

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations and Policies Committee Minutes  
Meeting Held via Zoom – June 24, 2021 – 3:00 p.m.**

**Call to Order and Roll Call:**

The Zoom virtual Priorities, Allocations and Policies Committee meeting was called to order at 3:06 p.m. The roll was called as follows:

**Present:**

Ashley D.D. Brown  
Jerome Cuffee  
Lisa P. Laurier  
Rachael Artise

**Absent:**

Davon White

**PC Staff:**

Deryk M. Jackson  
Thomas Schucker  
Teresa Malilwe

**Recipient Staff:**

Christine Carroll  
Jacqueline Wiggins  
Robert Hargett

**Welcome and Introduction of Guest/s:**

Tonya Pacelli – VDH. As an employee of the Virginia Department of Health, and Contract Monitor for the Eastern Region, Ms. Pacelli stated that she was in the process of becoming an official member of the committee.

**Moment of Silent Reflection:**

The committee held a moment of silent reflection for those affected and infected by HIV/AIDS.

**Confirmation of Notice of Meeting Posting:**

There was no response to the notice of meeting posting. The notice was posted to the Norfolk TGA website at: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org).

**Approval of Minutes from the Previous Meeting:**

After review of the minutes from the last meeting, a motion was moved by Ashley and properly seconded by Jerome to approve the minutes as written. The motion passed.

**Review of the Planning Council Activity Timeline (P-CAT):**

**Priority Setting and Resource Allocations Session:**

Because of the many timelines the Recipient Staff have to meet during the month of July, including the time crunch of requesting for Service Utilization Data, Support Staff recommended moving the Priority Setting and Resource Allocations Session from July 22<sup>nd</sup> and July 29<sup>th</sup> to August, as follows.

- August 19<sup>th</sup> – Mandatory PSRA Training and data sharing
- August 26<sup>th</sup> – PSRA Process

The committee agreed to hold the PSRA Session virtually as earlier planned. The committee will, however, meet as scheduled on July 29<sup>th</sup> at 3:00 p.m.

A motion was moved by Rachael and properly seconded by Jerome to approve the change in dates for the Priority Setting and Resource Allocations Session from July 22<sup>nd</sup> and July 29<sup>th</sup> to August 19<sup>th</sup> and August 26<sup>th</sup>. The motion passed with:

- o – Nays
- o – Abstention/s

**Monthly Expenditure Summary Report:**

The Recipient did not have any requests for reallocations. The Program Manager announced that the Deputy City Manager, Mr. James Rogers will be retiring on August 1<sup>st</sup>. Mr. Rogers was the Liaison between the Planning Council and the City Manager’s Office.

The committee reviewed the monthly expenditure summary report for the period ending April 30, 2021 dated June 16, 2021. Two service categories reflect a zero (0) as follows:

- AIDS Pharmaceutical Assistance (Local) – the TGA lost a vendor, and
- EFA – Housing

The two service categories are out at the Purchasing Department to put out an RFP.

Over the reporting period, as pointed out above, some of the services that were planned are still in the RFP process. There will, therefore, be an opportunity for reallocation during the grant year, especially in the area of Housing, which also depends on when the TGA will start the service. This is long term Housing which was planned last year and is separate from EFA-Housing.

Overall, the grant award was lower than last year at \$5,755,914. This created a dilemma in the Recipient’s Office who, in order to expedite contracts, level funded all service categories based on 2020 contracts. In this regard, \$10, 887 was reallocated from the Grantee Administration into services, which allowed the TGA to level fund services for FY 2021.

A review of the Expenditure Summary report indicated that the target expenditure rate was at 17%. Overall, the TGA expenditure rate was at 14%. With regard to last year’s expenditure, the Recipient’s Office has all the service expenditures captured but are still waiting for information from the City Finance Department on Administration costs which will allow Staff to complete the FFR in a timely manner.

**Adjournment:**

With no other business to discuss, a motion was moved by Jerome and seconded by Ashley to adjourn the meeting. The motion passed.

Respectfully Submitted

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Lisa P. Laurier – Co-Chair

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Jerome Cuffee - Co-Chair

