

Ashley Brown, Jerome Cuffee- Co-Chairs

Greater Hampton Roads HIV Health Services Planning Council Monthly Meeting

MEETING Minutes

Thursday, February 23, 2023 - 5:00 – 6:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Planning Council Members			
Ashley D.D. Brown	P	Meyoni Beale	P
Cindy Walters	A	Michael Bane	A
Clay Porter	A	Yasmine Black	A
Davon L. White	A	Rhonda Russell	P
Jerome Cuffee	P	Syreeta Dawkins	A
Jonathan Albright Williams	P	Tonya Pacelli	P
LaQuasia Cotton	P	Vonda McKeithan	P
Lynea Hogan	P		
Recipient Staff			
Christine Carroll, Mary Mills-Collins			
Support Staff			
Deryk Jackson, Teresa Malilwe			
Guests			
Doris McNeill, Bradford Smith, Jessica Jemmott, Heather Harris, Susan Skinner, Sharon Scott, Gwendolyn Ellis-Wilson, Nathaniel Myers			

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, February 23, 2023, was called to order at 5:04 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	Guests introduced themselves to the Planning Council.
(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 no confirmations of the meeting being posted. However, a notice of meeting was posted to the Norfolk TGA website.
(5.0) <u>Public Comment and Discussion</u>	There was none at this time.
(6.0) <u>Approval of Minutes of the Previous Meeting</u>	A motion was moved by Lynea and seconded by Vonda to approve the minutes as written. VOTE: ALL IN FAVOR

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<p>(7.0) <u>Review/Update of the Planning Council Activity Timeline (P-CAT)</u></p>	<p>January</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 • Review Scope of Work and Planning Council Activity Timeline (P-CAT). • Approval of Directives to the Recipient
<p>Review Committee Reports</p>	<p>Community Access Committee (CAC): During the February 8th meeting, the committee:</p> <ul style="list-style-type: none"> • Discussed the upcoming Town Hall Meeting scheduled for June or July 2023 and mainly picked some agenda topics. • Discussed the Listening Session, which is in collaboration with the Consumer Advisory Committee, scheduled for March. The committee will get some data from the Session regarding service needs, and barriers which information will be used to inform the agenda for the Town Hall Meeting. • A request for transportation assistance to the Town Hall meeting was submitted to the Recipient's Office. The committee is working on getting more information as requested by the Recipient. • Lynea held training session/s with the new Planning Council member to assist in understanding some terminology to make them feel more comfortable during meetings. • Next committee meeting will be March 8th at 6:00 p.m. via Zoom. <p>Membership & Nominations: The committee met on Thursday, February 23rd at 3:30 and:</p> <ul style="list-style-type: none"> • Reviewed and discussed Planning Council training. Orientation for new Council members has been scheduled for the week of March 15th. Long serving members are welcome to participate. This is an all-day training. • As discussed in the Community Access Committee report, the committee has some activities planned within the next few months that will give opportunities into efforts for membership recruitment for both the Planning Council and the Committee. • A former member and Co-Chair of the Planning Council was interviewed for membership. She rotated off the Council, for twelve calendar months, after serving the three-two-year terms. The committee voted to accept Rachael as a Council member. The committee presented a motion to accept Rachael as a full Planning Council member and was seconded by Vonda. <p>VOTE: ALL IN FAVOR.</p> <ul style="list-style-type: none"> • Reviewed and discussed the Feedback/Feedback Form. • Reviewed the Scope of Work and Planning Council Activity Timeline (P-CAT) for FY 2023-2024. <p>Quality Improvement & Strategic Planning (QISP) Committee: The committee met on Tuesday, February 21st at 4:00 p.m.</p> <ul style="list-style-type: none"> • Because of the upcoming restructuring and combination of Committees, the committee did not discuss the Annual Committee Budget. The QISP committee will be combined with the Priorities, 	

