

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL
Thursday, September 30, 2021: 5:00 p.m.**

Call to Order: The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, September 30, 2021 was called to order at 5:04 p.m.

Present:

Ashley D.D. Brown
Clay Porter
Jerome Cuffee
Jonathan Albright Williams
Lisa P. Laurier
Lynea Hogan
Meyoni Beale
Rachael Artise
Rhonda Russell
Syreeta Dawkins

Absent:

Cindy Walters
Davon L. White
Lexus Walker
Terry R.J. Carrington

P.C. Support Staff:

Deryk M. Jackson
Thomas Schucker
Teresa T. Malilwe

Recipient Staff

Christine Carroll

Introduction of Guests:

Tanya Kearney-EVMS/AIDS Resource Center
Shelly Banks-AIDS Resource Center
Vonda McKeithan-AIDS Resource Center
Yasmine Black-M.A.S.S.
Kristen Donovan-VDH
Dr. Michael Bane
Walton Rouse-EVMS
Doris McNeill-LGBT Life Center
Beverly Franklin-EVMS/AIDS Resource Center

Moment of Silence and Reflection:

A moment of silent reflection was observed for those affected and infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

The notice of the meeting was posted to the Norfolk TGA website: www.ghrplanningcouncil.org. There was no response to the notice of meeting posted.

Public Comment and Discussion:

There was no public comment or discussion.

Review of Minutes:

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

Planning Council Activity Timeline (P-CAT)

For the month of September, the Planning Council will:

- Receive monthly reports from Standing Committees
- Hear Program Updates and Collaboration with the Recipient's Office
- Review and Resolve Parking Lot Items
- Approval of new Planning Council members
- Presentation of the Assessment of the Administrative Mechanism

Committee Reports:

Community Access Committee:

The Community Access Committee met on Wednesday, September 8th. Because of the Delta variant COVID-19 situation still going on in the area, the committee voted to postpone the in-person Statewide Consumer Retreat to the Spring of 2022. The committee is still working on available dates with management at the event location in Wakefield, Virginia.

The committee also cancelled the planned virtual Town Hall. In order to keep up the momentum, the committee will partner in in-person activities taking place at other agencies. This will afford an opportunity to associate the Community Access Committee with those agency events and endeavor to recruit from those activities.

The next committee meeting will be Wednesday, October 13th at 6:00 p.m.

Membership/Nominations Committee:

The Membership and Nominations Committee met as scheduled. The committee's agenda included:

Interviews for Planning Council Membership:

The committee interviewed Dr. Michael Bane for Planning Council membership. The committee voted to accept Dr. Bane's application for planning Council membership. His application will advance forward to the Mayor's Office for the official appointment.

The committee discussed Mr. Welton Rouse's application for Planning Council membership as a Part C Representative. The committee voted to accept Mr. Rouse's application as both a Planning Council member and Part C Representative. The information will be forwarded to the Mayor's Office for his consideration and official appointment.

The committee reviewed two applications from Anthony Martinez and Vonda McKeithan. The committee voted to invite the two applicants for interviews at the next committee meeting. Support Staff will coordinate the committee's request with the applicants.

The committee had an extensive discussion regarding whether or not individuals who are appointed, by their organizations, to mandated positions on the Planning Council should be interviewed. The committee agreed to revisit this issue and include the recommendation in the Policies and Procedures Manual. Support Staff will send, prior to the next meeting, copies of the Norfolk TGA Bylaws, and the Policies and Procedures Manual, to the committee for review and discussion at the next committee meeting in October.

Assessment of the Administrative Mechanism:

The Support Staff presented, to the committee, the results of the Assessment of the Efficiency of the Administrative Mechanism; that is, Questions and Responses for discussion and review. The committee voted to accept the results of the Assessment of the Efficiency of the Administrative Mechanism as presented.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on Tuesday; September 21st as scheduled. The committee reviewed, edited, and approved the Part A Norfolk TGA Service Standards.

The committee looked at what would be needed for the QISP Committee to fulfill its mandated obligation to complete the triennial Needs Assessment, including where and how to get the required data for the Needs Assessment.

The committee briefly reviewed the Norfolk TGA Formulary. Dr. Kearney volunteered to ask Dr. Derber, former Planning Council member, to review the Formulary and make recommendations to either remove or add some medications.

The next committee meeting will be Tuesday, October 19th at 4:00 p.m.

Priorities, Allocations and Policies Committee:

The committee met as scheduled. The committee reviewed the monthly expenditure summary report for the period ending July 31, 2021.

The target expenditure for all categories should be at 42%. Some service categories were below the 42% and others were over the 42%. The committee presented a recommendation from the Recipient's Office to reallocate funds from two service categories:

- \$33,810.00 was allocated into Drug Reimbursement-Local for the year; and
 - \$177,945.00 was allocated into Housing Services for the year.
- \$211,755.00 Total

However, an RFP for the two services was still at the Purchasing Department and had not gone out yet. Because an RFP for some service categories, including Housing Services and Drug Reimbursement-Local will be going out again in a few months, the Recipient was recommending reallocating funds from the two service categories as follows:

- \$80,877 into Medical Case Management currently at 47% expended
 - \$50,000 into Foodbank/Home Delivered Meals currently at 99% expended
 - \$80,878 into Non-Medical Case Management currently at 53% expended
- \$211,755 Total

The Recipient is looking at reallocating some funds from Quality Management into EIS.

After discussion, a motion was moved by Rachael and properly seconded by Meyoni to reallocate funds between service categories as recommended by the Recipient. The motion passed with:

- o – Nays
- o – Abstentions

The committee tabled for annual review: the Memorandum of Understanding (MOU), and the Part A Norfolk TGA Bylaws and Code of Conduct, for discussion at the next committee meeting. The committee will also review, at the next meeting, the 2021 PSRA Report.

Program Updates:

RW Part A Program Manager's Report:

The Recipient's Office have been busy working on the Grant Application which is due October 6th. However, the Recipient's Office will submit the Report on Monday, October 4th. For the first time in Ryan White history, this will be a 3-year application and not an annual application process as has been the case in the past.

There is a new hire to take Robert's position. The individual's name is Michael Dedeaux, and he will be starting work on Monday, October 4th. He was a Financial Analyst that worked on Parts A, B, and C Grants. Hopefully, he will be in a position to provide the Planning Council with the Financial monthly report by the next meeting.

Part B Update:

Mr. Williams, the Part B Representative on the Council noted that he did not have available, the current Virginia Medication Assistance Program (VA MAP) enrolment numbers to present an update to the Council.

At VDH they are currently, working on the Grant Application which is due November 8th but they intend to submit the application on November 4th. As a result, they are busy collecting all the data and the parts to the Application. The VA MAP enrolment information will be emailed to Planning Council Support Staff for dissemination to the Planning Council when available.

Under the Virginia Medication Assistance Program, Mr. Williams stated that the new Provide Enterprise System went live on August 30th. This is Phase 1 implementation of the Provide Enterprise System. The system will replace the current client data base used by the VA MAP staff and will eventually house the services data maintained currently in the Red Cap System. Therefore, VA MAP clients, Case Managers and Providers are encouraged to use the electronic effort for submission of VA MAP eligibility assessments and supporting documentation. Paper documents will still be acceptable for a thirty-day period. As of October 1, 2021, all eligibility assessments and applications should be submitted electronically.

Updates for Provide Enterprise System is under the Recent Announcement tab on VA MAP webpage on the VDH website: <https://www.vdh.virginia.gov/disease-prevention/vamap/>

VDH received notice from HRSA that the carryover request, in the amount of \$12,738,652.00 was approved from grant year 2020 to be carried into grant year 2021 funds to be expended as follows

- \$10,405,816.00: ADAP/VA MAP
- \$2,252,379.00: Part B Base
- \$80,457.00: MAI

Ms. Donovan, the Prevention Planner in the Division of Disease Control at the Virginia Department of Health, gave a brief overview PowerPoint Presentation of the *Integrated HIV*

Prevention and Care Plan Guidance, Including the Statewide Coordinated Statement of Need CY 2022-2026. She also discussed the structure of the Plan as envisioned now and the roll out of the Plan over the next twelve months. She noted that the due date is December 9th. Letters of Concurrence will be required by December 1st 2022. At the end of the presentation, Kristen discussed the various ways individuals can get involved; by either:

- Joining a Working Group
- Ask to take part in a Working Group’s External Review Process
- Review and comment on Sections as they are presented to CHPG
- Recruit Stakeholders not on CHPG to take part in the review process

Part C Update:

The Part C Representative gave the following summary report of Ryan White Part C, EIS activities from July 29, 2021 through September 29, 2021.

1. The Part C resident geographical area covers patients residing in the following areas:
 - a. Norfolk TGA,
 - b. State of Virginia, and
 - c. North Carolina, inside and outside of Currituck County
2. The award performance period is May 1 through April 30.
3. Costs not covered by Parts A and B
 - a. Parts A and B claims paid after those grants closed but before the Part C closes. Mental health and other cost shares are examples.
 - b. Costs for TGA patients not covered by Part A due to limited TGA funding
 - c. Costs for oral health provided non-TGA providers
 - d. Costs for rare other services needed but not covered by Parts A or B. An example is transportation or food assistance for a North Carolina patient that resides outside of the TGA.

The below data covers patients served during the period between July 29, 2021 through September 29, 2021.

Service	07/29/2021 through 09/29/2021	
Non-MCM	99	
Foodbank	0	
HIPCSA	3	
Oral Health	11	
Office Visits/Labs	72	
Medical Transportation	0	
Total Unduplicated Patients	135	

HOPWA Update:

In the absence of a HOPWA Representative at the meeting, there was no HOPWA update presented to the Planning Council.

New Business:

Review of the 2021 PSRA Report:

A recommendation was accepted to table the review of the 2021 PSRA Report until the Priorities, Allocations and Policies Committee has completed review of the Report.

Assessment of the Efficiency of the Administrative Mechanism:

The Council reviewed and discussed the responses to the Assessment of the Administrative which was presented by the Support Staff. The Assessment of the Efficiency of the Administrative Mechanism is a process that takes a look at how quickly the Recipient's Office executes contracts for services within the TGA. Although the Planning Council does not have purview of how contracts are awarded, the Council looks at the data and aggregate the responses.

Announcements by Members:

There were no announcements made.

Public Comment and Discussion:

There was no public comment or discussion.

Upcoming Planning Council/Committee Meetings:

- **Community Access Committee (CAC):**
Wednesday, October 13th at 6:00 p.m.
- **Quality Improvement/Strategic Planning (QISP) Committee:**
Tuesday, October 19th at 4:00 p.m.
- **Priorities, Allocations and Policies (PAP) Committee:**
Thursday, October 28th at 3:00 p.m.
- **Executive/Membership and Nominations Committee:**
Thursday, October 28th at 3:30 p.m.
- **Planning Council:**
Thursday, October 28th at 5:00 p.m.

Adjournment:

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

Respectfully Submitted:

Jerome Cuffee – P.C. Co-Chair

Rachael Artise – P.C. Co-Chair