

Greater Hampton Roads HIV Health Services Planning Council
Minutes of the Executive Committee Meeting
Norfolk Department of Human Services, 741 Monticello Avenue
Thursday, January 28, 2021: 4:00 p.m.

Call to Order: The virtual Executive Committee meeting held via Zoom Services on January 28, 2021 was called to order at 4:06 p.m.

Roll Call:

The roll was called, as follows:

Present:

Gwendolyn Ellis-Wilson
Meyoni Beale
Jerome Cuffee

Ashley D.D. Brown
Lynea Hogan

Absent Members:

Cindy Walters
Beverly Franklin
Syreeta Dawkins
Rachael Artise
Lisa P. Laurier

Planning Council Support Staff:

Deryk Jackson
Thomas Schucker
Teresa Malilwe

Grantee Staff -Present

Robert Hargett

The Executive Committee could not vote on recommendations because the committee did not meet the required number for a quorum. However, the committee agreed to go ahead with an informal meeting of some issues that will be taken to the Planning Council.

Moment of Silent Reflection:

A moment of silent reflection was observed both for those who are still living with and those who have succumbed to HIV/AIDS.

Confirmation of Notice of Meeting Posting:

The confirmation of notice of meeting was posted on the Norfolk TGA website. However, there were no responses to the notice of meeting posting.

Approval of Minutes of Previous Meeting:

The committee could not vote on the minutes from the previous meeting because of lack of a quorum.

Recipient's Report:

Due to lack of a quorum at the Priorities, Allocations and Policies Committee meeting, the Recipient did not present a report.

The Expenditure Summary Report for the period ending November 30, 2020 was presented at the Executive Committee meeting. During the reporting period, the target expenditure rate was at 75%. Overall, at the end of November, the TGA was at 63%; 12% less than where the TGA should be. The underspending in services can be attributed to the COVID-19 pandemic. HRSA is looking at potential waivers with regard to expenditures in certain pools so that EMAs/TGAs will not be harmed due to the pandemic.

Some service categories, in Support Services, are in good shape; such as:

- Food Bank/Home Delivered Meals at 82%
- Case Management-Non-Medical at 72%
- Referral for Health Care Support Services at 73%

The following services were under target:

- Drug Reimbursement
- HIPCSA
- Medication Co-Pays
- Oral Health/Dental Services

Under expenditures in these service categories was pandemic related.

There is an anticipation that there will be some reallocations that will show up in the month of December report which will give the TGA a better opportunity to use some of the funds that have been made available for FY 2020. For better utilization of funds, some recommendations for reallocation will be made, such as a recommendation to move some funds from Clinical Quality Management into a needed service category.

COVID-19 Award:

In the COVID-19 award, the target expenditure rate was at 67% and the TGA was at 36%. One reason the award is doing well is because of the Food Bank/Home Delivered Meals. The COVID-19 award for this fiscal period, was approximately \$272,000.00. Of that amount, \$100,000 went to Food Bank/Home Delivered Meals. The service category is almost on target at 62%.

Because of the success of this program, the Recipient's Office would like to make a recommendation that, at the start of the new year, the TGA fund the Food Bank/Home Delivered Meals. Not only the portion under the COVID-19 award, but also under the regular fiscal year funding. There will be an opportunity to gather enough funds to keep the service category going when looking at services that are currently underspending.

Committee Reports:

Community Access Committee:

The committee met as scheduled on Wednesday, January 13th. The committee discussed the following:

- Revised the date for the Statewide Consumer Retreat. Originally, the scheduled date for the Retreat was May 29th and 30th 2021. Because of the ongoing COVID-19 pandemic, the committee agreed to reschedule the event to October 9th and 10th, 2021. Management at the venue are agreeable to the new dates. The committee also discussed the possibility of holding a virtual retreat, just in case there is a need for that due to the pandemic.
- Because of the concerns expressed about the problem consumers were facing getting their HIV medications at the Hague Pharmacy, the Co-Chair reached out to the Recipient Staff in December for clarification on the issue. The Recipient responded that there will be a provider that will fill the gap by providing HIV medications to the affected consumers. The committee wants to make it known that the Walgreens Pharmacy was good at filling the gap left by the Hague Pharmacy.
- The Community Access Committee Co-Chair attended the last QISP Committee meeting on January 19th in regard to the survey the Community Access Committee wants to administer to the consumers. The committee is trying to get a gauge the impact of the COVID-19 pandemic in service delivery. The two committees will continue to work together. The Community Access Committee will continue to review the questions and

have them in the survey monkey format while the QISP Committee will focus on the Triennial Needs Assessment.

- With support from the Planning Council, the committee would like to incorporate the Animated Video Production as an awareness campaign, for information for the retreat, open enrolment, questions about doctor visits, or questions on the Ryan White Program and update, etc... The Co-Chair talked about the process of linking these to social media programs.
- Because of the COVID-19 pandemic, there is a lot of demand for consumer participation virtually. Consumers want to know whether the Planning Council can discuss helping clients by paying for Wi-fi services. The cost can be incorporated into EFA (Emergency Financial Assistance). This will enable consumers to participate in more activities, including participation on the Planning Council. The committee is working on this as an agenda item.

The Community Access Committee has just began discussing the Wi-fi issue. The Co-Chair noted that this was brought to the committee because of the current pandemic situation which has made it difficult for some consumers to make financial decisions regarding priorities in their life. The committee was mindful of the fact that they need more data before they can present the issue to the Planning Council

According to legislative requirements, only consumers who are Planning Council members qualify for assistance in a reimbursement type of situation, either for Wi-fi or hotspot, etc... The Planning Council can set up a reimbursement policy similar to mileage reimbursement. With regard to the general public who receive Part A services, that is something that can be worked out with the Recipient's Office. The only other way for reimbursement by service funds, is if it is linked to tele-health.

Membership and Nominations Committee:

Due to lack of a quorum, the committee held an informal meeting on January 28th on different action items that the committee would like to work on to boost membership of the Planning Council.

Currently, the Council is at 35% unaligned consumers. This is expected to potentially go down to 32%. To be compliant, the Council should be at 33% unaligned consumers. One Planning Council member recently resigned and moved out of area. The Council is currently at fourteen (14) membership, instead of the required fifteen (15) membership.

The committee reviewed the Norfolk TGA Matrix and noted the following mandated categories on which to focus on. Support Staff was requested to develop invitation letters to send to individuals and/or organizations in categories 7 and 13, based, specifically, on their expertise to serve in:

- **Category 7: Hospital Planning Agencies or Health Care Planning Agencies:**
An invitation letter will go out to Dr. Dickens.
- **Category 10: State Government – State Medicaid Agency:**
The Agency is currently dealing with the COVID-19 pandemic and will be contacted for a Representative when the situation normalizes.

- **Category 13: Representatives of organization with a history of serving children, youth, women and families living with HIV and operating in the area:**
An invitation letter will be sent out to some Pediatric Physicians at CHKD.
- **Category 15: Representatives of formally incarcerated**
Ashley will work with the Membership and Nominations committee to identify some individuals recently released from incarceration, not for more than two years. She will report back at the next committee meeting.
- **Category 16: Hepatitis C:**
This category can be filled by someone in either Category 15 or Category 8.

Support Staff are currently working on the Application Form for Planning Council membership to have it in a survey monkey form.

QISP Committee:

The committee met on January 19th as scheduled. The committee discussed plans for the Triennial Needs Assessment. The committee is working collaboratively with the Community Access Committee regarding the survey tool which the Community Access Committee is currently working on. The Community Access Committee will work on the questions they feel will get the most useful data from consumers. The questions will be presented to the QISP Committee for review and will be incorporate into the Triennial Needs Assessment.

Priorities, Allocations and Policies Committee:

The committee met informally due to lack of a quorum. The Recipient Staff presented the Expenditure Summary Report for the period ending November 30, 2020. The target expenditure was at 75%. Overall, the TGA was at 63%. The 12% underspending is basically due to the COVID-19 pandemic which has meant that some service delivery is handled differently.

Because of the success of the Food Bank/Home Delivered Meals program, the Recipient's Office would like to make a recommendation that, at the start of the new year, the TGA should fund Food Bank/Home Delivered Meals. Not only the portion under the COVID-19 award, but also under the regular fiscal year funding with funds from service categories that are currently underspending to make sure that the TGA was utilizing the funding

Unobligated Balance (UOB):

Support Staff gave a brief summary of the meaning of UOB and noted that this process was completed over the Holidays.

Any Other Business:

With regard to the closure of the Hague Pharmacy and how it will affect delivery of medications, the Recipient Staff stated that the question will be deferred to the Program Manager. However, the Recipient Staff were in discussion with other organizations to fill the gap. In spite of concerns expressed by consumers about the problems they are facing getting their HIV medications, the Recipient's Office has not yet received notification from the Hague Pharmacy indicating that they would like to end their agreement with the Ryan White Program.

Announcements:

The M.A.S.S. fund raising project on the Beauty Beyond my Status Calendar was completed November/beginning of December. M.A.S.S. Sells the calendar and T-shirts in packages.

Gwendolyn thanked those who participated on the project and also thanked the sponsors, Gilead as well as Co-ordinated Care. These are not only HIV education calendars, but are also a celebration of 40-years of advocacy, fighting the fight and for service delivery to the HIV community in the area.

Next Meeting:

The next committee meeting will be Thursday, February 25th at 4:00 p.m.

Adjournment:

With no further business to discuss, the meeting was adjourned.

Respectfully Submitted

Gwendolyn Ellis-Wilson