



Ashley Brown, Jerome Cuffee- Co-Chairs

Greater Hampton Roads HIV Health Services Planning Council Monthly Meeting

MEETING Minutes

Thursday, September 28, 2023 - 5:00 – 6:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Planning Council Members			
Ashley D.D. Brown	P	Michael Bane	A
Clay Porter	A	Nathaniel Myers	P
Davon White	A	Rachael Artise	A
Jonathan Albright Williams	P	Syreeta Dawkins	A
LaQuasia Cotton	A	Tonya Pacelli	P
Lynea Hogan	P	Vonda McKeithan	A
Meyoni Beale	A	Yasmine Black	P
Recipient Staff			
Christine Carroll, Mary Mills-Collins, Jerome Cuffee, Shatorya Evans			
Support Staff			
Cliff Barnett, Teresa Malilwe			
Guests			
Heather Harris, Tanya Kearney, J. Jemmott, Gwendolyn Ellis-Wilson, Doris McNeill,			

AGENDA

Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, September 28, 2023, was called to order at 5:05 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	Guests introduced themselves to the Planning Council. And the Chair welcomed them to the meeting.
(3.0) <u>Moment of Silent Reflection</u>	A moment of silent reflection was observed for those affected and infected by HIV/AIDS.
(4.0) <u>Confirmation of Notice of Meeting Posting</u>	There was one confirmation of the meeting posted. A notice of meeting was also posted to the Norfolk TGA website: www.ghrplanningcouncil.org .
(5.0) <u>Public Comment and Discussion</u>	There was no public comment at this time.
(6.0) <u>Approval of Minutes of the Previous Meeting</u>	Because the Council did not have a quorum, a vote to approve the minutes from the previous meeting was deferred to the November meeting.

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<p>(7.0) <u>Review/Update of the Planning Council Activity Timeline (P-CAT)</u></p>	<p>September</p>	<ul style="list-style-type: none"> • Receive reports of standing committees • Program updates and collaboration with the Recipient's office • Review and resolve parking lot items • Approval of new Planning Council members
<p>Review Committee Reports</p>	<p>Community Access Committee (CAC): The Community Access Committee held a Town Hall on September 20, 2023 at the Jordan Newby Anchor Branch Library in Norfolk. Twenty people registered for the meeting, and ten people attended. The topics covered at the Town Hall, included:</p> <ul style="list-style-type: none"> • A presentation by ViiV on: How to get the most out of the Provider Visit. The Pharmaceutical Company also sponsored refreshments/food for the event. • A Planning Council Review • A Food Voucher Presentation • Group Discussion on Mental Health Initiative that is available to consumers <p>The committee had positive feedback with mostly five-star reviews of the various presenters and the information that was provided. Participants felt that the discussions were informative and engaging.</p> <p>Out of the meeting, one consumer submitted an application for Planning Council membership.</p> <p>The Co-Chair expressed the committee's gratitude to the agency that provided transportation to the event and also the Recipient's Office for their role in coordinating transportation to the Town Hall.</p> <p>Executive, Membership & Nominations Committee: The Membership and Nominations committee met prior to the Planning Council meeting at 3:30 p.m. The committee had recommendations to present to the Council, but due to lack of a quorum, the recommendations will be presented at the next Council meeting. The Executive Committee met but tabled some agenda items due to lack of time. The agenda items will be discussed at the next month's committee meeting.</p> <p>Strategic Planning and Assessment (SPA) Committee: The Council twice postponed the PSRA Session due to lack of a quorum at either of the two Sessions. However, the Process was completed by evote.</p> <p>The committee reviewed the Recipient's monthly Expenditure Report for the period ending August 30, 2023. Two service categories, Housing at 88%, and Medical Transportation at 75% were over expending. The committee will have a more robust discussion at the next meeting. The Recipient's Office will, at the next committee meeting, also update the committee regarding the additional funding that the TGA received for this grant year, making contracts, and how the budget will be reconciled.</p> <p>Part A Program Manager's Report: The Recipient Staff are currently working on the Non-Competitive Contracting Grant, which is due, Monday, October 2nd with only two needed pieces</p>	

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	<p>remaining, such as the Progress Report for HRSA. The Recipient's Staff revised the budget to reflect the amount of funds the TGA will be awarded.</p> <p>The Program Manager noted that the two new Staff Members have been a big asset on her Team.</p> <p>The TGA has a new Project Officer. She has been the TGA's Project Officer for about three weeks and has been very helpful, receptive, and complimentary of what the Norfolk Part A TGA has done.</p> <p>Part B Update: The Part B Representative gave the following update:</p> <p>Virginia Ryan White Part B Updates for September 28, 2023</p> <ul style="list-style-type: none"> • Unified Eligibility Assessments <ul style="list-style-type: none"> ○ Reminder to assist Ryan White Part B clients in maintaining their eligibility for services. ○ We are coming up to the first round of clients needing to complete eligibility again to continue services. ○ Eligibilities due in the month of September need to be completed by September 30. ○ Subrecipients should view expiring client eligibility lists in the Provide system (<i>View/Clients/Expiring in 45 Days</i>). ○ As a reminder, with the implementation of Unified Eligibility, VDH requires a Virginia RWHAP B-contracted agency to conduct all client eligibility assessments for all RWHAP B services, including ADAP. Non-RWHAP B contracted agencies must refer any clients that need an assessment completed for RWHAP B service, to a RWHAP B contracted agency. ○ To find a Ryan White Part B Provider, you can visit the Resource Connections webpage, which lists all agencies where Part B eligibility assessments can be done. ○ All RWHAP B providers must conduct an eligibility assessment for a RWHAP B client that requests one, regardless of whether they receive services at your agency. • Medicaid Unwinding <ul style="list-style-type: none"> ○ Benalytics is assisting clients with enrollment into ACA plans if they are no longer eligible for Medicaid. ○ If an individual does not have a current eligibility profile in the Provide system (i.e., had an eligibility assessment since September 2021), Benalytics will not be able to complete an ACA enrollment. ○ Subrecipients must first complete an eligibility assessment for these individuals and request insurance enrollment assistance within Provide. This action sends an electronic record to Benalytics with all the necessary client data to use in the enrollment process. Without completing this assessment step, enrollment into insurance will experience a delay.

