

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

Call to Order:

The meeting was called to order at 2:32.

The Roll was called as follows:

1. Jerome Cuffee
2. Jonathan Albright Williams
3. Clay Porter
4. Ashley D.D. Brown
5. Davon White

Recipient/Planning Council Support:

1. Christine Carroll – Program Manager
2. Michael Dedeaux – Recipient Staff
3. 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 living and deceased who are both affected or infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

No responses were received from sub-recipients and no notice was posted to the Norfolk TGA website.

Approval of Minutes of the Previous Meeting:

After review of the minutes, a motion was made by Clay and seconded by Ashley to approve 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 of Needs Assessment Outcomes and Data
- PSRA – Review Framework and Meeting Logistics for PSRA
- PSRA – Identify Datasets for PSRA

Review Reallocation Requests from the Recipient's Office:

There were no reallocation requests from the Recipient's Office.

Review Part A Expenditure Reports by Service Category:

The committee reviewed the monthly expenditure summary report for the period ending March 31, 2021. The Recipient's Office is closing out FY 2021/2022. Friday, April 29th is the closing deadline for HIPCSA to submit their reimbursements.

A new monthly expenditure summary report will not be presented until all contracts are fully executed, The contracts are being drawn up by the City Attorney and some of them have already gone to DocuSign. The final expenditure summary report FY 2021/2022 will, therefore, be presented at the May 26th committee meeting when all contracts have been fully executed.

All providers that applied for funding under the RFP process have to have new contracts which will run for five years. The Part A Ryan White TGA has the same providers and had an additional two new providers.

The committee discussed the format of the monthly Expenditure Summary Report and wanted to see more information included on the report, especially information on reallocations. In order to address the committee's concerns, the committee accepted a recommendation to add a summary page, asterisks, or footnotes, of whatever changes were made, but not included on the expenditure summary report page. For the benefit of the committee, the Recipient Staff offered to share, with the committee, the excel spreadsheet which they use to track the movement of funds.

One of the Priorities, Allocations and Policies Committee's responsibilities is the review of reallocations. The committee will, therefore, review and discuss both the monthly expenditure summary report and the excel spread sheet during the committee meeting. The Planning Council will only review the monthly expenditure summary report. And the committee will provide further information regarding the movement of funds to the Council, as requested.

New/Old Business:

- **Review Scope of Work and P-CAT:**

Collaborative Research, who were not yet seated, is working on a revised P-CAT and will present the revised scope of work to the Planning Council at the May Meeting.

Announcements:

The Recipient Staff noted that HRSA received the full FY 2022 appropriations and that they will be sending out the full awards, in the next two weeks.

Collaborative Research agreed to continue as Planning Council Support and will begin on May 1st. Collaborative Research also agreed to do the Needs Assessment.

The committee accepted the recommendation for the meeting time to change from 3:00 p.m. to 2:30 p.m. This will give the committee enough time to complete items on the agenda.

Adjournment:

A motion to adjourn the meeting was presented by Ashley and seconded by Clay. The motion passed.

Respectfully Submitted

Jerome Cuffee
Co-Chair

Jonathan Albright Williams
Co-Chair