

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

**Call to Order:** The meeting was called to order at 5:03 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 Christian, Jerome Cuffee, Catherine Derber, Pierre Diaz, Gwendolyn Ellis-Wilson, Katrina Fontenla, Gregory Fordham, Beverly Franklin, LuAnn Gahagan, Devilna George, Earl Hamlet, Doris McNeill, Kanedra Nwajei, Brian O'Dell, Drake Pearson, Anthony Ruffin, Kimberly Sparrow.

**Staff:** Christine Carroll-RW Program Manager, Robert Hargett-Grantee Staff, Jeff Daniel-PC Support, Teresa Malilwe-PC Support Staff

**Excused Members:** Todd England,

**Absent Members:** Kevin Bowser.

**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 Katrina and Gregg to accept the minutes as written. The motion passed.

**Introduction of Visitors:** Ms. Ashley Veal with the Minority AIDS Support Services introduced herself.

**Committee Reports:**

*Executive:* The committee met as scheduled. Each committee gave a report of their monthly activities. The committee also discussed the roles and responsibilities of committee chairs. The committee scheduled the Planning Council monthly Training, as follows:

- February: The Norfolk TGA Part A Bylaws
- March: The Memorandum of Understanding (MOU) between the Planning Council and the Grantee
- April: Robert's Rules of Order

The goal for Planning Council training is to help members understand the Planning Council processes and to give members the ability to understand their roles and responsibilities as Council members.

The committee discussed the committees' meeting dates and time. Chairs were satisfied with their meeting dates and time. The Priorities, Allocations and Policies Committee moved the meeting time to 2:30 p.m. This will give the Executive committee an additional half hour to cover the items on the agenda. Because of low attendance at Community Access Committee meetings, the chair will, at the February meeting, discuss with his committee to find a more convenient date for the committee to meet. He will

report back to the Executive Committee. The Planning Council/Committee meeting dates and time are as follows:

- Community Access Committee:  
To be determined
- Membership and Nominations Committee:  
Third Thursday of the month at 3:00 p.m.
- Quality Improvement/Strategic Planning Committee:  
Third Thursday of the month at 4:00 p.m.
- Priorities, Allocations and Policies Committee:  
Last Thursday of the month at 2:30 p.m.
- Executive Committee:  
Last Thursday of the month at 3:30 p.m.
- Planning Council:  
Last Thursday of the month at 5:00 p.m.

The next Executive Committee meeting will be Thursday, February 25<sup>th</sup> at 3:30 p.m.

Community Access Committee: The committee did not meet in the month of January. The committee will meet on Wednesday, February 17<sup>th</sup> at 6:00 p.m.

Membership and Nominations: The committee met on Thursday, January 21<sup>st</sup>, as scheduled and reviewed the Planning Council Activity Timeline. The committee is on track based on activities outlined in the P-CAT.

The committee reviewed the Planning Council meeting feedback results from the November 2015 Planning Council meeting. The feedback results were very positive. The Planning Council had a 94% response rate from members who attended the November meeting.

The committee approved three membership applications:

- Lisa Laurier to fill Membership Category 6-Local Public Health Agency Representative
- Aubrey Bates, Sr. to fill Membership Category 8-Affected Communities
- Rev. Theodore Lewis to fill Membership Category 13-Organizations with a history of serving children, youth, women and families living with HIV and operating in the area.

The committee presented a recommendation for the Planning Council to approve the three candidates for Planning Council membership. The vote was unanimously carried.

The committee analyzed the Planning Council membership for the Federal Reflectiveness Mandate. It was noted that the committee has made excellent progress in this regard. The Norfolk TGA Part A has met and exceeded the requirement for 33% non-conflicted consumers. The Planning Council now has 35% of its members who are non-conflicted consumers. There are currently 26 members on the Council with two vacancies to be filled by non-conflicted consumers. All the Federal mandated membership categories have been filled.

The committee discussed new member orientation (Ryan White 101) and will finalize the dates/times next month. The training will be open to everyone.

The next meeting of the committee will be on Thursday, February 18<sup>th</sup>, at 4:00 p.m.

Priorities, Allocations and Policies: The committee met as scheduled, at 2:30 p.m. The committee discussed the Planning Council Support Budget which included:

- The Contractual Budget: The committee will discuss further, the Consultant's budget at the next meeting.
- The Committees' Budget Requests for 2016: The committee reviewed and approved the committees' budget requests for the Grant Year 2016.

The committee reviewed the Expenditure Summary Report for the period ending November 30, 2015 dated January 26, 2016. Copies of the Summary Report were distributed to the Council for review. The target was 75%. The Grand Total FY 2015 Funding expenditure rate was at 68%. However, it was noted that there is still three months left of the grant year. Some funds will be reallocated into services that are overspending, such as Oral Health at 83% to cover the next three months. A reallocation of \$4,000 from Health Insurance Premium and Cost Sharing Assistance (HIPCSA) was made into Substance Abuse Treatment Services (Out Patient).

Quality Improvement and Strategic Planning: The committee met as scheduled on Thursday, January 21, 2016.

- Planning Council Timeline: The committee reviewed the Planning Council Timeline. The committee is on track based on the activities outlined on the P-CAT.
- Define Needs Assessment: The committee received an update on the Targeted Needs Assessment. Collaborative Research is currently conducting individual phone interviews with individuals who are non-virally suppressed based on CAREWare data.
- Refine Standards of Care: The Grantee reported that the TGA's Medical Case Management Standard of Care has been through the POD process. The Medical Case Management Standard of Care aligns with VDH's Standard of Care for MCM. The Medical Case Management Standard of Care will be reviewed and voted on at the February 18<sup>th</sup> Committee meeting.
- National HIV/AIDS Strategy: The committee had an extensive discussion on the goals outlined in the updated 2020 National HIV Strategy. Moving forward, the Planning Council Support Staff will align the Norfolk TGA's goals with the national goals to track progress. For example, the National HIV/AIDS Strategy's goal for viral suppression for People Living with HIV is 80%. Currently the Norfolk TGA is at 74.9%.

The next committee meeting will be on Thursday, February 18<sup>th</sup>, 2016 at 4:00 p.m.

### **Program Updates:**

RW TGA Program Manager's Report: The Grantee meeting, organized by HRSA, will be held in August 2016 in Washington, D.C. The Planning Council chair will select individuals to attend the event. The Project Officer, together with the Branch Chief will participate at the February 25<sup>th</sup> Executive Committee meeting via teleconference. The Grantee Staff was currently winding down the grant year. The Grantee noted that they were still waiting for the next award.

Part B (VDH) Update: The VDH Representative provided the following HCV/HIV Treatment Assistance Program update:

- As of January 2016, there are a total of 27 clients that have accessed the program; 14 have completed therapy and 13 are currently on treatment. When the program was implemented in April 2015, Harvoni was purchased for 68 clients. It was expected there would still be a need for an additional medication

purchase due to the estimated number of 400+ co-infected Ryan White clients across the State. In June 2015, Hepatitis C medications were added to the VA ADAP Formulary. Then, based on additional feedback from providers regarding barriers they were experiencing, the eligibility criteria was updated to require only one detectable HCV viral load instead of two upon application. *Katrina took that moment to also thank the Norfolk TGA Part A Planning Council for their additional feedback.* Increased enrollment in the program was expected but not achieved. What can VDH do differently to serve the co-infected HCV/HIV population? Any additional feedback that the Council can provide would be greatly appreciated.

As of January 19<sup>th</sup>, there have been 29 applications for the HCV/HIV treatment assistance program.

Katrina also discussed the ADAP Enrollment numbers as of January 28, 2016. She stated that VDH was getting out letters of intent for Part B agencies.

*Part C Update:* The Part C Representative stated that as of December 31<sup>st</sup>, 154 patients were enrolled in Part C; 85 uninsured and 79 were insured; four were new to care and all four were uninsured. In January, Part C had three patients to care; two uninsured and one insured.

**Educational Moment:** Based on the November Feedback results, Planning Council Support Staff created a *Glossary of Terms* for the Planning Council members to help individuals who had problems with acronyms. Planning Council members, especially the new Members, were encouraged to use the Glossary of Terms as a reference for future meetings.

**Other Business/Announcements:**

- Jerome announced that he was organizing a “Broadway Meets Ballroom Blitz” which will take place on February 26 at the Granby Theatre. Testing will be carried out, in conjunction with IBWC. Council members were encouraged to attend the scheduled event.
- The Peer Educator Training Series will start on March 16 and will run till April 13 at the AIDS Resource Center. Applications must be submitted by February 12, 2016.

**Comments by Visitors:** There was no further comment by the Guest who was at the meeting.

**Adjournment:** There being no further business to discuss, a motion was moved by Robert and properly seconded by Beverly to adjourn the meeting. The motion passed. The Council will meet on Thursday, February 25, 2016 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair