



Ashley Brown, Jerome Cuffee- Co-Chairs

**Greater Hampton Roads HIV Health Services Planning Council Monthly Meeting**

**MEETING Minutes**

Thursday, July 27, 2023 - 5:00 – 6:30 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

<b>Planning Council Members</b>			
Ashley D.D. Brown	P	Michael Bane	A
Clay Porter	A	Nathaniel Myers	P
Davon White	A	Rachael Artise	A
Jonathan Albright Williams	P	Syreeta Dawkins	A
LaQuasia Cotton	P	Tonya Pacelli	P
Lynea Hogan	P	Vonda McKeithan	A
Meyoni Beale	P	Yasmine Black	P
<b>Recipient Staff</b>			
Christine Carroll, Mary Mills-Collins, Jerome Cuffee, Shatorya Evans			
<b>Support Staff</b>			
Cliff Barnett, Teresa Malilwe			
<b>Guests</b>			
Heather Harris, Tanya Kearney, Carla Edwards			

**AGENDA**

<b>Item</b>	<b>Discussion, Motions, and Actions</b>
<b>(1.0) <u>Call to Order and Roll Call</u></b>	The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services Planning Council, held via Zoom on Thursday, July 27, 2023, was called to order at 5:03 p.m.
<b>(2.0) <u>Welcome and Introduction of Guests</u></b>	Guests introduced themselves to the Planning Council.
<b>(3.0) <u>Moment of Silent Reflection</u></b>	A moment of silent reflection was observed for those affected and infected by HIV/AIDS.
<b>(4.0) <u>Confirmation of Notice of Meeting Posting</u></b>	There was one confirmation of the meeting posted. A notice of meeting was also posted to the Norfolk TGA website: <a href="http://www.ghrplanningcouncil.org">www.ghrplanningcouncil.org</a> .
<b>(5.0) <u>Public Comment and Discussion</u></b>	There was no public comment at this time.
<b>(6.0) <u>Approval of Minutes of the Previous Meeting</u></b>	A motion was moved by Meyoni and properly seconded by Yasmine to approve the minutes from the last meeting. The motion passed.

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<p>(7.0) <u>Review/Update of the Planning Council Activity Timeline (P-CAT)</u></p>	<p>July</p>	<ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient's office</li> <li>• Review and resolve parking lot items</li> <li>• Approval of new Planning Council members</li> </ul>
<p>Review Committee Reports</p>	<p><b>Community Access Committee (CAC):</b>  The Community Access Committee met on Wednesday, July 19<sup>th</sup>. During the meeting, the committee:</p> <ul style="list-style-type: none"> <li>• Discussed the upcoming Town Hall scheduled for Wednesday, September 20<sup>th</sup> from 3:00 to 7:00 p.m. at the Jordan Newby Anchor Branch Library in Norfolk.</li> <li>• Talked about transportation to and from the event. A letter was sent to the Recipient's Office asking for clarification regarding transportation and are still awaiting a response.</li> <li>• Was informed that a member of the committee reached out to an agency regarding use of transportation.</li> <li>• Reached out to a Pharmaceutical Company who agreed to sponsor the event and provide food in exchange for one hour for their presentation.</li> <li>• Established a Clean Up Crew</li> <li>• There are a few more tasks that still need to be assigned.</li> <li>• The committee is still working on securing Presenters (Case Manager and a Provider) to serve on a Panel Discussion segment to discuss the Topic of <i>Getting the Most of Your Provider Visit</i>. The committee will be reaching out to Case Managers next week.</li> <li>• Discussed the progress that has been made on the Flyer. The committee is working with the Pharmaceutical Company to ensure that it is correctly presented.</li> </ul> <p>The next committee meeting is scheduled for Wednesday, August 16<sup>th</sup> at 6:00 p.m.</p> <p><b>Executive, Membership &amp; Nominations Committee:</b>  The committee met prior to the Planning Council meeting at 3:30 p.m. The Co-Chair gave a few updates, as follows:</p> <ul style="list-style-type: none"> <li>• Mr. Jerome Cuffee is no longer a Planning Council member. He has joined the Recipient's Office as the Fiscal Monitoring Specialist. Congratulations, Jerome.</li> <li>• Dr. Rhonda Russell resigned from the Planning Council.</li> </ul> <p>With regard to the Executive Committee, the main discussion was based on logistics for the upcoming Priority Setting and Resource Allocations (PSRA) Session. The committee discussed dates for the PSRA Session and agreed to put the following recommendation to a vote:</p> <ul style="list-style-type: none"> <li>• August 24<sup>th</sup> as a one-day event for both the Mandatory PSRA Training and the Workshop, or</li> <li>• August 17<sup>th</sup> for the Training and August 24<sup>th</sup> for the Workshop.</li> </ul> <p>After a majority of Council members preferred an all day PSRA Session on August 24<sup>th</sup>, a motion was moved by Lynea and properly seconded by Meyoni for an all-day PSRA Session to be conducted on August 24<sup>th</sup> from 10:00 a.m. to 5:00 p.m.</p> <p><b>Vote: All in Favor</b></p> <p>This will be a hybrid Session to enable Council members who cannot attend in person, to participate via Zoom Services.</p>	

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	<p><b>Strategic Planning and Assessment (SPA) Committee:</b>            The SPA Committee met on June 29<sup>th</sup>. The committee spent the bulk of the meeting discussing the upcoming PSRA Session and establishing dates and times for the event. The committee agreed for the Session to be conducted on August 9<sup>th</sup>. However, this has been rescheduled to August 24<sup>th</sup>. For the success of the PSRA Session, it is a requirement for Planning Council members to participate.</p> <p>The Monthly Expenditure Report, which is presented by the Recipient’s Office, was not ready for review at the SPA Committee meeting. However, the Report was presented at the July 27<sup>th</sup> Executive Committee meeting for review. The current spending for this Grant Year is on target in all service categories, except for:</p> <ul style="list-style-type: none"> <li>• Oral Health at 7% expenditures</li> <li>• Mental Health at 0% expenditures</li> <li>• Food Bank/Home Delivered Meals at 6% expenditures</li> </ul> <p>The Co-Chair also discussed the Service Budget amounts versus the Contract Budget amount which showed the FY 23 Projected Expenditures.</p> <p><b>Part A Program Manager’s Report:</b>            The Part A Program Manager stated that:</p> <ul style="list-style-type: none"> <li>• The Part A Norfolk TGA has a new Project Officer. Her name is Audrey Sienkiewicz.</li> <li>• Mr. Jerome Cuffee is now part of the Recipient’s Team as the Fiscal Monitoring Specialist. He, therefore, is no longer a Planning Council member.</li> </ul> <p><b>Part B Update:</b>            The Part B Representative gave the following update:</p> <ul style="list-style-type: none"> <li>• Part B has been receiving a lot of non-secure emails that contain PHI and PII through emails to members of the Part B Program. Part B would like to remind and stress to their Cross Parts and Consumers that receive Part B services that Part B cannot accept any client information through email, because Part B has no encryption. This include client level data, personal health information/personal identifiable information. Cross Parts and consumers that receive Part B services who want to communicate any information that include any PHI or PII were advised to use the Part B Secure Portal. If using a fax, the advice was to inform VDH before sending the fax so that a Department member is at the fax machine ready to receive the fax. It was stressed that clients should not send PHI and/or PII to VDH through email. Clients were advised to call VDH for any needed information.</li> <li>• VDH is now exploring providing services to people with HIV and Aging in the TGA. VDH is beginning to look at what services and what partnerships to build and strengthen for the aging population because most of the clients are in the bracket of 45 years and older.</li> <li>• The next in person QMAC will be on August 23<sup>rd</sup> in Fredericksburg, Virginia. Registration has already been sent out through the distribution list. The link for the event was posted in the chat.</li> </ul>

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	<p><b>Part C Update:</b> The Part C Representative gave the below data which covers patients served during the period between May 1, 2022 and April 30, 2023.</p> <table border="1" data-bbox="509 449 1417 705"> <thead> <tr> <th>Service</th> <th>5/1/23 thru 06/30/23 Unduplicated Patients</th> <th>5/1/23 thru 06/30/23 Service Units</th> </tr> </thead> <tbody> <tr> <td>Non-MCM</td> <td>101</td> <td>388</td> </tr> <tr> <td>MCM</td> <td>5</td> <td>33</td> </tr> <tr> <td>HIPCSA</td> <td>1</td> <td>1</td> </tr> <tr> <td>Oral Health</td> <td>2</td> <td>2</td> </tr> <tr> <td>Office Visits/Labs</td> <td>78</td> <td>218</td> </tr> <tr> <td>Total Unduplicated Patients</td> <td>118</td> <td>642</td> </tr> </tbody> </table> <p><b>HOPWA Update:</b> In the absence of the HOPWA Representative, no update was presented to the Council.</p> <p>An appeal was made to anyone who knows anyone that can fill the HOPWA slot to contact the Support Office. There was a suggestion to reach out to the agency that receives HOPWA funds. Ms. Harris, it was noted, has a wealth of information and a lot of statistics, and might benefit the Council to reach out to Ms. Harris to get more specifics in terms of what is going on in the region regarding those services.</p> <p><b>Parking Lot Items:</b></p> <ul style="list-style-type: none"> <li> <p><b>Planning Council Nominations and Elections:</b> The Council currently has only one Co-Chair. There is, therefore, need to elect another person for Co-Chair. Support Staff will reach out to Rachael to see if she will accept the nomination. Rachael was a Planning Council Co-Chair before rotating off the Council at the end of her term limit.</p> <p>There was a suggestion that, in the face of a shortage of consumers on the Planning Council, the Council might want to look to past Co-Chairs that were consumers to fill the Co-Chair position, or make it an Advisory Board.</p> </li> </ul> <p>The Community Access Committee Co-Chair gave her assessment of the consumers' view of the Planning Council. While the committee's goal is to potentially expose consumers to the Planning Council, the numbers of Community Access Committee participants has dwindled significantly. It has been difficult for the committee to get engagement in different areas both for Part A and Part B. The VACAC Listening Session for Part B only had nine participants instead of the expected twenty people. In order to be innovative, VACAC (Eastern Region) has on its agenda for the next meeting, how to get more people to participate and stay engaged.</p> <p><b>Advisory Board:</b> With regard to having an Advisory Board versus a Planning Council, it was noted that this decision is solely the Planning Council's decision. Some members wanted more information regarding what that change would look like and how it would affect consumers. Support Staff are already working on contacting those</p>	Service	5/1/23 thru 06/30/23 Unduplicated Patients	5/1/23 thru 06/30/23 Service Units	Non-MCM	101	388	MCM	5	33	HIPCSA	1	1	Oral Health	2	2	Office Visits/Labs	78	218	Total Unduplicated Patients	118	642
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<p><b><u>Announcements by Members</u></b></p>	<p>jurisdictions that are Advisory Boards for information on what exactly makes them different from Planning Councils.</p> <p><b>Listening Session:</b> Lynea gave a quick update on the Part B Listening Session that was held in the Eastern Region on July 18<sup>th</sup>. Twenty people were anticipated to attend. However, ten registered and only nine people attended including committee members and the Speaker.</p> <p>There was discussion on services. The Co-Chair noted that there was a new consumer in attendance who was not familiar with Ryan White services. There was a follow up conversation to give him information about services. The Co-Chair indicated that she would keep the Planning Council posted on upcoming events and what is happening on both Part A and Part B.</p> <p>From past discussions regarding efforts to recruit Planning Council members, the Council wanted to know what efforts the Sub-Recipients are putting in to directly ask their consumers to participate on the Council. If there was tangible data to show that the Sub-Recipients, the Consumer Advisory Committee/s, and the Planning Council made an effort, and yet there is still lack of consumer participation on the Council. What are the actions, by the Planning Council, to address the concern?</p> <p>The Recipient Staff who are in the middle of doing site visits have included Planning Council recruitment efforts as part of the conversation with Sub-Recipients.</p> <p>The Council Members and community partners were reminded to do the evaluation. The feedback helps the Planning Council to understand how they are doing and which areas to improve on.</p>
<p>(8.0) <b><u>New/Old Business</u></b></p>	
<p>(9.0)</p>	
<p>(10.0) <b><u>Public Announcements</u></b></p>	<p>There was no public announcement</p>
<p>(10.0) <b><u>Adjournment</u></b></p>	<p>With no further business to discuss, a motion was moved by Meyoni and seconded by Jonathan to adjourn the meeting. <b>Vote: All in favor.</b></p>



# PC/PB Meeting Minutes Template

Final Audit Report

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