

**GREATER HAMPTON ROADS HIV HEALTH SERVICES**  
**MINUTES OF THE PLANNING COUNCIL MEETING**  
**Thursday, May 26, 2016: 5:00 p.m.**  
**741 Monticello Avenue, Norfolk, Virginia 23510**

**Call to Order:** The meeting was called to order at 5:01 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	Robert Bailey
May Francis Baskerville	Tony Boston
Andre Christian	Jerome Cuffee
Kimberly Sparrow	Pierre Diaz
Gwendolyn Ellis-Wilson	Todd England
Katrina C. Fontenla	Beverly Franklin
Devilna D. George	Earl Hamlet
Aubrey T. Bates, Sr.	Doris McNeill
Kanedra Nwajei	Gregory Fordham
Drake Pearson	

**Excused Members:**

Brian O'Dell	Anthony Ruffin
Catherine Derber	Lisa P. Laurier
Theodore Lewis, Rev.	

**Absent Members:**

Gloria Anderson

**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	

**Introduction of Visitors:**

Visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services

**Review and Approval of Minutes:**

The Council reviewed minutes from the last meeting. After review a motion was moved by Rachael and properly seconded by Pierre to accept the minutes as written. The motion passed.

**Committee Reports:**

**Executive:**

The committee met as scheduled. The committee discussed the Planning Council monthly trainings and set the agenda as follows:

- June: Needs Assessment
- July 21: 3:00 to 6:00 p.m.
  - Review Data Sets in preparation for the Priority Setting and Resource Allocations Session  
(*Norfolk Department of Human Services*)

- July 28: 9:00 to 10:00 a.m.
  - PSRA Training
  - 10:00 a.m. to 5:00 p.m.
  - Mandatory Priority Setting and Resource Allocations Process  
*(Norfolk Botanical Gardens)*
- August: Tentatively, Roberts Rules of Order
- September: New Norfolk TGA Bylaws

All Chairs presented their committees' monthly activity reports, including the monthly monitoring call with the HRSA Project Officer. In an effort to prepare for the Planning Council meeting; so that committee reports are presented efficiently and effortlessly, the committee reviewed the Planning Council agenda for the upcoming meeting. The next meeting will be June 30<sup>th</sup> at 3:30 p.m.

**Quality Improvement and Strategic Planning:** The committee met as scheduled and reviewed the P-CAT. The committee is on track based on activities outlined on the P-CAT. Minutes from the last meeting were reviewed and approved by the committee.

The committee reviewed and discussed, extensively, the RFP (Request for Proposal) process of the upcoming Needs Assessment. Assignments to committee members to complete the RFP Scope of Work were given along with deadlines as lead by the committee chair. The committee agreed that it was imperative to have a finalized Scope of Work for the Needs Assessment RFP to the Grantee for procurement by July 1, 2016.

The committee tabled the remainder of the agenda items due to time constraints and the lengthy discussion of the RFP for the Needs Assessment.

The next meeting will be on Thursday, June 16<sup>th</sup> at 4:00 p.m.

**Priorities, Allocations and Policies:** The committee met as scheduled and identified and discussed data sets and needs for the July Priority Setting and Resource Allocations Session and reviewed the framework for the PSRA Process.

The committee reviewed the Expenditure Summary Report by service category presented by the Grantee Staff. The TGA has received the second grant award for FY 2016. Some recommendations for allocations and reallocations of funds will be presented to the committee by the Grantee at the June meeting. The final award is in the amount of \$5,830,146.00. This is a reduction of \$69,000 from last year's award. The target expenditure was at 25%. Some service categories are over target and others are below the target rate. The Final Expenditure Report for FY 2015 will be presented in the coming months.

**Community Access Committee:** The Community Access Committee met as scheduled on May 11 and discussed the Mayoral Forum and the upcoming Community Forum to be held on the Peninsula at the Hampton Health Department. The committee plans to hold the Town Hall Community Forum in Hampton in July.

**Membership and Nominations:** The Membership and Nominations Committee met as scheduled and approved the minutes from the April meeting. A review of the P-CAT indicated that the committee was on track based on activities outlined on the P-CAT. The committee agreed to redesign the Feedback Form to align with the Planning Council meeting agenda items to better understand the Council members' knowledge and understanding of reports and Council business.

The committee reviewed five new Planning Council membership applications. All applicants were determined to be qualified for Council membership. Two applicants were recommended for membership on the Planning Council. A vote was taken and the Council accepted the two applicants to serve on the Planning Council.

The committee also reviewed the Attendance Record and it was determined that no Council member was in jeopardy of violating the attendance policy.

With regard to the Planning Council membership for the Federal Mandate, it was noted that the committee has made good progress and the Norfolk TGA's Federal Mandate of having, at least, 33% non-conflicted consumers on the Planning Council has been met and exceeded. The Planning Council membership is now at 27 members with one vacancy for a non-conflicted consumer.

Mr. Dan Truesdale, the Graphic designer for the Planning Council website presented the changes that have been made to the website. Mr. Truesdale is making good progress on the website expansion, which will make the site more interactive and more user-friendly. Mr. Truesdale will make the next presentation at the Provider Quarterly meeting in June 2016.

The committee reviewed and approved the Planning Council Chair and Vice-Chair ballot for elections. Before the elections for Planning Council Chair and Vice-Chair, the nominees gave a two-minutes discussion as to why they want to assume the position of either chair or vice-chair.

**Introduction/Comments by Visitors:** While the Council were casting their votes, visitors to the Council meeting introduce themselves and made comments.

**Program Updates:**

*RW TGA Program Manager's Report:* Christine reiterated that the TGA received the full award and with that, comes amendments to contracts, again. Currently, about 95% of all contracts have been fully executed from the first round and providers have been paid. The Grantee Staff will review expenditures from FY 2015 to see how much was spend in various categories. This will give a good idea of how much should be put in each category.

The Quarterly Provider meeting will be on Tuesday, June 14, 2016. Mr. Dan Truesdale will be presenting the changes regarding the Provider input to the Norfolk TGA Website.

Mr. Andre Christian, a Member of the Planning Council, will also make a presentation to the Executive Directors. From there the Grantee will be able to do the Case Management Training. Part of their contractual requirement for Part A is to have Cultural Competency Training.

*Part B (VDH) Update:* The ADAP enrolment numbers will be emailed to Council members at a later date. However, Katrina discussed the invitation for Council members to participate in the initial collaborative planning group which will begin to lay the ground work for the new programs. Members were invited to participate on the following:

- Bridges 757-1509 Summary: These are Demonstration Projects for Comprehensive Prevention, Care, Behavioral Health and Social Services for Men who have Sex with Men of Color at Risk for or Living with HIV Infection.

- Project Pride-PrEP 1506 Summary: Expansion and enhancement of services will be accomplished through collaboration with LHDs, CBOs, and other service providers in order to create an accessible and acceptable healthcare and community environment for increasing access to PrEP in the VBN-MSA.

Interested individuals were asked to complete the form which was in the packet of documents to Council members.

Coordinated Plan Updates: The DDP has developed data collection tools that will be used in developing the Statewide Coordinated Statement of need (SCSN) and the Integrated HIV Prevention and Care Plan. The tools developed are:

- A consumer survey; and
- Focus group guide
- A provider survey; and
- Focus group guide; and
- A workforce survey.

Five individual consumer interviews and two focus groups were conducted at the last Virginia Ryan White Cross-Parts Collaborative Quality Management Advisory Committee (QMAC) meeting on May 10th. Two additional focus groups were conducted at the May 11th Virginia Ryan White Part B quarterly contractors meeting. More focus groups and consumers surveys will be conducted at the consumer’s quality management training scheduled for the 2nd and 3rd of June. The provider and workforce survey will be uploaded for completion onto Survey Monkey in early June.

Part C Update: The Part C report, presented by the Planning Council Chair for the Part C Representative noted that as of April 30, 2016, 178 Part C patients are enrolled (70 uninsured and 108 insured). There were ten new to care Part C patients in April; five uninsured and five insured.

**Other Business/Announcements:**

Beverly discussed the Consumer Quality Training which will be held in Richmond from Thursday, June

**Election Results:**

Election results were as follows:

- Planning Council Chair: Jerome Cuffee
- Planning Council Vice-Chair: Pierre Diaz

The chair thanked the Council for taking part in the election process.

Gwen reminded those interested in participating in the Minority AIDS Support Services (M.A.S.S.) “*HIV Self Esteem and Awareness through a campaign Calendar*” that applications were required as soon as possible. The photo-shoot was scheduled for June 11, 2016.

**Adjournment:** There being no further business to discuss, a motion was moved by Robert and properly seconded by Devilna to adjourn the meeting. The motion passed. The Council will meet on Thursday, June 30, 2016 at 5:00 p.m.

Respectfully Submitted:

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Jerome Cuffee – PC - Chair