earl Hamlet
Lisa P. Laurier	Theodore Lewis, Rev.
Doris McNeill	Kanedra Nwajei
Drake Pearson	

**Excused Members:**

Gloria Anderson	Aubrey T. Bates, Sr.
Gregory Fordham	Brian O'Dell
Anthony Ruffin	Kimberly Sparrow

**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	

**Introduction of Visitors:**

Visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- Christopher Chauncey Watson from Gilead Sciences
- Lynea Hogan

**Review and Approval of Minutes:**

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

**Committee Reports:**

**Executive:**

The committee met as scheduled. All Chairs gave their committees' monthly activity reports.

**Community Access Committee:** The committee held the Mayoral Candidate Town Hall Forum on Friday, April 22, 2016 from 7:00 to 9:00 p.m. The Town Hall Forum was a very successful event.

**Priorities, Allocations and Policies:** The committee met as scheduled. The committee discussed the PSRA Session and agreed on the following dates and time:

- *July 21, 2016:*  
3:00 p.m. to 6:00 p.m.            Data Session
- *July 28, 2016:*  
9:00 a.m. to 10:00 a.m.        PSRA Mandatory Training  
10:00 a.m. to 5:00 p.m.        PSRA Session  
The Data Session will be held at the Norfolk Department of Human Services, and tentatively, the PSRA Session, will be at the Norfolk Botanical Gardens.

The events have been scheduled on committees' meeting dates. Committees will not meet on those dates. Council members were reminded that the PSRA Training is mandatory. A Council member cannot vote if they miss the mandatory PSRA training.

*Norfolk TGA Expenditure Summary Report:* The target expenditure level is at 12%. However, because the contracts are not fully executed for providers; except for one contract that is fully executed, there is not a clear overall picture of expenditures. Once the second half of the award is received, amendments will again be made to the contracts. The final expenditure summary report will be presented to the Planning Council at the June meeting.

*Planning Council Consumer Reimbursement Policies:* The committee discussed and reviewed the Planning Council Consumer Reimbursement Policies. The policies affect only the 33% non-conflicted consumers of Part A services and are members of the Planning Council. The 33% non-conflicted consumers are eligible to claim reimbursement for mileage, lost wages, and baby-sitting services. The claims will be retro activated to March 1 in order to be consistent with the TGA's grant year. The changes to the policies were approved by the Committee and Council members can request copy of the document from Planning Council Support Staff.

**Quality Improvement and Strategic Planning:** The committee reviewed minutes from the February and March meetings. The minutes were approved and accepted by the committee.

*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.

*Presentation by the Virginia Department of Health (VDH):* The committee received a presentation from VDH on HIV Epidemiology Trends and the Data to Care Initiative in the Norfolk TGA. The presentation which was made by Lauren Yerkes and Amanda Saia was well received by the committee.

*Review National HIV/AIDS Strategy ('NHAS') and the Norfolk TGA Performance:* During the presentation, the committee discussed the 2020 National HIV/AIDS Strategy which provided the committee with an opportunity to look at how the Norfolk TGA can move forward.

*RFP Development for Needs Assessment:* The committee reviewed and discussed the RFP process of the upcoming Needs Assessment. Support Staff distributed Scopes of Work (SOW) from other TGAs including Dallas, San Antonio and Cleveland as examples. The committee agreed that it was imperative to have a finalized SOW for the Needs Assessment RFP from the committee by June 16, 2016.

The next committee meeting will be on Thursday, May 19<sup>th</sup>, 2016 at 4:00 p.m. Planning Council members interested in providing input into the RFP Needs Assessment process were invited to attend the May 19<sup>th</sup> committee meeting. Comments or recommendations can also be sent to the committee for discussion via the Support Office.

**Membership and Nominations:**

The committee reviewed and approved the minutes from the March 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. The committee also determined that the Nominations and Elections of Planning Council Officer should be added to the P-CAT for March, April and May. The vote was approved and the P-CAT has been updated.

*Planning Council Meeting Feedback Results:* The committee reviewed the results from the March 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 seventeen (17) surveys completed by Planning Council members rated the overall success of the meeting as a 4.5.

*Manage Membership Application Process:* The committee reviewed five (5) new membership applications. All applicants were determined to be qualified for Planning Council membership. All applicants were recommended to go through the interview process and the committee will determine their status after the interviews. One applicant was interviewed on Thursday, April 28. A recommendation will be presented at the Membership and Nominations Committee meeting for discussion and a vote.

*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. Currently, the Planning Council has 36% of its members who are non-conflicted consumers. Additionally, the Planning Council now has twenty-five (25) members with three vacancies for non-conflicted consumers. Planning Council Support Staff is reaching out to the HOPWA Grantee to fill the slot for the federally mandated membership category.

*Website Presentation:* The committee received a presentation from Mr. Truesdale, who is the graphic designer for the Norfolk TGA Planning Council website. As you are aware, Mr. Truesdale was asked to expand the website and make it more interactive and robust for consumers and providers. This will assist in service delivery and location of funded services throughout the TGA. Mr. Truesdale will present more changes and upgrades that have been made to the website at the next Membership and Nominations Committee meeting, and Planning Council members are welcome to attend.

*Planning Council Nominations and Elections:* The committee reviewed the Norfolk Bylaws and outlined the process for Planning Council officers which will take place at the April Planning Council meeting. The committee also reviewed the elections process which will take place at the May Planning Council meeting. The committee will review the ballot at the May committee meeting and approve it for use at the May Council meeting to conduct elections.

The Planning Council was upraised of the Norfolk Bylaws under:

- Article V-Officers, Section 1-Eligibility, Nominations and Election of Officers.

Nominations were called on the floor. Here below is the slate of nominees:

- Planning Council Chair:
  1. André B. Christian
  2. Kimberly Sparrow
  3. Jerome Cuffee
- Planning Council Vice-Chair:
  1. Pierre Diaz
  2. André Christian
  3. Rachael Artise
  4. Beverly Franklin
  5. Kimberly Sparrow

Support Staff will contact individuals, absent from the meeting, who were nominated for Planning Council Officer position/s to confirm their acceptance.

The next meeting of the Membership and Nominations Committee will be on Thursday, May 19, 2016 at 2:30 p.m.

### **Program Updates:**

RW TGA Program Manager's Report: The Grantee stated that the Norfolk TGA might get the full grant award towards the end of May. All contracts will then be amended with the remaining balance. The grant application is coming out in August and the turn-around for submittal will be in October. Currently, one contract has been fully executed, the process for the rest of them is moving along steadily. By the next meeting, the Planning Council will have a realistic picture of the expenditure report. There are about twelve providers that provide services throughout the TGA. And this year will be an RFP process for them or anyone else who is interested in becoming a provider. The process will happen in November or December.

There was extensive discussion regarding the time when the RFP goes out. The Council wanted to know why the RFP cannot go out in August/September. The Council agreed to request the Grantee to lengthen the period for the procurement process to allow for more people to bid and give more time for other organizations.

Part B (VDH) Update: Copies of the ADAP enrolment numbers update as of April 28, 2016 were distributed to Council members. (Please see attachment).

Copies of the flyer for the VDH HCV Program were distributed to Council members for information. The Eastern Region was commended for the increase in the reported numbers of clients accessing the HCV Program.

Part C Update: As of March 31, 2016, 106 Part C patients are enrolled (43 uninsured and 63 insured). There were nine new to care Part C patients in March; 5 uninsured and 4 insured.

**Other Business/Announcements:** Gwen stated that the Minority AIDS Support Services (M.A.S.S.) is starting an "HIV Self Esteem and Awareness through a campaign Calendar" called "Beauty Beyond My Status." It will be a 2017 calendar. The agency has a sponsor who has fully funded the project. The agency is looking for models; men and

women; to represent each month of the year. All those interested should contact Gwen for more information and an application form.

André thanked all those who attended the training on “**In It Together**”, which he conducted for Planning Council members on Wednesday, April 27<sup>th</sup>. A notification will be sent to organizations or individuals who missed the Wednesday training.

On June 14<sup>th</sup>, a Hope4Tomorrow will take their clients to the Bush Gardens. There will be a pick up on the Southside and on the Peninsula as well. Clients will not be expected to pay.

The National Prayer Breakfast will be held on Saturday, May 21, 2016. The AIDS Resource Center is still working on securing a venue for the event.

Drake gave his views on being a Planning Council member. He stated that he is happy to be a member of the bigger picture and thanked the Council for the opportunity. May Francis also gave her views of her membership on the Council. She noted that it has made her feel like a new person and, she appreciates the discussions.

**Adjournment:** There being no further business to discuss, a motion was moved by Beverly and properly seconded by André to adjourn the meeting. The motion passed. The Council will meet on Thursday, May 26, 2016 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair