

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, February 25, 2016: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510

Call to Order: The meeting was called to order at 5:00 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
Catherine Derber	Pierre Diaz
Gwendolyn Ellis-Wilson-Teleconference	Todd England
Katrina C. Fontenla	Gregory Fordham
LuAnn Gahagan	Devilna George
Lisa P. Laurier-Teleconference	Doris McNeill
Kanendra Nwajei	Brian O'Dell
Drake Pearson	Anthony L. Ruffin
Kimberly Sparrow	

Excused Members:

Earl Hamlet
Kevin Bowser

Absent Members:

Beverly S. Franklin

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 LuAnn and properly seconded by Devilna to accept the minutes as written. The motion passed.

Introduction of Visitors:

Visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services.
- Jonathan Spain-A Hope4Tomorrow and former Planning Council member
- Tony Boston-Peer Educator
- Bruce Taylor-Virginia Department of Health

House Keeping Rules:

Based on the conduct from the last meeting, the chair requested Planning Council members to be respectful of each other's opinions. He asked members to be courteous towards one another. He stated that there should be no personal attacks and disagreements should focus on issues and that meetings should be conducted in a productive way.

Committee Reports:

Executive:

The committee met as scheduled and approved minutes from the January 2016 meeting. Each committee gave a report of their monthly activities. The committee discussed and asked Support Staff to assist committees develop committee work plans. It was felt that committees will be more productive when work plans are developed based on the P-CAT. The committee will have further discussions about committee work plans at the March meeting.

The committee discussed the Mileage Reimbursement Policy. Consumers who are Planning Council members are eligible to get mileage reimbursement. The Priorities, Allocations and Policies Committee will review the policy so that consumers can start to get mileage reimbursement for attending Planning Council/committee meetings.

The Priorities, Allocations and Policies Committee will start the Annual Bylaw review. The committee will decide whether or not to ask the Planning Council Chair to appoint an Ad Hoc Committee to start the review process. The Executive Committee Chair requested Planning Council members, especially Committee Chairs, to attend the Bylaw review meetings to provide input and recommendations in order for the TGA to have a productive and user-friendly document.

The HRSA Project Officer, LCDR. Anderson Tesfazion; and Mr. Mark Pepler, the Southern Bureau Chief; participated in the Executive Committee meeting via teleconference.

The next meeting of the Executive Committee will be on Thursday, March 31, 2016 at 3:30 p.m.

Quality Improvement and Strategic Planning:

The committee met as scheduled on Thursday, February 18, 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. Additionally, Thomas has met with EVMS and ACCESS in order to identify and interview individuals who are non-virally suppressed.

Refine Standards of Care: The Grantee reported that the TGA's Medical Case Management Standard of Care has been through the POD process. The Standard of Care aligns with VDH's Standard of Care for Medical Case Management. The Medical Case Management Standard of Care was reviewed and approved by the committee at the last meeting. The Medical Case Management Standard of Care, which was presented by the committee to the Planning Council, was approved as presented.

National HIV/AIDS Strategy: The committee had a lengthy discussion on the goals outlined in the Updated 2020 National HIV Strategy. The Planning Council Support Staff aligned the Norfolk TGA's progress to the national goals and the committee reviewed and discussed each of the nine national outcomes. As an example, the National HIV/AIDS Strategy's goals for viral suppression for People Living with HIV is 80% by 2020. Currently, the Norfolk TGA is at 74.9%. The committee reviewed all nine National HIV/AIDS Strategy outcomes and compared those goals to the Norfolk TGA

data. The VDH Representative on the Planning Council is working with the Committee to collect the Norfolk data so that the committee can have a baseline and compare progress towards the national outcome.

The next meeting of the Quality Improvement & Strategic Planning Committee will be on Thursday, March 17th, at 4:00 p.m.

Priorities, Allocations and Policies:

The committee met as scheduled.

Proposed 2016 Planning Council Support Budget: The committee continued with the review and discussion of the proposed 2016 Planning Council Support Budget. The committee approved the budget as presented, with the proviso to look into making adjustments in the Planning Council Support Personnel; that is, hiring a qualified, full time City of Norfolk employee as a Planning Council Coordinator. The proposed 2016 budget of \$86,000.00 is no different from the 2015 budget which was approved by the Council last year. However, additional funds, in the amount of \$9,000.00 were added to the budget to enhance the Norfolk TGA Part A website to make it more interactive. The total proposed budget presented and approved by the committee was in the amount of \$95,000.00

Review Expenditures by Service Category: The committee reviewed the Expenditure Summary Report presented by the Grantee, for the period ending January 31, 2016 dated February 25, 2016. The expenditure target was at 92%. Some services expended below the 92% target. However, there were service categories, such as Oral Health/Dental Services, and Substance Abuse Treatment Services (Out Patient) that were at 99% which will need additional funding. Overall, the target expenditure was at 84%; Administration and Clinical Quality Management at 81%; and MAI also at 81%. The Council discussed the \$180,000.00 in Carryover which was received late and might not all be spent. The Planning Council was requested, during the PSRA Session, to find creative ways to utilize the grant, including pushing the current 91% core and 9% Support to 80/20. This will open up new service categories that have never been funded before.

Review Reallocation Requests from Grantee: The Grantee discussed the receipt of the 80% partial award for 2016. The committee approved the Planning Council allocations which were done at the last PSRA Session.

Annual Bylaws Review: The committee discussed setting up an Ad Hoc Committee to review the Bylaws. The committee's chair will request the Planning Council Chair to create an Ad Hoc Committee to review the Bylaws.

The next Priorities, Allocations and Policies Committee meeting will be on Thursday, March 31, 2016 at 2:30 p.m.

Community Access Committee:

The committee met as scheduled and discussed plans for the next community forum. It was agreed to hold the next event on the Peninsula, to provide an opportunity to consumers on the Peninsula who want to get involved in the discourse.

In order to give visibility to the committee and the Planning Council, the Community Access Committee agreed to hold a Town Hall Forum, in April, to which the mayoral candidates for the City of Norfolk, will be invited to attend. This will indicate each candidate's stand with the HIV/AIDS population.

The committee voted to change the meeting date from the third Wednesday to the second Wednesday of the month. The next meeting, therefore, will be on Wednesday, March 9th at 6:00 p.m.

Membership and Nominations:

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

Feedback Results: The committee reviewed the Planning Council meeting feedback results from the January 2016 Planning Council meeting. The feedback results were very positive. The respondents indicated that they understood the material presented to them and that the meeting was run very well.

Manage Membership Recruitment Campaign: The committee reviewed one new membership application. The applicant was deemed to be qualified for Planning Council membership. Support Staff will coordinate interview date and time with the applicant.

Analyze PC Membership for Federal Reflectiveness Mandate: The committee analyzed the Planning Council Membership for the Federal Reflectiveness Mandate. The committee has made excellent progress in the federal mandate of, at least, 33% non-conflicted consumers on the Planning Council, which has been met and exceeded. The Planning Council is currently at 35% of its members who are non-conflicted consumers. Additionally, the Planning Council has 26 members, with two vacancies left to be filled by non-conflicted consumers. All federal mandated categories have been filled.

New Planning Council Membership Training: The committee's new Planning Council membership training was based on the Ryan White Part A Planning Council Primer. The committee covered six pages of the Primer. The committee will continue to review the Primer at each meeting. The purpose of reviewing the Primer is to provide orientation to the New Planning Council members. The new Planning Council members found the training very beneficial and were appreciative of the training.

The next Membership and Nominations Committee meeting will be on Thursday, March 17th at 3:00 p.m.

Program Updates:

RW TGA Program Manager's Report: The Program Manager stated that in telephone calls with the City's Real Estate Department, it has been indicated that the building where the Ryan White Program is housed, is subject to being shut down. The entire workforce at 741 Monticello will be relocated, including the Ryan White Planning Council personnel. The last day is August 31, 2016. The Planning Council needs were given to the Real Estate contact for consideration during the search for new office space.

Part B (VDH) Update: The Part Representative stated that VDH was finishing off the 2015 contract year and will start the new contract year on Monday, April 1. Katrina also discussed the ADAP enrolment numbers as of February 24, 2016. The Norfolk TGA ACA Participants by Insurance Carrier and Enrollment Status (with premium information received) total is therefore, as follows:

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|---|-------------------|
| • New Enrollment: | 187 |
| • Re-Enrollment (received information): | 462 |
| • Re-Enrollment (Automatic): | 567 |
| • Total Clients: | 1216 that is 100% |

There was concern that the market place was disenrolling clients even some who enrolled during the enrolment period. Those people were contacting the market place trying to get reinstated. After some discussion regarding the Affordable Care Act, Katrina stated that she will follow up and report back to the Planning Council. There was also a recommendation for the Planning Council to send a letter, signed by the Council leadership, to Part B expressing concern about clients who are being disenrolled because of probably late premium payments. Part A should also put in a request to VDH for data regarding the number of people who have been disenrolled and enrolled and/or have enrolment issues.

Part C Update: The Part C Representative stated that as of January 31st, 179 patients were enrolled in Part C; 85 uninsured and 94 insured. As of February, Part C has seven new to care; four uninsured and three insured.

Funding Opportunity CDC-FOA-PS1509:

Katrina introduced Mr. Bruce Taylor who attended the meeting to update the Planning Council on the two CDC grants that were awarded to VDH and are specific to Virginia Beach, Norfolk, and Newport News MSMs. One of the grants is specific to PrEP and will bring a lot of money into the area to promote PrEP to the population. It will also provide money for training to the providers. A large portion of it will be for marketing. Some of the money will be for preparing Health Departments to prescribe PrEP. The grant does not pay for PrEP, but through Patient Assistance Programs, patients who want PrEP will get PrEP. Along with the two grants that CDC awarded, they awarded one grant specific to an organization that will train all grantees in providing cultural competent services.

The second grant; the PS1509, which is the Collaborative Grant, is basically to expand services and make them easier to access for gay men of color, primarily, and also the transgender populations. VDH will put into place some capacity services, such as one-stop shop. This will include services such as, mental health services; the assessment of which could determine if a client needs HIV services, job services, housing, etc... The collaborative partners under this grant will work together to provide services. Under the grant, the population will also do a risk assessment on line, which will be sent to a patient navigator who will, in turn, put them in contact with services they need.

Mr. Taylor stated that VDH was in the process of hiring, for the Central Office, staff who will manage the grants in the area. The RFP is coming into the area for community based organizations to work on these grants as well.

Other Business/Announcements:

The Planning Council Chair met with the Grantee Staff to discuss the recommendation for a Retreat. He noted that the Planning Council needs some team building activities. With a good number of new Planning Council members, it will be a great opportunity for the Council to grow together and learn more about each other. This type of gathering will bring a positive atmosphere to the Planning Council.

André asked if the Planning Council can highlight/define some of the successes that have been made by the Council. He stated that this will make participants feel motivated and want to do more. He took the opportunity to apologize to the Council for his behavior. He requested the Council to monitor the verbal and non-verbal communication to tone down people's frustrations. The chair thanked André for his comments.

Jonathan stated that a hotel in the area was donating 32" TVs to his organization; A Hope4Tomorrow. Anyone needing a TV should call his organization.

The chair recognized three members who will be joining the Planning Council. The Support Office was currently waiting for letters of appointment for the three individuals from the Mayor's Office.

Comments by Visitors: There were no further comments by the visitors.

Adjournment: There being no further business to discuss, a motion was moved by Robert and properly seconded by Gregg to adjourn the meeting. The motion passed. The Council will meet on Thursday, March 31, 2016 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair