

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations and Policies Committee Minutes  
Meeting Held via Zoom – July 29, 2021 – 3:00 p.m.**

**Call to Order and Roll Call:**

The Zoom virtual Priorities, Allocations and Policies Committee meeting was called to order at 3:04 p.m. The roll was called as follows:

**Present:**

Rachael Artise  
Jerome Cuffee  
Lisa P. Laurier

**Absent:**

Davon White  
Ashley D.D. Brown

**PC Staff:**

Deryk M. Jackson  
Thomas Schucker  
Teresa Malilwe

**Recipient Staff:**

Christine Carroll  
Jacqueline Wiggins

**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](http://www.ghrplanningcouncil.org).

**Approval of Minutes from the Previous Meeting:**

After review of the minutes from the last meeting, a motion was moved by Lisa and properly seconded by Rachael to approve the minutes as written. The motion passed.

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

There were no activities slated for the July meeting. The committee will continue to plan for the upcoming Priority Setting and Resource Allocations Session scheduled for August 19 and August 26, 2021.

**Priority Setting and Resource Allocations (PSRA) Session:**

Some data for the Needs Assessment was received from VDH. Support Staff will work on the data for the upcoming Priority Setting and Resource Allocations Session. The PSRA Session will be registration based to ensure that people are engaged and that they will attend the Session. After the July 29<sup>th</sup> Council meeting, a zoom registration link will be emailed to Planning Council members for confirmation of attendance. The packets with PSRA documents will be sent to Council members on Friday, July 30<sup>th</sup> before the Day 1 Mandatory Training on August 19<sup>th</sup>.

The committee commended Support Staff for the way the 2020/2021 PSRA Session was conducted and were appreciative of the way the documents were put together, which made it easy for the participants to follow the process.

**Review Reallocation Requests from the Recipient:**

The RW Program Manager announced the retirement of Mr. Robert Hargett, effective August 1, 2021. A job announcement was put out. Applications for the position have been received and the Program Manager will review the five applications which were selected for interviews through Human Resources. Mr. Hargett has been with the Program for twenty years.

The RW Program Manager presented a reallocation request to the committee to:

- Reallocate \$12,000.00 from Transportation Services into EIS Regular Services.

This is an internal transfer of one agency moving funds out of the Transportation budget into the EIS Regular budget. The Recipient was, therefore, requesting the committee's approval to move the funds.

The Program Manager stated that EIS Regular was already at 60% expended. At this time, the category should be trending at 25%. She noted that there will be other reallocation requests taking place in due course.

A review of the monthly expenditure summary report indicated that the TGA was at 20% overall. However, the target expenditure was at 25%. The following categories were at 0%:

1. Drug Reimbursement
2. Housing

The two service categories are still under review by the Purchasing Department at the City of Norfolk because they need to be put out for an RFP. It is anticipated that the two RFPs will be posted within the next week or two. There is, therefore, the possibility that the funds in the two categories will be reallocated because it is so late in the year. The TGA is also applying for a carryover which is due by mid-August.

After discussion, a motion was moved by Lisa and properly seconded by Rachael to reallocate \$12,000.00 from Transportation Services into EIS Regular Services. The motion passed with:

- o – Nays
- o – Abstention

The committee will present a motion to the Executive Committee and subsequently the Planning Council for approval to reallocate \$12,000.00 from Transportation Services into EIS Regular Services.

The Program Manager noted that Transportation Services were at 16%. This is due to the impact of the COVID-19 pandemic.

The Program Manager noted that Recipient Staff are all chipping in to help out with the workload that Mr. Hargett was assigned. This will be the case until a new Fiscal Officer is appointed. With regard to the Assistant City Manager position, after the retirement of Mr. James Rogers, effective August 1, 2021 the City positioned Ms. Pope to assist in that position.

**New Business:**

There was no new business.

**Public Comment/Discussion:**

There were no guests at the meeting.

**Adjournment:**

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

Respectfully Submitted

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Jerome Cuffee - Co-Chair

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Lisa P. Laurier – Co-Chair