

GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL
Thursday, January 28, 2021: 5:00 p.m.
Norfolk Department of Human Services
741 Monticello Avenue, Norfolk

Call to Order: The Planning Council virtual meeting for the Greater Hampton Roads HIV Health Services, held via Zoom on Thursday, January 28, 2021 was called to order at 5:03 p.m.

Present:

Ashley D.D. Brown
Gwendolyn Ellis-Wilson
Jerome Cuffee
Lisa P. Laurier
Lynea Hogan
Meyoni Beale
Gloria Robinson
Beverly Franklin
Rhonda Russell
Terry R.J. Carrington

Absent:

Cindy Walters
Lexus Walker
Rachael Artise
Syreeta Dawkins

P.C. Support Staff

Thomas Schucker
Deryk M. Jackson
Teresa Malilwe

Guests:

Heather Wienke-Janssen Pharmaceutical
Tanya Kearney -AIDS Resource Center
Doris McNeill-Former PC Member
Clay Porter

Recipient Staff

Christine Carroll
Robert Hargett

Moment of Silence and Reflection:

A moment of silent reflection was observed for those affected and infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

The notice of the meeting was posted on the Norfolk TGA website. There was no response to the notice of meeting posted.

Public Comment and Discussion:

There was no public comment or discussion.

Review of Minutes:

After review, a motion was moved by Ashley and properly seconded to approve the minutes as written. The motion passed.

Planning Council Activity Timeline (P-CAT)

- For the month of January 2021 the Planning Council will:
 - Receive monthly reports from Standing Committees
 - Hear Program Updates and Collaboration with the Recipient's Office
 - Review and Resolve Parking Lot Items
 - Approval of new Planning Council members

- Review Scope of Work and Planning Council Activity Timeline for 2021 grant year.

Directives:

The Planning Council had one month left in the Grant Year. There was agreement to review and approve Directives to the Recipient at the February 25 Planning Council meeting.

Committee Reports:

Community Access Committee:

The committee met on January 13th. The committee discussed the following:

- **Statewide Consumer Retreat:**

The committee discussed and voted to reschedule the in-person Statewide Consumer Retreat to October 9th and 10th 2021 due to the ongoing pandemic. The initial dates were May 29th and 30th. The management at the venue have agreed to reschedule the reservation to the proposed dates. The Committee discussed and are planning for a virtual Retreat as an alternative.

- **The Hague Pharmacy:**

Some Consumers expressed concern that the Hague Pharmacy was no longer filling prescriptions for HIV medications. The Co-Chairs reached out to the Recipient to find out what was going on with the Ryan White Program contract and the Hague Pharmacy. The current information is that there is an agency in the area who will be assisting in filling prescriptions for HIV medications. Further information will be passed on to the consumers as it becomes available. Some consumers had knowledge that Walgreens Pharmacy was assisting in getting the HIV medications to them.

- **Consumer Survey:**

The QISP Committee is working collaboratively with the Community Access Committee on the consumer survey. The Community Access Committee is working on a consumer survey for data on service delivery during the COVID-19 pandemic and how consumers are doing overall. As a result, the Community Access Committee Co-Chair attended the last QISP Committee meeting and discussed how the two committees will work together. The QISP Committee is working on the Triennial Needs Assessment and will need consumer input. The two Committees are in discussion for more questions on the survey and possibly distribute it through the survey monkey.

- **Animated Videos:**

The committee would like to start producing short animated videos. However, this will require some funding. The goal is to provide information that will help the Planning Council's recruitment efforts, including information on joining the Planning Council, to information on the upcoming Retreat, Doctor visits, Open Enrolment, and information on Ryan White services. The committee is in the process of creating a budget. The committee is also trying to figure out if that is something the committee would like to do and where it can be posted, where it can be most effective.

- **Request for Assistance with Wi-fi:**

Some Community Access Committee members would like some assistance in paying for Wi-fi or get refunded for Wi-fi so that they can participate in local and Statewide activities that are available, including Planning Council and other meetings. The committee will work to find out how many members are having financial issues and bring some solid data to the Planning Council

The Community Access Committee will meet virtually on Wednesday, February 10th at 6:00 p.m.

Membership and Nominations Committee:

The committee met as scheduled and held an informal meeting because of lack of a quorum. The Planning Council is down on membership at fourteen (14) members after the resignation of one member. The required membership number is fifteen (15). The requirement of unaligned consumers on the Council is 33%. Currently, the Planning Council is at 35% unaligned and will potentially drop to 32% unaligned consumers.

The committee reviewed the Norfolk TGA matrix and focused on the mandated vacant slots on the matrix. The committee discussed some action items on how to boost membership on the Planning Council.

- **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.

The Council discussed the idea reaching people by radio as a means of recruitment. That is, asking members of the community who are willing to make a difference in their communities by participating on the Council; all within the framework of legality. As it has been proven, the word of mouth is not working anymore as a recruitment tool. People need to see advertisements on billboards, radio, television, social media, and as discussed during the Community Access Committee report, information through animated cartoon videos, etc... Support Staff were requested to look into the legality of some of these types of advertisements.

Heather, from Janssen Pharmaceuticals, who was attending the meeting as a guest, will find out if her organization would be willing to sponsor either a billboard or however, they can assist.

Doris, a former Council member and also a guest at the meeting, will find out if ASOs with social media can assist by putting up advertisements on their platforms. There was also a recommendation to use twitter and/or next-door.

Christine, the Ryan White Program Manager, has a video from another jurisdiction that can assist the Council in their membership recruitment efforts. She will give the video to Support Staff for the Community Access Committee to include in their animated video production.

R.J. Carrington volunteered to assist the Community Access Committee in the production of the animated videos. He has the background knowledge for this type of work. This will also assist in cutting the budget requirement.

The Planning Council will discuss further in detail, reports that will be submitted by volunteers on how to help boost recruitment for Planning Council membership at the next Council meeting scheduled for February 25th at 5:00 p.m.

Quality Improvement/Strategic Planning (QISP) Committee:

The committee met on January 19, 2021 and discussed plans for the upcoming Triennial Needs Assessment. The committee is working collaboratively with the Community Access Committee on questions for the consumer survey. The QISP Committee will review the responses from the survey which will be in form of a survey monkey and will incorporate it in the Norfolk TGA Triennial Needs Assessment.

The Triennial Needs Assessment is a process that takes place every three year. This is a functional document that is meant to guide what the Planning Council is doing in the TGA and making recommendations from the data therein. The data in the document is also used to make decisions during the Priority Setting and Resource Allocations Process. It is, therefore, important that the Council gets a good snapshot of who to survey and get accurate information as relates to services. Because of the different perception in how services are delivered by providers versus how services are received by consumers, it is important that the Needs Assessment is consumer driven.

Priorities, Allocations and Policies Committee:

The committee met as scheduled and held an informal meeting due to lack of a quorum.

The committee reviewed the Expenditure Summary Report for the period ending November 30, 2020. The target expenditure rate was at 75%. Overall, the TGA was at 63%; 12% under the target expenditure rate. Some service categories were near the target expenditure rate while other services were expending below the target expenditure rate. The committee reviewed some services, such as:

- HIPCSA was at 56%
- Medication Co-Pay was at 58%
- Mental Health Services was at 40%
- Drug Reimbursement was at 32% which also includes the AIDS Pharmaceutical Assistance (Local).

It was noted that some service categories were under-spending because of the COVID-19 pandemic the country was currently going through which has affected some the TGA's service delivery.

It was noted that Food Bank/Home Delivered Meals service category was doing very well. In this regard, the Recipient's Office has a recommendation that although the COVID-19 funds were a on-time award, the TGA can reallocate some leftover funds from the new FY 2021 funding to the Home Delivered Meals component including from the regular funding.

Program Updates:

Part A Program Manager's Report:

For the last two months, staff has been packing to move from the second floor to the fourth-floor office at 741 Monticello Avenue. Computers and telephones are not yet hooked up. Currently, staff is working from home using laptops. The move has been a real challenge for everyone, and she asked for patience while staff make this transition.

Part B (VDH) Update:

The Council reviewed the Part B update. Copies of the Part B update and announcements were emailed to the Planning Council for review prior to the meeting.

Part C Update:

In the absence of a Part C Representative, no Part C update was presented. The report will be emailed to Support Staff for dissemination to the Planning Council.

HOPWA Update:

The HOPWA Representative could not make the meeting. There was, therefore, no HOPWA update. The Co-Chair expressed concern that the Planning Council has not received a HOPWA update for about five months now. There are issues the Council would like to know that affect the consumers, such as the extension of the moratorium on evictions, etc... Doris will find out if the Housing Program Manager at the LGBT Life Center can present a report at the next Council meeting.

Training: Overview of the Ryan White Program:

Support Staff presented a brief PowerPoint of how to read the Expenditure Summary Report as part of the monthly Planning Council Training Plan.

Announcements:

M.A.S.S. is at the end of its fundraising Calendar Campaign: Beauty Beyond my Status, has been completed and the calendars and T-Shirts are on sale for those interested. This year's campaign was different with models and had a local theme to it. It's not only an HIV educational piece, but is also a stigma reduction piece, thanks to Gilead and also Care Network for sponsorship. All proceeds from the sale will go to program income for Minority AIDS Support Services for continued service delivery to the clients in the TGA.

Clay gave an update regarding Senate Bill 1138 (SB1138) which aims to modernize several provisions of the Virginia Code to reflect the current scientific understanding of HIV, removes the ability to violet the human rights of individuals living with HIV, and promotes public health by alleviating the stigma and mistrust of health institutions that contribute to barriers limiting

usage of testing and treatment. Copies of the Bill were emailed to Council members for information and the guide of how to email the Delegates of the Criminal Sub-Committee.

Next Meeting Date:

The next virtual Planning Council meeting will be Thursday, February 25th at 5:00 p.m.

Meeting Adjournment:

With no other business to discuss, a motion was moved by Syreeta and properly seconded by Meyoni to adjourn the meeting. The motion passed.

Respectfully Submitted

Gwendolyn Ellis-Wilson