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	<ul style="list-style-type: none"> ○ Please call the VA MAP Call Center (855-362-0658) if you have questions. • Open Enrollment Reminders <ul style="list-style-type: none"> ○ Open Enrollment for Medicare begins October 15 <p>Open Enrollment for ACA begins November 1</p> <p>Part C Update: The Part C Representative gave the below data which covers patients served during the period between May 1, 2023 and August 31, 2023.</p> <table border="1" data-bbox="509 606 1417 863"> <thead> <tr> <th>Service</th> <th>5/1/23 thru 08/31/23 Unduplicated Patients</th> <th>5/1/23 thru 08/31/23 Service Units</th> </tr> </thead> <tbody> <tr> <td>Non-MCM</td> <td>153</td> <td>712</td> </tr> <tr> <td>MCM</td> <td>11</td> <td>99</td> </tr> <tr> <td>HIPCSA</td> <td>15</td> <td>16</td> </tr> <tr> <td>Oral Health</td> <td>5</td> <td>8</td> </tr> <tr> <td>Office Visits/Labs</td> <td>146</td> <td>459</td> </tr> <tr> <td>Total Unduplicated Patients</td> <td>181</td> <td>1294</td> </tr> </tbody> </table> <p>HOPWA Update: In the absence of the HOPWA Representative, no update was presented to the Council.</p> <p>Following the discussion at the Executive Committee regarding a HOPWA Representative on the Council, the Recipient’s Office will follow up with the LGBT Life Center for a recommended person. Noting from the expended funds from the Housing Service Category as of August 31st, it is important for the Planning Council to get updates from HOPWA.</p> <p>Parking Lot Items:</p> <ul style="list-style-type: none"> • Presentation of the 2022 Assessment of the Efficiency of the Administrative Mechanism: Support Staff gave an overview of this required legislative mechanism. The Council reviewed the questions and responses from the Sub-Recipients to ensure that the prioritization and allocation of funds as determined by the Planning Council during the Priority Setting and Resource Allocations Process are adhered to. <p>SUGGESTED RESULTS: August and September of 2023, the PC conducted the 2022 Assessment of the Efficiency of the Administrative Mechanism (AEAM) to assess the Recipient’s activities to ensure timely allocation/contracting of funds and payments to subrecipients. The results of the 2022 AAM suggest a great working relationship and open line of communication between the PC and the City of Norfolk (Recipient). The Recipient does an extraordinary job in procuring services, reallocating funds, and ensuring that service delivery continues unaltered or without delay.</p> <p>The Assessment of the Efficiency of the Administrative Mechanism results will be emailed to the Executive Committee for approval via e-vote.</p>	Service	5/1/23 thru 08/31/23 Unduplicated Patients	5/1/23 thru 08/31/23 Service Units	Non-MCM	153	712	MCM	11	99	HIPCSA	15	16	Oral Health	5	8	Office Visits/Labs	146	459	Total Unduplicated Patients	181	1294
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	<p>However, the Council expressed concern at the low numbers of participation in the Assessment of the Efficiency of the Administrative Mechanism by the Sub-Recipients. A number of recommendations, ideas and solutions were discussed to boost participation and these will be explored further at committee meetings.</p>
<p>(8.0) <u>New/Old Business</u></p>	<p>Review of Recently Released HRSA Program: Support Staff gave a brief review of the recently released HRSA Program. The letter outlines some of the expectations and requirements of the Planning Council; such as:</p> <ul style="list-style-type: none"> • The Priority Setting and Resource Allocations Process that should be completed annually, • Reviewing the Planning Council membership to ensure that it includes members on each of the thirteen legislatively required membership categories, unless otherwise noted, • Looking to ensure that the Planning Council has 33% consumer participation of unaffiliated clients, • Making sure that every member on the Council has term limits, • That there is separation of the Planning Council and the Recipient roles, and • Making sure that no one from the Recipient’s Office is occupying a seat on the Planning Council. <p>Low membership on the Council and Sub-Committees is what took up the majority of time during the Executive, Membership and Nominations Committee meeting; looking at membership and identifying how to go about improving recruitment to stay in compliance with the requirements for Planning Council membership. Ideas included looking at the current environment. The committee identified the use of:</p> <ul style="list-style-type: none"> • Social Media • Finding out about new trends and new information, and • How to use that to advertise for membership.
<p>(9.0) <u>Announcements by Members</u></p>	<p>The Quality Management Annual Summit will be held on November 1st and 2nd in Charlottesville. Registration has gone out for the Summit.</p> <p>Reminder: Upcoming Meetings:</p> <ul style="list-style-type: none"> • Thursday, October 26th: Executive Committee – 3:30 p.m. Strategic Planning and Assessment Committee – 5:00 p.m.
<p>(10.0) <u>Public Announcements</u></p>	<p>There was no public announcement</p>
<p>(10.0) <u>Adjournment</u></p>	<p>With no further business to discuss, a motion was moved by Ashley and seconded by Tonya to adjourn the meeting. Vote: All in favor.</p>



PC/PB Meeting Minutes Template

Final Audit Report

2024-01-24

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