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	<p>Allocations and Policies (PAP) committee and will be known as the <i>Strategic Planning and Allocations (SPA) Committee</i>.</p> <ul style="list-style-type: none"> • The Recipient Staff at the meeting, discussed the Quality Management Activities. • The committee reviewed and voted to approve the Part A Norfolk TGA Service Standards. The Standards will be reviewed in the coming year for revisions and/or updates. The committee presented the Service Standards to the Council for review and a final vote and was properly seconded by Meyoni. <p>VOTE: 9 PC Members in Favor 1 Abstention</p> <p>The next meeting will be March 21st at 4:00 p.m. via Zoom.</p> <p>Priorities, Allocation, and Policies (PAP) Committee:</p> <ul style="list-style-type: none"> • The committee meeting was cancelled. • It was announced that the Fiscal Officer, Mr. Michael Dedeaux, resigned his position with the Norfolk Ryan White Program. • The Recipient’s Office is working on the monthly Expenditure Report. It will be presented at the March meeting. <p>Review Revisions to Part A Norfolk TGA Bylaws:</p> <p>The revisions to the Bylaws were in regard to the restructuring of the Planning Council and combining of the Quality Improvement/Strategic Planning (QISP) Committee, and the Priorities, Allocations and Policies (PAP) Committee to be known as the <i>Strategic Planning and Allocations (SPA) Committee</i>. After review of the revisions, a motion was presented by Ashley and seconded by Meyoni to approve the Bylaw revisions as presented. The Recipient’s Office will submit the revised Bylaws to the City Attorney for final approval.</p> <p>VOTE: ALL IN FAVOR</p>
	<p>Part A Program Manager’s Report:</p> <ul style="list-style-type: none"> • The position left vacant by Mr. Dedeaux’s resignation will be advertised on the Norfolk City’s job website. Anyone interested was invited to apply. • The Recipient’s Office will be working on the monthly expenditure report and will be presented to the Planning Council. • The Recipient’s Office is closing out FY 2022-2023 by the end of February. The preliminary final report will be presented to the Council. • The HRSA site visit to the Part A Norfolk TGA will take place in either April or June of 2024. • The building where the Planning Council and Recipient Staff are housed is currently undergoing construction, which makes it difficult to hold in-person meetings. • The Recipient’s Office will be getting out awards at level funding because the TGA has only received partial funding. <p>Part B Update:</p> <p>Part B has not received a notice of award for the grant year. VDH and VCU are partnering to offer the Virginia Consumer Advisory Committee their annual summit in Richmond on March 20th through the 22nd. This is an in-person opportunity for Persons with HIV across the State to collectively engage in sessions such as benefit mental health and stigma. Additional activities will</p>

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	<p>include consumer training as well as the Needs Assessment activity along with a Town Hall. Transportation will be provided at no cost to eligible Ryan White clients. A link for participation will be shared with Council members.</p> <p>Part C Updates: The below data covers patients served during the period between May 1, 2022 and January, 2023.</p> <table border="1" data-bbox="516 514 1409 840"> <thead> <tr> <th>Service</th> <th>5/1/22 thru 01/31/23 Unduplicated Patients</th> <th>5/1/22 thru 01/31/23 Service Units</th> </tr> </thead> <tbody> <tr> <td>Non-MCM</td> <td>202</td> <td>1116</td> </tr> <tr> <td>MCM</td> <td>7</td> <td>164</td> </tr> <tr> <td>HIPCSA</td> <td>35</td> <td>54</td> </tr> <tr> <td>Oral Health</td> <td>43</td> <td>71</td> </tr> <tr> <td>Office Visits/Labs</td> <td>199</td> <td>604</td> </tr> <tr> <td>Total Unduplicated Patients</td> <td>234</td> <td>2009</td> </tr> </tbody> </table> <p>HOPWA Update: In the absence of the Representative, there was no HOPWA update.</p>	Service	5/1/22 thru 01/31/23 Unduplicated Patients	5/1/22 thru 01/31/23 Service Units	Non-MCM	202	1116	MCM	7	164	HIPCSA	35	54	Oral Health	43	71	Office Visits/Labs	199	604	Total Unduplicated Patients	234	2009
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<p>(8.0) <u>New/Old Business</u></p>	<p>2023-2024 Planning Council Schedule: As a result of the revisions to the Bylaws, and restructuring of the Planning Council by combining committees, the Council reviewed the 2023-2024 Planning Council meeting schedule. Committee meetings will be alternating every other month with the Community Access Committee, and the Membership/Nominations/Executive committee meeting every month. The idea is to afford members less time commitments. The schedule will be effective after the Bylaws have been approved by the City Attorney.</p> <p>Review Scope of Work and Planning Council Activity Timeline (P-CAT) for 2023/2024: The committee reviewed the scope of Work and P-CAT which goes along with the 2023-2024 Planning Council Schedule.</p>																					
<p>(9.0) <u>Announcements by Members</u></p>	<p>The Recipient's Office reached out to a Sub-Recipient that receives HOPWA funding for them to either send a HOPWA Representative on the Planning Council or send a monthly HOPWA utilization report.</p> <p>In response, the Sub-Recipient stated that they might be able to provide a quarterly report and wanted to know which programs would be of interest to the Council. The Council would like to have information of all the programs as they affect some of the funds used to assist RW clients in the TGA.</p> <p>A Feedback survey will be emailed to Council members to provide information on how the Council can improve meetings.</p> <p>The Co-Chair indicated that, if there is availability of a suitable venue, the Council would entertain conducting hybrid method meetings. The question of in-person and Zoom Service meetings (hybrid method) will be added to the survey.</p>																					

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(10.0) <u>Public Announcements</u>	<p>There was a discussion regarding an issue that was brought to the floor by a Recipients of HIPCSA funding, regarding a request that was made for a waiver going beyond the way the current Service Standards are written. The understanding was that the Council denied the request because Part B pays for premium co-pays with HIPCSA and for everything else.</p> <p>In response, the Co-Chair stated that the Council did not vote to deny paying for medical premiums. It was a question that was directed by Part B. HIPCSA, under the current Service Standards cannot pay for medical premiums. However, for the coming year, the committee will review the HIPCSA and all the Service Standards to see if feasible revisions can be made to the Standards.</p>
(10.0) <u>Adjournment</u>	<p>With no further business to discuss, a motion was moved by Ashlea and seconded by Lynea to adjourn the meeting.</p> <p>VOTE: ALL IN FAVOUR.</p>