

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations and Policies Committee  
Meeting Held via Zoom  
June 30, 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. Ashley Brown
4. Davon White
5. Tonya Pacelli

**Absent Members:**

1. Clay Porter

**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 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 made by Jonathan 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:**

During the RFP Process, all services were RFPed out and contracted out, except for one. There was no bid on Drug Reimbursement which was about \$33,233. The recommendation from the Recipient’s Office was, therefore, to reallocate the \$33,233 into Medical Case Management which will bring the service category a little bit below what was spent last year (\$1,521,000) at \$1.519,000 million. Drug Reimbursement services have not been offered in the last two years.

**Review Part A Expenditure Reports by Service Category:**

Because of an error with the grant numbers that were given out to Sub-Recipients, the current monthly expenditure report does not indicate dollar amounts. The Recipient’s Office is working with the City of Norfolk to correct the error. The Recipient’s Office will present a revised monthly Expenditure Report at the next committee meeting.

As reported, the final grant award has been received. There was an increase of \$68,000 in funding and the increase was distributed into all the services.

After extensive discussion, a motion to accept the reallocation request from the Recipient’s Office to move funds from Drug reimbursement (\$33,233), into Medical Case Management was tabled for further discussion at the July committee meeting. The committee will look at reallocating funds into other service categories, at this time period, and not wait until towards the end of the grant year to move money around.

**PSRA-Review Framework and Meeting Logistics for PSRA:**

The packets of documents from last year’s PSRA Process was sent out to the committee for review prior to the meeting. This was a refresher of last year’s process, and to invite the committee to provide input, comments, or recommendations. Support Staff went through the Agenda items from last year’s PSRA Process. The committee accepted the recommendation to have the PSRA Session back-to-back this year, rather than a week apart as was the case last year. The committee agreed, tentatively, to hold the PSRA Session Wednesday, August 31<sup>st</sup> and Thursday, September 1<sup>st</sup> from 9:00 a.m. to 12:00 noon on both days.

**PSRA-Identifying Datasets for PSRA:**

It was recommended for the committee to continue to ask for the same data that the Norfolk TGA has typically utilized at previous PSRA Sessions. With regard to data within Service Utilization, the committee will ask the Recipient’s Office to patch up the three sub-populations of focus. This will help the Planning Council to make a determination of what funding resources the Council should use MAI for.

Since the Recipient’s Office is in a better place to know the spending trends within services, it was recommended for the Council to ask the Recipient’s Office for recommendations on funding for services. Data from the Needs Assessment survey, which will go out to the public, will also be available as a dataset at the upcoming PSRA Session. Expenditures for the past three years is also one of the standard datasets that the Council uses during the PSRA Process.

Collaborative Research, on behalf of the Planning Council, will start data requests to the Recipient's Office from July.

**Announcements by Members:**

Starting July 1<sup>st</sup>, M.A.S.S. will be open 8:00 a.m. to 4:00 p.m. and will do ten (10) hour days starting August, that is 8:00 a.m. to 6:00 p.m. and will be closed on Mondays.

The Ryan White Program Coordinator position, which is currently vacant, is advertised on the Norfolk City web page. Anyone interested, please apply. The advertisement will close just after the 4<sup>th</sup> of July.

**Public Comment and Discussion:**

There was no public comment and discussion.

**Next Committee Meeting:**

The next committee meeting will be Thursday, July 28<sup>th</sup>, at 2:30 p.m.

**Adjournment:**

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

Respectfully Submitted

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Jerome Cuffee-P.C. Co-Chair

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Ashley D.D. Brown-Co-Chair