

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, September 29, 2016: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:07 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	Aubrey T. Bates, Sr.
Tony Boston	Andre Bernard Christian
Jerome Cuffee	Pierre Diaz
Gwendolyn Ellis-Wilson	Todd England
Katrina Fontenla	Gregory Fordham
Beverly Franklin	Lisa P. Laurier
Theodore Lewis (Rev.)	Doris McNeill
Kanetra Nwajei	Drake Pearson

**Excused Members:**

Catherine Derber	Robert Bailey
Earl Hamlet	Anthony Ruffin
Cynthia Walters	

**Absent Members:**

May Francis Baskerville	Gloria Anderson
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**Staff:**

Christine Carroll-RW Program Manager	Robert Hargett-Grantee-Staff
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 Katrina to approve the minutes as written and was properly seconded by Gwendolyn. The motion passed.

**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
- Darrell Brisbon

**Committee Reports:**

**Executive:**

The committee met as scheduled. The following were discussed during the meeting:

- Support with collaboration from the Grantee's Office: The Planning Council Support are working collaboratively with the Grantee Staff on the Grant Application which is due on October 18, 2016. Review of the Application, which will be attended by the Planning Council Chair and Vice Chair, is scheduled for October 13<sup>th</sup> and 14<sup>th</sup>.

- *Monthly Monitoring Call with the Project Officer:* The Grantee Staff, the Planning Council Support Staff and the Council Chair held the scheduled monthly monitoring call with the Project Officer. The Project Officer encouraged the Chair to put in place a twelve-month Planning Council training schedule. The Executive Committee recommended picking out the twelve topics from the Planning Council Primer. The selected topics will be used for the on-going Planning Council training for the next year. The topics will be aligned with the Planning Council's monthly activities throughout the year. In this regard, Planning Council Staff will send out two survey monkeys:  
     Survey 1: The survey will include five topics. Council members will be asked to rank them in order of importance  
     Survey 2: Planning Council members will be requested to complete the feedback form from the September 29<sup>th</sup> meeting  
 The two surveys should be received by Support Staff by next Friday.
- *Assessment of the Administrative Mechanism Results:* The committee reviewed the Assessment of the Administrative Mechanism results which were presented by Planning Council Support Staff. This is part of the Grant Application which assesses the Recipient (the Grantee) on how well they procure services.

### **Community Access Committee:**

The community Access Committee held a cookout event on September 17, 2016 at the Lincoln Park in Newport News. The event was a success. For outreach purposes, a survey was administered to participants. The committee's chair discussed and thanked all those who came out to support the committee and those who contributed to the success of the event: Minority AIDS Support Services, Inc. (MASS), A-Hope4Tomorrow, ACCESS and the Virginia Department of Health (VDH). The chair also thanked and commended the Planning Council Chair for his help and contribution including cooking the food for the event.

### **Membership and Nominations:**

The committee met as scheduled. Minutes were reviewed and approved. The committee reviewed the Planning Council Activity Timeline. The committee is on track based on activities outlined on the P-CAT. The committee also discussed the following:

*Feedback Results:* The committee reviewed the Priority Setting and Resource Allocations Process feedback results from the July 2016 Session.

*Planning Council/Committee Attendance:* The committee reviewed the Attendance Policy as it relates to Council members' attendance. It was determined that Planning Council members should be asked to indicate a committee they want to participate on where their attendance will be tracked by Support Staff. Planning Council members can attend any other committee meeting and will be allowed to vote. However, attendance will be recorded for only one committee for individual Council members.

*New Planning Council Membership Applications:* The committee reviewed two applications. The applicants have gone through the interview process. Both applicants were determined to be qualified for Planning Council membership. The committee was, therefore, recommending Mr. Michael Singleton and Mr. Darrell Brisbon for Planning Council membership. A motion was moved by the Committee's Chair to move the two applicants on to the Planning Council. The motion was accepted by the Council.

**Priorities, Allocations and Policies:**

The committee met as scheduled. The committee reviewed the expenditure report by service category dated September 14, 2016 for the period ending July 31, 2016. The target expenditure was at 42%. Some services were over the target as follows:

- Health Insurance Premium & Cost Sharing Assistance (HPCSA): at 46%
- Medication Co-Pays: 47%
- EFA-Housing Assistance: 55%

However, other services were expending below the target level.

In this regard, the committee reviewed the Grantee's recommendation to reallocate funds as follows:

Take from:	Put into:
Medical Case Management: -36,810	HIPCSA: \$36-810
Drug Reimbursement: -14,000	Medical Case Management: \$10,000
	Medical Transportation: \$ 4,000
Primary Medical Care: <u>-15,000</u>	Non Med. Case Management: <u>\$15,000</u>
<u>-65,810</u>	<u>\$65,810</u>

The committee presented the Grantee's recommendation to the Council for a vote. After review, the Planning Council accepted the Grantee's recommendation as presented.

It was noted that the TGA has received the carryover as requested in the amount of about \$151,000.00. The carryover funds were allocated into MAI-EIS, EFA and Medical Case Management.

With regard to the needs assessment, three bidders responded to the RFP. The selected company bid for \$59,000. The committee initially requested \$35,000 to fund the needs assessment; which left a shortfall to the overall amount of \$59,000. In this regard, the Grantee reallocated funds from the Quality Management line item to add on to the required contract funding.

