

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations and Policies Committee
Meeting Held via Zoom
February 24, 2022 – 2:30 p.m.**

Call to Order and Roll Call:

The meeting was called to order at 2:35 p.m.

The roll was called, and the following members were in attendance:

Present:

Jerome Cuffee
Tonya Pacelli-VDH
Ashley D.D. Brown
Jonathan Albright Williams-VDH

Recipient Staff:

Christine Carroll
Michael Dedeaux

PC Staff:

Deryk M. Jackson
Teresa Malilwe

Absent:

Clay Porter

Moment of Silent Reflection:

The committee observed a moment of silent reflection for those affected and infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

There was no response to the notice of meeting posting. The notice was posted to the Norfolk TGA website at: www.ghrplanningcouncil.org.

Approval of Minutes from the Previous Meeting:

After review, a motion was moved by Ashley and properly seconded by Jonathan to approve the minutes from the January 27th meeting. The motion carried.

Review of the Planning Council Activity Timeline (P-CAT):

The committee's agenda for the January 27th meeting was as follows:

- Review and Resolve Parking Lot Items
- Review Reallocation Request from the Recipient's Office
- Review Part A Expenditure Report by Service Category
- Review Bylaws/Code of Conduct
- Review Scope of Work and Planning Council Activity Timeline (P-CAT)

Review Part A Expenditure Summary Report by Service Category:

The committee reviewed the expenditure summary report for the period ending January 31, 2022. The target was 92% and overall, the TGA was 66% expended on its award. As stated at the last meeting, the expenditure rate in the service categories has been affected as a result of some Providers who are months behind in submitting their invoices. Reimbursements for one of the

vendors who were behind were received and are being processed. It is anticipated that this will not make much of a difference in the percentages.

Review of Reallocation Request from the Recipient's Office:

The Recipient's Office reported the reallocated of funds from the Grantee Administration into the MAI Service category. Funds were also reallocated from Quality Management into overspending service categories to honor additional funding requests. The reallocations went to:

- Medical Case Management
- EIS Regular
- EIS-MAI

To an inquiry about a timeline in the contract with subrecipients that requires them to submit their invoices, the Recipient Staff noted that there is language in the contract that requires subrecipients to submit requests for reimbursements by the 15th of the following month. The Recipient is currently working with the subrecipients to resolve this long-standing issue.

New/Old Business:

- **Review of the Memorandum of Understanding (MOU):**

The MOU between the Planning Council and the Recipient was last updated in 2020. There were not many changes done to the MOU at that time. Since about September 2021, the document has been emailed to committee members for review and input. A minor revision regarding language on the presentation of the monthly expenditure summary report was accepted. After review, a recommendation was put on the floor to accept the MOU with the noted minor revisions. A motion was moved by Ashley and properly seconded by Jonathan to accept the MOU between the Planning Council and the Recipient's Office with the noted revisions. The motion passed unanimously. The approved MOU will be signed by the current Planning Council Co-Chair and the Recipient Staff.

- **Review of Bylaws/Code of Conduct:**

The Bylaws and Code of Conduct documents have also been emailed to the committee for review. A recommendation to restructure the Planning Council was presented to the committee by Support Staff. The committee deferred discussion of restructuring the Planning Council to future meetings.

The committee reviewed the Code of Conduct. The committee accepted the recommendation for Council members to sign the Code of Conduct at the beginning of the grant year. A motion to adopt the Code of Conduct with noted revision was moved by Ashley and properly seconded by Jonathan. The motion was accepted.

- **Review Scope of Work and Planning Council Activity Timeline (P-CAT) 2022-2023:**

The committee agreed to table review of the Scope of Work and P-CAT to the March 2022 committee meeting because an RFP has just gone out for Planning Council Support and Collaborative Research is currently working on some internal issues including some revisions to the P-CAT.

Election of the Committee Co-Chair:

It was noted that membership on the Priorities, Allocations and Policies Committee was very low. The Co-Chair will discuss the membership issue at the Council meeting. Ms. Lisa Laurier, who Co-Chaired the committee, rotated off the Council at the end of the three two-year terms. Jonathan stepped up and volunteered to Co-Chair the committee with Jerome. Ashley moved a motion which was seconded by Tonya to accept Jonathan as the committee's co-chair. The motion passed.

Public Comment and Discussion:

There was no public comment.

Next Committee Meeting:

The next committee meeting will be Thursday, March 31st at 3:00 p.m.

Adjournment:

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

Respectfully Submitted

Jerome Cuffee - Co-Chair