

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL MINUTES
Thursday, July 28, 2022: 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, July 28, 2022 was called to order at 5:04 p.m. The following members were in attendance:

Present:

Ashley D.D. Brown
Jonathan Albright Williams
Meyoni Beale
Yasmine Black

Davon White
Lynea Hogan
Rhonda Russell
Jerome Cuffee

PC Members Absent:

Clay Porter
Cindy Walters
Lexus Walker
Terry R.J. Carrington
Syreeta Dawkins
Dr. Michael Bane
Welton Rouse

Recipient/PC Support Staff:

Christine Carroll-Program Manager
Michael Dedeaux-Recipient Staff
Deryk Jackson
Teresa T. Malilwe

Welcome/Introduction of Guests

Sharon Scott
Gwendolyn Ellis-Wilson

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 meeting was posted to the Part A Norfolk TGA website. In response to the question regarding notices of meetings, Support Staff will send out notices of meetings to Sub-Recipients for monthly Planning Council/Sub-Committee meetings.

Public Comment and Discussion:

Gwendolyn, a former member of the Planning Council, wanted to know if notices for meetings were being posted to individual Sub-Recipients.

Review of Minutes:

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

Planning Council Activity Timeline (P-CAT)

For the month of July, 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

Committee Reports:

Community Access Committee:

The Community Access Committee met as scheduled on Wednesday, July 13th at 6:00 p.m. The committee continued planning for the upcoming *HIV Then and Now Consumer Retreat* scheduled for the weekend of August 27th and 28th in Wakefield, Virginia.

The committee reviewed Forms which consisted of the Application Acceptance Form, Application Rejection Form, and a Retreat details Form with information about the Retreat and packing tips for travel. The Forms will be updated and sent back to the committee for final review and a vote.

The Application Form for the Retreat was sent out at the beginning of July. The deadline for the Application was July 19th. Fifteen applications have been received by the time of the reporting.

During the meeting, the committee discussed transportation to Wakefield; the venue of the Retreat. The committee was updated about the meeting with the Recipient's Office. As requested by the Recipient, the committee will go ahead and submit quotes from transportation providers. This transportation will be provided only to participants from the Eastern Region. Other Regions will make their own transportation arrangements.

The committee requested some promotional items and marketing materials from Agencies. The committee is also requesting additional funds to cover incidentals.

A participant wanted to know whether the applications, so far received, are from a mixture of people that are productive and can bring something back to the table. In response, the Co-Chair noted that the committee is looking for new participants; newly diagnosed and younger participants. But from the responses, so far received from this Region, there is an indication that the same people are applying for participation. The Ad Hoc Committee will hold a meeting with the VACAC committee to discuss what they see from applicants from the other Regions.

The Application Forms were sent out to the Planning Council, to individual agencies, and also the Community Access Committee to disseminate to their contacts in their networking lists.

The next committee meeting will be Wednesday, August 10th at 6:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The QISP Committee met on Tuesday, July 19th at 4:00 p.m. An update on the Triennial Needs Assessment was presented. The committee discussed the current status of the Needs Assessment survey. According to an update presented, there were sixty-eight respondents to the survey at the time of reporting. Palm cards were also sent out to various agencies and the community as a whole. The committee will continue to push for more participants for the survey.

The Recipient's Office provided an update and discussed the Quality Improvement Plan. Recipient Staff also shared information about the Clinical Quality Management Performance Measure Portfolio. Support Staff provided an update on the Norfolk TGA Integrated HIV Prevention and Care Services Plan.

Priorities, Allocations and Policies Committee:

The committee met at 2:30 p.m., Thursday, July 28th. The committee discussed the Needs Assessment outcomes. There are currently sixty-eight responses to the survey. The survey will run through the month of September. The Planning Council will utilize the available data from the survey during the Priority Setting and Resource Allocations Session in August, but will continue to run the survey till the end of September.

Support Staff sent a request for datasets on behalf of the Planning Council. These are datasets from different surveys, Needs Assessment data, and service utilization data, including all processes that were performed over the last year. The data is being requested, collected, and compiled for the upcoming PSRA Session. The Priority Setting and Resource Allocations Session will take place over two days: August 31st and September 1st from 9:00 a.m. to 12:00 noon on both days. Additional information will be sent out to Council members regarding the PSRA Session/Process.

The committee reviewed the final monthly expenditure report for FY 2021 as well as the current monthly expenditure report for FY 2022.

- **Expenditure Report for FY 2021:**

The Council reviewed the monthly expenditure report for the period ending June 14, 2022. The target expenditure was at 100%. It was noted that EIS expended at 101%, which means the service category overspent by \$3,256.02. Most services expended in the higher 90%. A few expended below target, such as HIPCSA at 73%, Oral Health at 88% and Medical Transportation at 78%. The committee discussed the reasons why the three services expended below the target level. It was noted that during the COVID-19 pandemic, utilization of some services was affected.

- **Expenditure Report for FY 2022:**

The current report is through July 14, 2022. The report does not reflect reimbursements that were submitted after July 14th. The target was at 33% and overall, the TGA was at 13% expended.

- **Reallocation Request by the Recipient’s Office:**

The Recipient’s Office submitted a reallocation request to move money (\$33,233) from Drug Reimbursement into Non-Medical Case Management. Non-Medical Case Management is currently, the highest expended service category.

After discussion, the Planning Council voted to accept the recommendation from the Priorities, Allocations and Policies Committee to reallocate \$33,233 from Drug Reimbursement into Non-Medical Case Management. The motion passed with:

0: Nays

1: Abstention by Jonathan

- **Part A Norfolk TGA Bylaws:**

Because there are currently four (4) members from the same Provider serving on the Planning Council, the committee discussed a recommendation to suspend the current Bylaws under:

Article 1: Name and Service Area:

Section 3:04: Terms of Membership

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

There was also a brief discussion of the possibility to create an Advisory Board versus a Planning Council.

The Executive Committee will follow up with some of recommendations at the next committee meeting.

Membership and Nominations Committee/Executive Committee:

During the meeting, the Membership and Nominations Committee discussed:

- **The Planning Council Training/Orientation:**
In order to get a consensus on a convenient date and/or time for the Training, a doodle calendar was sent out to new Council members who are required to undergo Orientation. The majority of those surveyed elected for a one all day training. Support Staff will work with new members who cannot commit to an all-day training.
- **Planning Council Recruitment Campaign:**
This is an ongoing process. A question was included on the Triennial Needs Assessment survey tool asking respondents to indicate if they are interested in knowing more about the Planning Council or are interested in joining the Planning Council.
- **Managing the Application Process:**
There are currently no applications for Planning Council membership on file.
- **Membership Compliance for Federal Mandate:**
The committee reviewed the Norfolk TGA matrix and discussed options for filling the existing mandated slots.
- **Planning Council Feedback/Feedback Form:**
The committee reviewed the Planning Council feedback survey.

Program Updates:

Ryan White Part A Program Manager’s Report:

The Recipient’s Office has been busy interviewing applicants for the position of Program Co-Ordinator; previously known as the Contract Monitoring position. There were nine applicants, and five were selected to undergo interviews. The final selection of a Program Co-Ordinator will be made on Friday, July 29th.

The Recipient Staff were also busy doing the Conditions of Award and getting data ready for the Planning Council’s upcoming Priority Setting and Resource Allocations Session.

Part B Update:

The Part B Representative on the Council presented the following updates:

Part B Report for the Month of July:

- VDH is continuing to provide TA webinars every other Monday at 3:00 p.m. through September 19th. Please check the VDH DDP Provide website for schedule and attendance instructions.
- VDH Part B received their Final NoA in late June.
- Virginia residents co-infected with Monkeypox and HIV may be eligible to receive support (food, housing or other assistance) through the Virginia Ryan White HIV/AIDS Program Part B (RWHAP B). To find a list of Virginia RWHAP B providers in your area, please visit: www.vadoh.myresourcedirectory.com and click “Ryan White Part B Eligibility Assessments”. If you need further assistance, please use the following contacts:

Lindsey Lockewood, Assistant Director for HIV Care Services:
LindseyRose.Lockewood@vdh.virginia.gov
804-508-0184

Rivkah Meder, Lead HIV Services Coordinator
Rebecca.meder@vdh.virginia.gov
804 235-1445

The Part B Representative will work to find the number of persons co-infected with HIV/Monkeypox and report back to the Council at a later date.

Support Staff, who also serve on the Virginia Planning Group gave the following update on the Virginia Integrated HIV Prevention and Care Services Plan:

- Still working on Resource Inventory Plan – currently being revised
- Still working on getting focus groups going – working through challenges w/ the IRB process
- Epi Snapshot – plan to send out for a second review.
- They have developed a logic model for monitoring and evaluation and have begun drafting goals and objectives.

Support Staff continue to meet with VDH on a bi-weekly basis to review the Plan updates and will present the updates to the Council as they are received.

Part C Updates:

In the absence of the Part C Representative, there was no Part C update presented to the Planning Council.

HOPWA Update:

In the absence of the HOPWA Representative at the meeting, no HOPWA update was presented.

Announcements By Members:

The Co-Chair reminded the Council members to take some time and complete the Assessment of the Efficiency of the Administrative Mechanism survey.

The National Ryan White Conference is coming up. Individuals were requested to register for the Conference, which will be held virtually.

The Virginia Department of Health Ryan White Part B will make some presentations at the National Ryan White Conference. Council members were encouraged to show support and register for the National Conference.

Adjournment:

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

Respectfully Submitted:

Jerome Cuffee – P.C. Co-Chair

Ashley D.D. Brown - P.C. Co-Chair