

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations and Policies Committee Minutes
Meeting Held via Zoom – September 30, 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 3:02 p.m. The roll was called as follows:

Present:

Rachael Artise
Jerome Cuffee
Lisa P. Laurier

Jonathan Albright Williams
Ashley D.D. Brown
Clay Porter

Absent Member/s:

Davon White

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.

Approval of Minutes from the Previous Meeting:

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

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

The committee's agenda is as follows:

- Review and Resolve Parking Lot Items
- Review Reallocation Requests from the Recipient's Office
- Review Part A Expenditure Report/s by Service Category
- Review Memorandum of Understanding (MOU)
- Review of Part A Norfolk TGA Bylaws and Code of Conduct

The committee was on track with the Planning Council Activity Timeline (P-CAT)

Review Reallocation Request/s from the Recipient:

Review Part A Expenditure Summary Report by Service Category:

A review of the Expenditure Summary Report indicated that the target expenditure was at 46%. The following service categories were over the target expenditure rate:

- Medical Case Management
- Early Intervention Services
- Food Bank/Home Delivered Meals
- Non-Medical Case Management

As indicated in the past, the Recipient was working with the City of Norfolk, Purchasing Department to RFP:

- Housing Services
- Local-Drug Reimbursement

However, due to time constraints, the Recipient put the RFP for the two services on hold because new RFPs for services will have to go out in November, including Housing Services, and Local-Drug Reimbursement. The Recipient Staff was, therefore, recommending removing from:

Housing Services:	\$177,945.00
Drug Reimbursement-Local	<u>\$ 33,810.00</u>
Total	\$211,755.00

To reallocate into:

Foodbank/Home Delivered Meals:	\$50,000.00
Medical Case Management:	\$80,877.00
Non-Medical Case Management:	<u>\$80,878.00</u>
Total	\$211,755.00

Early Intervention Services (EIS) is overspending at 99%. The Recipient will reallocate funds from Quality Management into EIS and will inform the committee the dollar amount that will be reallocated into that service. However, there will be no need for the committee's approval for the reallocation.

The Program Manager noted that the TGA was 6% behind overall and only 3% behind in all services.

The Program Manager announced the employment of a new person in place of Mr. Hargett. The new employee, Mr. Michael Dedeaux, will start on Monday, October 4th.

During discussion, it was noted that Foodbank/Home Delivered Meals has no stipulation put on the service. A client can obtain a food voucher as many times without restriction. It's all under the control of the Provider and Case Managers to educate their clients. However, it was noted that, Statewide, the Foodbank/Home Delivered Meals service category has gotten more utilized. It is necessary to maximize access for all clients but some guidelines should be put in place for utilization of this category. The Planning Council should, therefore, look to see what other jurisdictions have put in place for control factors.

After extensive discussion, a motion was moved by Lisa and properly seconded by Rachael to approve the Recipient's Reallocation Request. The motion passed with:

- o – Nays
- o – Abstentions

Review of Memorandum of Understanding (MOU):

There was a recommendation to defer the review of the following yearly activities to the next committee meeting:

- Memorandum of Understanding (MOU)
- Norfolk TGA Bylaws/Code of Conduct

Support Staff will email the documents to committee members for review, including the Policy and Procedures Manual.

Review of the 2021 PSRA Report:

This is a report summarizing the activities of the PSRA Session which was held in August 2021. The committee agreed to defer review of the Report to the next committee meeting. The Report will be disseminated to the committee for review prior to the next meeting date.

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

Jerome Cuffee - Co-Chair

Lisa P. Laurier – Co-Chair