**Quality Improvement and Strategic Planning:**

The committee met as scheduled and discussed, among other things, the Standards of Care/Service Standards; and the new HRSA definitions which should be realigned with the Norfolk TGA's definitions. Members also discuss the benchmarks and measurements that the committee would like to set. Committee members went away with some homework on the topics which the committee will discuss at the next working meeting. The committee was commended for their work on the RFP for the needs assessment.

**Program Updates:**

*RW Norfolk TGA Program Manager's Report:* The Grantee noted that about two weeks ago, a draft RFP was sent to Purchasing for all services. The Grantee will inform the Planning Council when the RFP will be put out so that information can be disseminated to interested agencies/parties who would like to apply. Currently, Planning Council Support and the Grantee Staff are working on the Grant Application which is due on October 18<sup>th</sup> to HRSA. The Planning Council Chair and Vice-Chair would like to participate in the process of reviewing of the Grant Application.

*Part B (VDH) Update:* The Part B Representative discussed the following:

- The Ryan White Quality Management Summit will be on October 4, 2016 in Richmond at the Short Pump Hotel. Registration is closed but those who would like information covered at the Quality Management Summit can contact Safere Diawara at the Virginia Department of Health.

- She noted a reminder that all clients must have their ADAP eligibility up to date or they risk a lapse in coverage.
- The Ryan White Part B funding application is due in mid-November this year.
- The Integrated Plan is in its final review stage.

Katrina also announced that she was officially resigning from the Planning Council as the Ryan White Part B Representative.

- The ADAP enrolment numbers were distributed to Planning Council members for review.

**Part C Update:** In the absence of the Part C Representative, The Planning Council Chair presented the Part C update as follows:

As of August 31, 2016 98 clients were enrolled in Part C, 35 uninsured and 63 insured. There was one new to care for Part C in July. The individual was uninsured. There were three new to care Part C clients in August; one uninsured and two insured.

### **Other Business/Announcements:**

The Planning Council chair recognized Bob Bailey who is currently taking care of sick relatives. Anthony, who is not feeling too well, was also recognized, especially, for his resilience and hard work on the Planning Council; now, and has done for many years previously. The Council was also informed that Brian is back at work.

The chair also recognized two Planning Council members who resigned from the Planning Council:

- **Katrina Fontenla:** the Part B Representative on the Planning Council; for her hard work on the Planning Council, and especially for encouraging others from VDH to help the Planning Council with the required data. Katrina and some VDH employees helped to navigate some of the work the Council has done. Katrina appreciated the Council for letting her be part of the Part A Planning Council and the experience that she gained from her time on the Council.
- **André Bernard Christian:** Once the Planning Council chair; Jerome thanked him for his time and the passion that he has for his clients and the contribution he has made to the Planning Council. He wished him the best in his new endeavors.

Support Staff discussed the November and December schedules as was agreed by the Executive Committee.

- **November 2016 Meetings:**  
 Wednesday, November 9<sup>th</sup>, at 6:00 p.m.: Community Access Committee  
 Thursday, November 10<sup>th</sup>, at 3:00 p.m.: Membership & Nominations  
 Thursday, November 10<sup>th</sup>, at 4:00 p.m.: Quality Improvement & Strategic Planning Committee  
 Thursday, November 17<sup>th</sup>, at 3:00 p.m. Priorities, Allocations & Policies  
 Thursday November 17<sup>th</sup>, at 4:00 p.m. Executive Committee  
 Thursday, November 17<sup>th</sup>, at 5:00 p.m. Planning Council
- **December 2016 Meetings:**  
 Wednesday, December 14<sup>th</sup>, at 6:00 p.m. Community Access Committee  
 Thursday, December 15<sup>th</sup>, at 3:00 p.m. Quality Improvement & Strategic Planning Committee  
 Thursday, December 15<sup>th</sup>, at 5:00 p.m. Planning Council – End of year Holiday meeting.

Committee chairs will discuss the proposed meeting dates with their committee members and will confirm at the October meeting.

Pierre, on behalf of Todd and himself, thanked the Planning Council for the opportunity to attend the United States Conference on AIDS in Florida. He gave a brief discussion about the conference and what the attendees gained from the gathering. They also shared the literature and brochures which they brought back from the Conference. Next year's United States Conference on AIDS will be held in Washington, D.C.

Jerome thanked the Council for the opportunity to attend the National All Grantees Conference in Washington, D.C. in August, for a week. The Grantee Staff from the Norfolk TGA also attended the Conference. Jerome gave a brief discussion of the proceedings at the Conference and the knowledge he gained from the Conference and so also did Robert talk about the knowledge he gained at the Conference.

**Comments by Visitors:** Kristen from the Virginia Department of Health (VDH) gave a brief update about the Bridges 757 Project. She stated that four community based organizations were awarded funding under Bridges 757 (MSM of Color Collaborative grant) and Project PRIDE (PrEP grant). The organizations include:

1. A Hope4Tomorrow
2. Minority AIDS Support Services, Inc. (M.A.S.S.)
3. International Black Women Congress
4. ACCESS AIDS Care

Three Rivers Health District is currently the only one prescribing PrEP, though Norfolk has plans to open their own PrEP Clinic sometime around mid-November. Kristen and Eric Mayes have a visit scheduled with Dr. T of Hampton and the Peninsula Health Districts on November 2<sup>nd</sup>. The next Bridges 757 Collaborative meeting will be held on January 31, 2017.

**Adjournment:** There being no further business to discuss, a motion was moved by Rev. Ted and properly seconded by Gregg to adjourn the meeting. The motion passed. The Council will meet on Thursday, October 27<sup>th</sup>, at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair