

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations and Policies Committee
Meeting Held via Zoom
May 26, 2022 – 2:30 p.m.**

Call to Order:

The meeting was called to order at 2:33.

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

1. Jerome Cuffee
2. Jonathan Albright Williams
3. Clay Porter
4. Davon White

Absent Members:

1. Ashley Brown
2. Tonya Pacelli

Recipient/Planning Council Support:

1. Christine Carroll – Program Manager
2. Michael Dedeaux – Recipient Staff
3. Thomas Schucker-PC Support Staff
4. Deryk M. Jackson-PC Support Staff
5. 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 and 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 Jonathan 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. The Recipient’s Office was still waiting for the full award.

Review Part A Expenditure Reports by Service Category:

The committee reviewed the monthly expenditure summary report for the period ending May 18, 2022. The recorded amounts were expended during the period March 31 to May 18, 2022. All contracts are fully executed and all providers will be sending in their reimbursements. The committee will, therefore, review the most recent expenditure report at the next meeting.

Currently, the target was at 100%. Overall, the TGA was at 94% expended. This is bound to change because, due to a correction at the end of the fiscal year, one of the provider’s final reimbursements is still outstanding. It was noted that the overall expenditure rate has increased because the TGA is spending the money.

Review of Needs Assessment Outcomes and Data:

Collaborative Research are currently working on the Part A Norfolk TGA Needs Assessment. Prior to the next meeting, the survey, with edits, will be distributed to the QISP Committee for review to see how it looks like in survey monkey. The committee agreed to table the review and discussion of the survey tool until after getting responses back.

PSRA-Review Framework and Meeting Logistics for PSRA:

There being no grant application this year and no guidance yet from HRSA-HAB on how to do the PSRA Process, there was a recommendation to hold the Session either in late August or early September. This will give the Council more time to plan and prepare for the Session. It will also give time to collect data, especially after the Needs Assessment has been launched, and time to pull out preliminary data to look at for needs, barriers and gaps in the TGA.

However, it was recommended to continue with the PSRA plan, that is, asking for the same kind of data that the TGA has asked for in the past, such as:

- A five-year training document of Service Utilization Data (updated for the last grant year from the Recipient’s Office)
- Attachment 6 from the last grant application which will give the Council other local funding streams.

It was also recommended to plan for a virtual Session meeting.

PSRA-Identifying Datasets for PSRA:

This includes some sources of datasets that the Council used in previous Sessions. From last year, these will include:

Day One:

1. Agenda
2. Ryan White Glossary of Term
3. Ending the HIV Epidemic, a Plan for the United States Snapshot

4. HRSA 22-018 Notice of Funding Opportunity (NOFO) PowerPoint
There will not be a HRSA Notice of Funding Opportunity (NOFO) this year.
5. Support Staff will include PCN 16-02 which outlines services and responsibilities for allowable expenses for each of the service categories, this was recently updated in 2019.
6. 2021/22 Notice of Award (NOA)
7. 2021/22 Grant Score
8. PSRA Training PowerPoint
9. 20/21 Attachment 6 (from last year's grant application): Coordination of Services and Funding Streams
10. 2021 End of Year Report
11. 2021 Service Utilization
12. PSRA Procedures
13. PSRA Forms

Support Staff suggested bringing the Procedures and Forms to the next committee meeting to get the committee's approval, along with the agenda for review and updates.

The Council will utilize the following data sources:

- The 2019 Service Utilization Data
- The 2020 Service Utilization Data, and
- Will include the 2021 Service Utilization Data
- Might also have the 2022 Triennial Needs Assessment Preliminary Data
- Will do 2021 exercise in the Planning Council and Community Members ranking service categories
- Reach out to the Community Access Committee if they would like to do a Consumer Feedback Survey.
- Look at VDH's COVID-19 Survey which was conducted in 2020.

Support Staff will send out Day One and Day Two packets to the Priorities, Allocations and Policies Committee for review at the next committee meeting. After review, finalization, and approval of this process, Support Staff will start building out data requests.

New/Old Business:

Review Scope of Work and Planning Council Activity Timelines 2022-2023:

The committee reviewed the detailed Planning Council Support Scope of Work which included:

- **Activity 1:**
 - **Component 1:**
 - Planning Council and Committee meeting Facilitation and monthly HRSA Project Officer Calls
 - **Component 2:**
 - 2021 Assessment of the Efficiency of the Administrative Mechanism
 - **Component 3:**
 - The 2023 Priority Setting and Resource Allocations Process
 - **Component 4:**
 - Needs Assessment Technical Assistance and Report

Public Comment and Discussion:

There was no public comment and discussion.

Next Committee Meeting:

The next committee meeting will be Thursday, June 30th at 2:30 p.m.

Adjournment:

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

Respectfully Submitted

Jerome Cuffee
Co-Chair

Jonathan Albright Williams
Co-Chair