

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations and Policies Committee
Meeting Held via Zoom
July 28, 2022 – 2:30 p.m.**

Call to Order:

The meeting was called to order at 2:32.

The Roll was called, and the following were in attendance:

Jerome Cuffee

Jonathan Albright Williams

Ashley D.D. Brown

Davon White

Absent Members:

1. Clay Porter
2. Tonya Pacelli

Recipient/Planning Council Support:

1. Christine Carroll – Program Manager
2. Michael Dedeaux – Recipient Staff
3. Deryk M. Jackson-PC Support Staff
4. Teresa Malilwe – PC Support Staff

Welcome and Introduction of Guests:

There were no guests in attendance.

Moment of Silent Reflection:

A moment of silence and reflection was held for those infected and affected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

A notice of meeting was posted on the Norfolk TGA website. No responses were received from sub-recipients.

Approval of Minutes of the Previous Meeting:

After review of the minutes, a motion was moved by Ashley and seconded by Jonathan to accept the minutes as written. The motion passed.

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

- Review and Resolve Parking Lot Items
- Review Reallocation Requests from the Recipient's Office
- Review Part A Expenditure Reports by Service Category

Review Reallocation Requests from the Recipient's Office:

The Recipient's Office presented a recommendation to move funds from Drug Reimbursement, in full, into Non-Medical Case Management. The funds in Drug Reimbursement were not awarded to any Sub-Recipient. It was initially recommended to reallocate the funds into Medical Case Management. However, after further discussion and a review of the Monthly Expenditure Report, the committee recommended moving the funds into Non-Medical Case Management.

After further discussion regarding the Recipient's recommendation, the committee accepted a motion to reallocate funds from Drug Reimbursement into Non-Medical Case Management. The committee's recommendation will be presented to the Planning Council for a final vote.

Review Part A Expenditure Reports by Service Category:

The committee reviewed the final Expenditure Report for the period through June 14, 2022. The report indicated that 95% of the total award was expended during that time period. A little over \$265,000 remained from FY 2021.

Oral Health at 88%, and Medical Transportation at 78%, expended under 90% and it was noted that this was, in part, because of the effects of the COVID-19 pandemic. However, HIPCSA expended at 73% and the Recipient felt that this could have been because most clients met their insurance quota. It was also noted that there has been some fluctuations in expenditures/allocations in the HIPCSA Service Category over the years.

With regard to the question of how many people in the TGA have Medicaid and some form of insurance that technically need co-sharing, the Recipient noted that the information, will be submitted as part of the data for the PSRA Process and end of the year report.

The committee also reviewed the Monthly Expenditure Report for the period ending July 14, 2022. The current target was at 33%. Overall, the TGA was at 13% expended. The financial report was current as of July 14th. However, there are some invoices that are not yet recorded in the system, including invoices that were received after July 14th.

New/Old Business:**Review Needs Assessment Outcomes and Data:**

There were sixty-eight/seventy (68/70) responses to the Needs Assessment Survey. The QISP committee discussed the recommendation to pull down the data from the Needs Assessment in time for the PSRA Process. However, the survey will continue to run through September in order to get a sizeable number of responses.

Update on Request for Datasets:

As has been the case in previous years, Support Staff submitted a data request for Service Utilization data to the Recipient's Office for the upcoming PSRA Session. The Recipient's Office will have the data ready in time for the PSRA Data Training.

Confirm: Date/Time for the PSRA Data Training and Session:

- **Wednesday, August 31st – 9:00 a.m. to 12:00 Noon:**
Priority Setting and Resource Allocations Data Training

- **Thursday, September 1st – 9:00 a.m. to 12:00 Noon:**

Priority Setting and Resource Allocations Process

Support Staff will send out a “Save the Dates” notice to the Planning Council after the meeting.

Discussion about the Bylaws:

It was noted that, there are currently four (4) individuals working at one Agency serving as members of the Planning Council. In accordance with the Part A Norfolk TGA Bylaws:

- **Article III. Membership:**

- **Section 3.04: Terms of Membership:**

No more than two (2) members of a funded Ryan White Sub-Grantee may serve on the Planning Council at any given time.

The TGA is, therefore, out of compliance and a recommendation was submitted to suspend the Bylaws until after the review of the Bylaws. After discussion, the committee voted to suspend the Part A Norfolk TGA Bylaws. The recommendation will be presented to the Executive Committee for further review and discussion.

Planning Council Versus Advisory Board:

Because of attendance issues at both the Planning Council and sub-committee meetings, some Committee members asked whether it would be better to have an Advisory Board instead. There was a recommendation that Support Staff and/or Committee Co-Chairs should reach out to jurisdictions that have Advisory Boards, for more information and whether that would work well in this area. The committee agreed to have further discussion at the Executive Committee meeting.

Public Comment and Discussion:

There was no public comment and discussion.

Next Committee Meeting:

The next meeting will be the Priority Setting and Resource Allocations Session scheduled for:

- Wednesday, August 31st from 9:00 a.m. to 12:00 noon and
- Thursday, September 1st from 9:00 a.m. to 12:00 noon

Adjournment:

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

Respectfully Submitted

Jerome Cuffee-P.C. Co-Chair

Ashley D.D. Brown-Co-Chair