

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, June 30, 2016: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510

Call to Order: The meeting was called to order at 5:06 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	Tony Boston
Andre B. Christian	Jerome Cuffee
Nysheena L. Daniels	Pierre Diaz
Gwendolyn Ellis-Wilson	Todd England
Katrina Fontenla	Gregory Fordham
Beverly Franklin	Earl Hamlet
Alan Hughes	Lisa P. Laurier
Theodore Lewis, Rev.	Doris McNeill
Kaneda Nwajei	Drake Pearson
Anthony L. Ruffin	

Excused Members:

Aubrey Bates, Sr.	Catherine Derber
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Absent Members:

May Francis Baskerville

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. It was noted that names of the two visitors at the meeting were not included on the roll. These were:

- Tanya Kearney, and
- Teneele Bailey

After review a motion was moved by Gwendolyn and properly seconded by Beverly to accept the minutes with noted correction. 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 and attends Community Access Committee meetings).
- Tanya Kearney-EVMS/AIDS Resource Center
- Michael Singleton-Peer Educator

Committee Reports:

Executive:

The committee met as scheduled. The Executive Committee's chair reminded the Council that the following is the schedule for the Planning Council:

- *Data Session:*
 - Date: Thursday, July 21, 2016
 - Time: 3:00 p.m. to 6:00 p.m.
 - Location: Norfolk Department of Human Services.
- *Priority Setting and Resource Allocations Mandatory Training:*
 - Date: Thursday, July 28, 2016
 - Time: 9:00 a.m. to 10:00 a.m.
 - Location: Norfolk Botanical Gardens
- *Priority Setting and Resource Allocations Session:*
 - Date: Thursday, July 28, 2016
 - Time: 10:00 a.m. to 5:00 p.m.
 - Location: Norfolk Botanical Gardens

In this regard, the following committees will not meet as scheduled in the month of July:

1. Membership and Nominations Committee
2. Quality Improvement & Strategic Planning Committee
3. Priorities, Allocations and Policies Committee
4. Executive Committee
5. Planning Council

The All Grantee's Conference will be held in Washington, D.C. in August. The Grantee Staff, the Support Staff, and the Planning Council Chair will be attending the Conference. In this regard, the following committees will not meet as scheduled on August 25th:

- Priorities, Allocations and Policies Committee
- Executive Committee
- Planning Council

However, the Membership and Nominations Committee, and the Quality Improvement & Strategic Planning Committee will meet as scheduled.

Planning Council Training Schedule: The Executive Committee discussed Planning Council monthly training and set the agenda as follows:

- *September:*

Assessment of the Administration Mechanism; and/or the Grant Application (Funding Opportunity Award Announcement for the Part A Grant). The Planning Council responsibilities and the Grantee's responsibilities in this regard.
- *October:*

Robert's Rules of Order training; that is if the City Attorney will be available to conduct the training.
- *November:*

Bylaws Training. In case of a delay with regards to the Bylaws, the Grantee will talk about the Expenditure Summary Report and the Carryover.

All Chairs presented their committees' monthly activity reports. The next meeting will be September 29th at 4:00 p.m.

Community Access Committee: The committee met on June 8 as scheduled. A flyer advertising the Community Town Hall meeting to be held in Hampton at the Hampton Health Center was distributed to Council members for information. Council members were invited to show support for the community they serve. Some individuals from the Peninsula attended the June 8th meeting to provide input into the planning for the Town Hall meeting. One of the discussions will be the challenges and barriers affected

individuals face to access PrEP. Different channels are being used to announce the event.

Priorities, Allocations and Policies: The committee met and reviewed the Final FY 2015 expenditure summary report for the period ending February 29, 2016 dated June 29, 2016. The committee also reviewed the FY 2016 expenditure summary report for the period ending May 31, 2016 dated June 21, 2016.

The Grantee's Office presented a recommendation for the committee's review, to reallocate funds. The recommendation which was accepted by the committee, was presented to the Planning Council for review and final vote. After review, the Planning Council voted to accept the recommendation as presented.

During the meeting, the committee reviewed the Support Budget. The Ad Hoc committee presented the recommended amendments to the Bylaws. The revisions were approved by the committee. The recommended Bylaw amendments will be sent to the City Attorney's Office for review and will be presented to the Planning Council thereafter for a final vote.

Quality Improvement and Strategic Planning: The committee met as scheduled on June 9. Minutes from the last meeting were not voted on because of lack of a quorum. The committee reviewed the P-CAT. The committee is on track based on activities outlined on the P-CAT.

The committee reviewed and discussed the RFP process of the upcoming Needs Assessment. Assignments to committee members to complete the RFP Scope of Work were assigned and deadlines were set by the chair. The committee reviewed the draft and approved, by e-vote, to accept the work of the committee on the RFP Scope of Work and forward to the Grantee for procurement. Christine thanked the Committee for their excellent work on the Needs Assessment Scope of Work.

The next meeting will be on Thursday, August 21st, at 4:00 p.m.

Membership and Nominations: The Membership and Nominations Committee nominated and voted Beverly Franklin as the new committee chair. Beverly, therefore, gave the following report:

The Membership and Nominations Committee met on June 9th as scheduled. The committee reviewed and approved minutes from the previous meeting.

The committee reviewed the Planning Council Activity Timeline. The committee is on track based on activities outlined on the P-CAT.

After review of the feedback results, the committee agreed to review and revise the feedback form in order to align it with the Planning Council meeting agenda items. This will be done to better understand members' knowledge and understanding of reports and the Council business.

The committee reviewed two Planning Council membership applications. Applicants were determined to be qualified for Planning Council membership. It was decided that both applicants would be interviewed. Interviews of new applicants and orientation for new members will be conducted on a pre-selected day, once a month.

A review of the Planning Council attendance indicated that some members were in danger of violating the attendance policy. The identified members will be contacted by the Planning Council chair.

The committee analyzed Planning Council membership for the Federal Reflectiveness Mandate. The committee has made great progress and the federal mandate of having, at least, 33% non-conflicted consumers on the Planning Council has been met and exceeded. The Planning Council is currently at twenty-six (26) members, leaving two slots which will be filled by non-conflicted consumers.

The next Membership and Nominations Committee meeting will be held on Thursday, August 18th, at 3:00 p.m.

Program Updates:

RW TGA Program Manager's Report: Christine noted that the Norfolk TGA has a new Project Officer; Christina Barney, and a new Branch Chief. The Norfolk TGA is no longer considered in the Southern Branch, but is currently in the North-East.

Part B (VDH) Update: The ADAP enrolment numbers were distributed to Planning Council members for review.

Kristen Petros de Guex from the Virginia Department of Health, discussed Project PrIDE (PS15-1506) and Bridges 757 (PS15-1509). Project PrIDE is a three-year demonstration project that aims to strengthen the ability of MSM and transgender individuals in the Virginia Beach, Norfolk, Newport News Metropolitan Statistical Area (VBN-MSA) to access pre-exposure prophylaxis (PrEP); refer appropriate candidates to PrEP providers in the jurisdiction; and increase the number of providers knowledgeable and capable of offering PrEP to MSM and Transgender persons at high risk for HIV infection, particularly persons of color. The four-year Bridges 757 demonstration project seeks to build a comprehensive, holistic and culturally-competent collaborative model for HIV prevention and care, behavioral health, and social services for minority gay and bisexual men in the VBN-MSA. This goal will be achieved through collaboration with local health departments, community-based organizations, care centers and consumers in order to create an accessible and acceptable health care and social services environment for gay and bisexual men of color. The Bridges 757 Learning Collaborative will be comprised of members of local planning groups, community-based organizations and individuals living with and affected by HIV, and will rely on their expertise to guide the direction of the project.

A kickoff meeting for the two grants will be held on August 2, 2016, with Eastern Virginia Health District directors, healthcare providers, consumers, community-based organizations, social services providers, and other stakeholders. There also has been talk about a mini-summit for the Young Black Gay Men's Leadership Initiative in the Eastern Region. In addition, a universal screening tool will be piloted and utilized in collaborative partner agencies to assess for unmet needs among Black and Latino gay and bisexual men in the areas of HIV prevention, care, social services and behavioral health. Katrina announced that anyone who would like to be part of the collaborative and did not have an opportunity to sign up last month, should meet with Kristen after the Council meeting.

Part C Update: In the absence of the Part C Representative, there was no Part C update.

Other Business/Announcements: Gwendolyn thanked all those who participated in the "HIV Self Esteem and Awareness campaign Calendar" called "Beauty Beyond My

Status.” She noted that the campaign was a great success. The calendars will come out in October and will be sold as a fund-raiser.

The Chair reminder the Planning Council about the upcoming events, as follows:

- July 21st, 3:00 to 6:00 p.m.:
Data Session at the Norfolk Department of Human Services
- July 28th, 9:00 to 10:00 a.m.
Mandatory PSRA Training at the Norfolk Botanical Gardens
- July 28th, 10:00 a.m. to 5:00 p.m.
PSRA Session at the Norfolk Botanical Gardens

Adjournment: There being no further business to discuss, a motion was moved by Gwendolyn and properly seconded by Robert to adjourn the meeting. The motion passed. The Council will meet on Thursday, September 29th, at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair