

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
MINUTES OF THE PLANNING COUNCIL MEETING  
Thursday, November 17, 2016: 5:00 p.m.  
741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:04 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.

A special moment of silence was observed for Anthony Ruffin who passed away on November 4, 2016. Anthony, who served on, and was a Chair and Vice-Chair of the Planning Council before rotating off, reapplied and was a dedicated member of the Council for the past two years.

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

Rachael Artise	Robert Bailey
May Francis Baskerville	Tony Boston
Jerome Cuffee	Catherine Derber
Pierre Diaz	Todd England
Gregory Fordham	Beverly Franklin
Earl Hamlet	Theodore Lewis, Rev.
Doris McNeill	Kanendra Nwajei
Drake Pearson	Michael Singleton

**Excused Members:**

Aubrey Bates, Sr.	Darrell Brisbon
Gwendolyn Ellis-Wilson	Lisa P. Laurier
Cynthia Walters	Steve Hawks

**Absent Members:**

Nysheena Daniels  
Alan Hughes

**Staff:**

Christine Carroll-RW Program Manager  
Thomas C.M. Schucker-PC Support  
Teresa Malilwe-PC Support Staff

**Review and Approval of Minutes:**

The Council reviewed minutes from the last meeting. A motion was moved by Rachael to approve the minutes as written and was properly seconded by Beverly. The motion passed with four abstentions.

**Introduction of Visitors:**

The following visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- Kristen Petros de Guex – VDH Kristen is part of the Bridges 757 Project at VDH
- Deryk Jackson-ACCESSAIDS

*Planning Council agenda:*

- Planning Council Support with Collaboration from Grantee's Office.

## **Committee Reports:**

### **Executive:**

The committee met as scheduled. The committee was introduced to Mr. Steve Hawks. Mr. Hawks is the Interim Deputy City Manager and is currently responsible for the Ryan White Norfolk TGA Planning Council. At the Executive Committee meeting, Mr. Hawks asked questions about the Program.

*Planning Council Training:* The Committee discussed, further, the twelve-month Planning Council training which will take effect in January 2017.

### **Quality Improvement and Strategic Planning:**

The committee met prior to the Planning Executive Committee meeting from 2:00 to 4:00 p.m. The committee reviewed the Outpatient/Ambulatory Health Services (OAHS) Service Standard. However, the committee did not make a lot of changes to the Service Standards, except that the committee agreed to increase the percentages for better outcomes. The committee is on a time schedule to complete the review of the Service Standards. In order to comply with some Council members' concerns, Thomas gave highlights of the recommended changes to the Outpatient/Ambulatory Health Services Standard and responded to questions and concerns that were raised.

After extensive discussion about and agreement on how the Quality Improvement & Strategic Planning Committee should present their report, the Planning Council voted to approve the revised Outpatient/Ambulatory Health Services Service Standards as presented. The motion passed with one abstention.

The committee will meet on December 15<sup>th</sup> at 3:00 p.m. to review the Oral Health Service Standard. Council members were encouraged to attend the scheduled meeting in order to provide input into the revisions.

### **Community Access Committee:**

The Community Access Committee met as scheduled. The committee met to review the activities of the past year; the successes/accomplishments and areas that will need to be improved upon. The committee also talked about future activities and how to maintain the momentum from the 2016 year's activities. The committee will not meet in December. Certificates of Appreciation were handed to participants. Certificates of Appreciation and for commitment to the committee's aspirations were presented to Mr. Jerome Cuffee, the Planning Council Chair.

### **Membership and Nominations:**

The committee did not meet as scheduled in the month of November. However, four individuals received the new Planning Council Member Orientation on October 27<sup>th</sup>. Two of the individuals already received their letters of appointment from the CEO. Darrell and Michael are still waiting for their appointment letters. The committee agreed not to meet in the month of November and December. The next meeting will be in January 2017.

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

The Priorities, Allocations and Policies Committee did not meet in the month of November. Assignments based on Bylaw changes recommended by the City Attorney will be given to committee members for review. The committee will review the results of the assignments at the January 2017 meeting and updates will be presented to the Planning Council.

**Program Updates:**

RW Norfolk TGA Program Manager's Report: The Grantee's Office presented the Expenditure Summary Report for the period ending September 30<sup>th</sup> dated November 4, 2016 for review by the Planning Council. The target expenditure was at 58%. Some service categories are far behind and others, such as Primary Medical Care are within 2% of the target at 56%. Under Administration, Quality Management is at 62%, Grantee Administration is also at 62%, while Planning Council Support is at 59%. Overall, the TGA is at 54% expended.

The RFP for all services including Planning Council Support was sent back to the Purchasing Department for their final review and should be posted within the next few days. The deadline for applicants will be January 10, 2017 and Council members will be informed, via the Support Office, when it is out. Christine asked the Planning Council to encourage members of the public to apply.

Part B (VDH) Update: The Part B Representative could not attend the meeting. However, the Planning Council Chair gave the following summary of the report which was received from VDH:

VDH Talking Points:

ADAP

1. Norfolk TGA ADAP Enrollment Numbers as of 11/15/2016\*

ADAP Enrollment Numbers as of 11/15/2016			
Norfolk TGA ADAP enrollment numbers by program:	▼ Clients	▼ Percent	▼
Traditional ADAP	548	29.1%	
MPAP	135	7.2%	
ICAP	76	4.0%	
ACA	1121	59.6%	
Total	1880	100.0%	
Norfolk TGA ACA participants by Insurance Carrier:			
▼ Clients	▼ Percent	▼	▼
Aetna	8	0.7%	
Care First	1	0.1%	
Coventry	1	0.1%	
Innovation	3	0.3%	
Kaiser	0	0.0%	
Optima	1055	96.3%	
Healthkeepers	27	2.5%	
Total	1095	100.0%	

\* Does not include an updated ACA breakdown between carriers because we just updated our data to 2017. We will be sure to put the 2017 on the December report. Norfolk TGA ADAP clients are still predominantly enrolled in Optima.

2. ACA Open Enrollment

For January 1, 2017 effective date, clients need to enroll by December 15. However, if the client's 2016 plan is no longer available, the client can select an eligible plan, provide proof that their previous plan is not available and enroll as late as December 31, 2016 for a January 1, 2017 effective date.

- Anthem will be the only provider offering coverage throughout the state.
- Optima will only offer coverage in some parts of Southwest, Eastern and Northern VA.
- Coventry will not offer coverage in Virginia.
- Cigna is available in the VA Marketplace but is **not available** for ADAP benefits, including monthly premiums and medical copayments.

### **Ramsell Cards**

***New Insurance Enrollees*** will receive a Ramsell card approximately 7-10 business days after premium payment has been processed. Please remind clients that the Ramsell card and their insurance card will be needed at the pharmacy to access medications.

***Re-enrollees*** will also receive a new Ramsell card. The new Ramsell card is exactly the same as the old one. Clients can use the old card or the new card to access medications along with the new insurance card.

### **Reminder - Medication Exceptions Process**

When a drug is not covered by an insurance company's published formulary, the provider must complete a Medication Exception request through the insurance company providing all required information. Please call the Medication Eligibility Hotline (1-855-362-0658) if you experience any problems with Medication Exceptions so that we may immediately assist in finding a solution.

### **Insurance Enrollment Success**

Enrollment success will be reported in the next Stakeholder email and will be updated weekly.

\*For clients to be counted in the enrollment and re-enrollment numbers, all information must be received by VDH that would be required to make a premium payment and includes:

- Name of the Insurance Carrier
- Name of the Insurance Plan
- Premium Payment Amount, noting any tax credits
- Insurance Plan ID Number (not the Marketplace application ID)
- Maximum Out of Pocket (MOOP) amount for that policy
- Effective Date of Insurance
- Consent to Release and Share Information (from newly insured clients)

***For insurance coverage which begins January 1, 2017, payment information for all re-enrollees and newly enrolled is needed no later than December 22, 2016 so the January premium can be paid.***

**VA ADAP will not auto re-enroll clients and make a January 1 premium payment unless updated 2017 insurance information is received. Once updated 2017 premium information is received, a premium payment will be made, if applicable.**

Billing statements may also be mailed to the address below:

**Virginia Department of Health  
HCS Unit, 1st Floor, James Madison Building  
109 Governor Street, Richmond, VA 23219**

### **Communication**

Virginia (VA) ADAP will hold monthly statewide calls for CACs and other enrollment assistors. These calls will provide information on ADAP enrollment, ADAP-approved insurance plans, tracking enrollment, premium payment requirements, and address any concerns or problems. **The next call will be held on Monday, November 21<sup>st</sup> from 12-1PM.** Dial 866-842-5779 and enter code number 8036961650 when prompted.

## **SERVICES**

1. VDH wishes to thank our partners and stakeholders for helping us to recertify or certify clients for ADAP (to make sure that their eligibility is up-to-date). Our current recertification/certification rate is 70%. Our goal is 92%. We are doing everything possible to be in compliance with RWB legislation by ensuring that clients are certified at the time of service. HRSA legislation mandates that clients whose recertification is not up to date and complete are prohibited from getting Ryan White Part B services, including medication access, until their eligibility certification is up to date.

This same mandate applies to VDH contracted agencies. In order to be in compliance with RWB legislation, VDH is unable to reimburse agencies for services provided to clients whose eligibility was not current at the time of the service. Agencies will have to pay back money they received from Ryan White Part B/VDH for any unallowable services they provided clients.

2. Quarterly contractors' meeting is scheduled for December 7, 2016 and will be held at St. Paul's Baptist Church in Richmond. This is a combined Prevention and Care contractor meeting. We welcome Part A's participation in these meetings.

## **VIRGINIA INTEGRATED HIV SERVICES PLAN**

Developing an implementation and monitoring plan. There will be an Integrated Plan PPT which will be uploaded to the website for anyone who wants to have a quick understanding of the Plan, instead of having to read the lengthy document. HIV Prevention Services and HIV Care Services are also brainstorming topics for next year's CHPG meetings. The Plan is now posted to our web site at <http://www.vdh.virginia.gov/disease-prevention/>. We can send the direct link to the Council at a later date.

## **PREP**

Tentative start date for PrEP clinic at Norfolk Health Department is Dec. 5. Norfolk Community Health Center is also going to be a VDH PrEP site. Contract ready awaiting signature.

Part C Update: The Part C Representative gave the following report:

As of October 31, 2016 Part C had 185 clients enrolled in RW Part C; 80 uninsured and 105 insured. There were 6 new to care and all of them are uninsured.

HOPWA Update: In the absence of the HOPWA Representative, no update was provided.

## **Other Business/Announcements:**

Robert had the following announcements:

Reminded the Council that December 1 is World AIDS Day. Most RW Provider Agencies are getting together collectively in doing some events between December 2 through December 5 called Hands Up for HIV Prevention.

Friday, December 2: World AIDS Day Gala Dinner from 7:00 p.m. to 10:00 p.m. at Leicester Hall on Colley Avenue in Norfolk. Tickets are \$10:00.

Saturday, December 3: There will be the World AIDS Day Walk starting at 10:00 a.m. The Walk will start from the Gethsemane Community Fellowship Center ending at Rogers Hall; EVMS Resource Center. There will be free HIV testing and refreshments following the Walk.

Sunday, December 4: There will be a World AIDS Day Candle Light Service starting at 3:00 p.m. called *Pins for the Purpose* at 700 Olney Road in Norfolk. The service starts at sundown with free entertainment and refreshments.

Monday, December 5: There will be a *Hearts for Life Benefit* at Benjacks Studio Theater in Norfolk at 6:00 p.m.

December 14: Peer Educators will have the Annual Christmas Party from 5:30 to 7:00 p.m. at Hofheimer Hall. Peer Educators are requested to bring a Dollar Tree Wrap Gift. It is Judy's retirement year, participants will be asked to write a special note which will be included in a special book which will be given to Judy to say farewell.

Gregg announced that another World AIDS Day event will take place on December 1 at Union Baptist Church at 4608 South Virginia Beach Blvd at 7:00 p.m.

Kristen from VDH reported that two days this week, she attended the 1509 Project Conference in Atlanta with colleagues from all across the country, sharing strategies how to approach this project which is unique for Latino and Black bisexual men; both HIV+ and those at risk for HIV. One of the big themes for the Conference was how Social Services are the foundation of the Project because of the human basic needs they offer, such as food, shelter, jobs, etc... Bridges 757 is Virginia's Project. Therefore, the Local Health Departments will be hiring patient/client navigators to connect people with all these services. Bridges 757 is trying to create a directory for local clients in Eastern Virginia, of services that are available, especially of cultural competent Providers. The Planning Council will be requested to assist by providing comments about which providers are culturally competent and which ones are not. Christine invited Kristen to attend a Cultural Competence Training on the Peninsula for all Providers on Friday, November 18, 2016.

Beverly reported that there will be a luncheon for consumers on the World AIDS Day from Noon to 1:00 p.m. The luncheon will be held on the 7<sup>th</sup> floor in the Hofheimer Hall. The luncheon is held every year and all consumers are invited to attend.

Doris reported that Sunday, November 20<sup>th</sup> is Transgender Day of Remembrance from 2:00 p.m. at the Hampton Convention Center.

Earl reported that in response to a request from consumers on the Peninsula, he was teaming up with Todd to start the *HIV Peer Support Group*. The first meeting will be on December 13, 2016 at the Southeastern Virginia Health Systems from 6:00 p.m. to 7:30 p.m.

**Adjournment:** There being no further business to discuss, a motion was moved by Gregg and properly seconded by Robert to adjourn the meeting. The motion passed. The Council will meet on Thursday, December 15<sup>th</sup>, at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair