

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, January 3, 2008: 5:00 p.m.
Department of Social Services
741 Monticello Avenue, Norfolk, VA 23510**

Members Physically Present: –

Anthony L. Ruffin
Stacie Walls-Beegle
Pierre Diaz
Shelley Taylor-Donahue
Gregory Fordham
Janet Hall
Jerry Hines
Russell Jones
Ruby Jones
Sharon H. Scott
Jacqueline Sharpe
Gwendolyn Ellis-Wilson

Members on Teleconference:

Jeff Kibler
Robert S. Hewitt, Jr.,-Co-Chair
Diana Jordan

Absent Members:

Judy Anderson
Dan Alvarez
Edward Oldfield
Marie St. Rose
Nancy Johnson

Grantee Staff:

Christine Carroll-Programs Manager
Georgia Troupe
Marsha Butler.

Planning Council Staff:

Kimberley Pierce-I/Program Manager
Teresa Malilwe

Call to Order:

Mr. Anthony Ruffin called the meeting to order at 5:00 p.m. on behalf of Mr. Robert Hewitt who was participating via teleconference. He welcomed Council members and guests and thanked them for their attendance.

Moment of Silence and Reflection:

Members observed a moment of silence and Reflection for those who are suffering with the disease and those that have died from it.

Introduction of Visitors – Public Comments:

There were no visitors at the meeting. There were, therefore, no public comments.

In the absence of the Secretary, Anthony called the roster for attendance. In accordance with excused absences as established in the Bylaws; Attendance-Article 3, Section 5, it was moved and properly seconded to accept the excused absences as noted on the roster. The motion passed.

Approval of Minutes:

After review, it was moved and properly seconded to accept the minutes with noted correction. The motion passed

Planning Council Support Staff Report:

Program Supervisor's Position: Kim stated that she met with Ms. Sharon Laisure to go over the applications for the Program Supervisor's position. These were narrowed down to five and all the candidate who were contacted still expressed interest to interview for the position. Depending on the schedule of the Co-Chairs, interviews will be scheduled for the end of next week or the earlier part of the week after. Depending on the suitability of the candidate, someone might be hired by early February. An update will be presented at the next Planning Council meeting.

Committee Reports:

Executive Committee:

Mr. Anthony Ruffin stated that the committee did not meet last month and, therefore, had no report to present.

Care Strategy:

Ms. Stacie Walls-Beegle, the committee's Co-Chair presented the committee's report on behalf of Ms. Diana Jordan who was participating via teleconference. She noted that the Executive Committee reviewed and passed the Mental Health; and Substance Abuse Standards at their last Committee meeting. These Standards were now distributed to Council members for review and final vote at tonight's meeting.

Stacie stated that the committee met in the month of December and reviewed Case Management models; Medical and Non-Medical. The committee was now working on the following issues:

- To incorporate the VDH guidelines into the Medical and Non-Medical Case Management Standards.
- Put in place Early Intervention Services Standards. This was one of the service categories that were prioritized at the Priority Setting and Resource Allocations Session. It was noted that the TGA has no Standards for this service category.
- Finalize Case Management Standards.
- Annual review of the Outreach/Case Finding Standards because of the multiple models that were accepted by the Planning Council.

Stacie stated that the committee was also reviewing Baseline Indicators. She noted that the TGA has had Standards for a while but not everybody was using them. The committee was, therefore, reviewing data made available through site visits that have been carried out and through CAREWare. This information might give the committee some Baseline Indicators; maybe not for every category, but at least, the minimum categories.

Jackie expressed concern about some Indicators. She wondered about providers who were employed in their own businesses and wanted to know if there was concern about anything other than that the person would be licensed and completed four introductory hours of HIV training, and/or their personal or professional behavior. Diana stated that if it became necessary to incorporate a more specific contractual requirement, a Directive would be the right mechanism to safeguard what staff in agencies was using. If that were the case, it would be necessary to do it for providers in all the service categories.

After some discussion, it was moved and properly seconded to accept the Mental Health Standards as written. The motion passed.

It was also moved and properly seconded to accept the Substance Abuse Standards as written. The motion passed.

Stacie stated that the committee requested that the Standards be available on the Ryan White website to provide access to interested individuals. Support Staff stated that efforts were still being made to rectify the problem regarding updating of information on the Ryan White website with the assistance of the website host.

Community Access:

Mr. Gregory Fordham stated that the committee met in December 2007. Committee members were currently working on plans for the upcoming Town Hall meeting which will be more of an educational session. The event is scheduled for January 19, 2008 at the Norfolk Department of Public Health, from 10:00 a.m. to 4:00 p.m. The theme of the meeting will be based on “*Partnering with Your Case Manager.*” Gregg noted that at the last Retreat, the theme was “*Partnering with your Medical Provider.*” Shelley will make a presentation on Case Management, along with Diana or someone from VDH. Gregg also stated that arrangements were being made for some Community Access Committee members to travel to Myrtle Beach, South Carolina for the Democratic Debate. Currently, only three Presidential candidates have any kind of policy on HIV/AIDS; that is, Hilary Clinton, Barrack Obama, and John Edwards.

Finance:

Anthony stated that the committee did not meet during the month of December. He presented the Expenditure Summary for the period ending November 30, 2007 reflecting all expenditures reported as of January 2, 2008. He noted that the target expenditure level was 75% but overall, expenditure was at 62%. The following were expenditure levels for individual service categories:

- Primary Medical Care : 81%
- Case Management: 66%
- Pre-Release Case Management: 77%
- Drug Reimbursement: 69%

Anthony noted that so far, the expenditures were currently on target.

Jackie wanted to know how many new people were served per month in the TGA or was it the same people being served? Christine stated that the majority were the same people

that were being served year after year. There were, however, some new clients but not so many. Robert noted that one of the things the Planning Council did this year was to target outreach/case finding services in order to bring in new clients, but the process started late; in August for the regular funds; and December for the MAI money. Jackie stated that it would be important for the Council to see some data because this will give the Planning Council an idea of what progress is being made. Diana stated that it will be helpful for the Planning Council to see service utilization data on a quarterly basis.

Membership and Nominations:

In the absence of the Chair, Kim presented the committee's report. She noted that the Mayor was apprised of the current resignations and letters were sent to the individuals, from the Mayor's Office, thanking them for commitment and service. The following three members resigned voluntarily from the Planning Council:

1. Meyoni Beale
2. Alisha Carpenter
3. Danielle Mathis

The following were involuntary resignations because of violation of the attendance policy:

1. Freddie Simons
2. Kayla Dunston

Kim stated that five individuals were interviewed for membership on the Planning Council. A synopsis of each applicant was included in the packets for review and a recommendation was being presented by the Committee for the Council's vote to accept the four applicants as members of the Planning Council. After some discussion, it was moved and properly seconded to accept the recommendation as presented. The motion passed.

At the last Planning Council meeting, members were involved in the process of open nominations to fill the vacant position of Planning Council Secretary. Council members were now requested to vote for the two individuals, namely; Sharon H. Scott, and Janet Hall. Results would be announced at the end of the meeting.

Needs Assessment and Comprehensive Planning:

Shelley stated that the committee did not meet during the month of December. She noted that membership on her committee was affected because of involuntary resignations of:

- Danielle Mathis
- Freddie Simons

And the move to other committees of:

- Stacie Walls-Beegle – Care Strategy Committee (Co-Chair)
- Jackie Sharpe – Priority Setting and Resource Allocations Committee (Chair)

However, at the last Executive Committee meeting, some members volunteered for membership on the Needs Assessment and Comprehensive Planning Committee. The individuals are:

- Pierre Diaz
- Judy Anderson
- Robert S. Hewitt, Jr.

It was decided during the meeting that the committee will meet on the second Tuesday of every month. The next meeting will be on Tuesday, January 8, 2008 at 5:30 p.m.

There was some discussion regarding assigning new Planning Council members to committees that need members instead of letting them pick a committee. Anthony stated that new members were first given a choice of a committee. If the selected committee has too many members, according to policy, it is up to the Co-Chairs to assign the new members to committees that need membership. Robert stated that according to Bylaws, the Co-Chairs have the “authority” to place members on committees as needed. In this case, the Co-Chairs will get together and review membership on all the Sub-Committees to ensure a good balance and place the new members into committees as needed.

Shelley stated that the Needs Assessment and Comprehensive Planning committee was supposed to monitor the Comprehensive Plan and one of the processes was the review of the needs of the Latino/Hispanic consumers. However, the committee cannot meet to assess barriers and gaps because of lack of membership.

It was noted that according to the Bylaws, Article V-Committees, Section 1-General; states as follows:

“A Planning Council member who joins more than one committee must meet attendance requirements for each committee.”

“Each year, the Co-chairs will ask Planning Council members to indicate their first and second choices for a primary committee and their interest in serving on additional committees. Based on this information and the specified number of members needed for each committee, the Co-Chairs will assign members to committees. It is the responsibility of the Co-Chairs to ensure that each committee has, at least, the required minimum number of members and adequate representation and reflectiveness.”

Shelley stated that she and Stacie were working closely with the Community Access Committee on plans for the upcoming Town Hall meeting. Case Management Standards will be presented to participants at the event scheduled for January 19, 2008. Shelley noted that a survey was done and data was collected to assess gaps and barriers for consumers in the TGA. As a result of this, it was agreed that a presentation of Case Management Standards would be more appropriate.

Policies and Procedures:

Mr. Pierre Diaz stated that at the last meeting, the committee voted on the second option of the Attendance Policy which states as follows:

“Planning Council members must attend $\frac{2}{3}$ of all scheduled Planning Council (PC) meetings and $\frac{2}{3}$ of all sub-committee meetings. Typically, there are 12 meetings a year (July 1 through June 30). Each member is allowed 4 absences from Planning Council meetings and 4 absences from sub-committee meetings.”

He requested a motion for the Planning Council to accept the recommendation as presented by the committee. It was moved and properly seconded to accept the recommendation as presented. The motion passed with three abstentions and one nay. This change will be reflected in the Bylaws.

Pierre stated that the committee also reviewed the teleconference guidelines. The Project Officer at HRSA advised to discourage attendance by teleconference, especial at committee level. However, due to individual members' schedules, it was agreed that the privilege should not be discontinued. The teleconference guidelines are as follows:

Teleconferencing Guidelines

1. *Planning Council members shall give 36 hours notice if they will need to participate in meeting via telephone. **This will give Support Staff adequate time to arrange the proper number of lines to accommodate all callers.***
2. *Phone participants must be recognized by the Chair before voting or giving information.*
3. *Phone participants who generate excessive background noise and/or sounds or are otherwise disruptive to meetings will be warned once. **The second infraction will constitute suspension of teleconferencing privileges for all meetings for the remainder of the year.***
4. *PC Support staff will ensure that all meeting documents are distributed in a timely fashion, via email or postal service. **It will be the PC Members' responsibility to ensure he or she has all materials when they call in.***

After discussion, it was moved and properly seconded to accept the teleconference guidelines as presented. The motion passed.

Priority Setting and Resource Allocations:

There was no report to present because the committee did not meet.

RW TGA Programs Manager's Report:

As is the case every year at this time, Christine requested that the Planning Council give the Grantee the flexibility to move funds as needed and as quickly as possible. Normally this flexibility is required for the months of December, January and February. The Grantee Staff will report any movement of the funds to the Priority Setting and Resource Allocations Committee. After some discussion, it was moved and properly seconded to give the Grantee the flexibility in the months of January and February to move funds as needed and report to the Priority Setting and Resource Allocations Committee. The motion passed.

Diana wanted to know if the Grantee would be submitting a waiver for unobligated funds for the end of the Grant Year. Christine stated that they had already done that. It was 2% of the Formula, amounting to \$67,000.00.

Any Other Business:

Janet wanted to know if there was any progress on the issue of appointing Co-Chairs for Sub-Committees. Anthony stated that the Planning Council Co-Chairs were still reviewing the issue.

Kim announced that unless Planning Council/Sub-Committee members are notified otherwise, all meetings will be held at the Department of Social Services.

After a tally of the votes for the vacant position of Secretary, Ms. Sharon H. Scott was voted the new Planning Council Secretary.

Diana stated that VDH had received a testing grant for testing and reaching health care settings. One of the sites will be the Norfolk General Emergency Room. She anticipated that this would have an impact on people needing services. There is no projected start date; however, it might be within the next two months. In addition, there will be the testing initiative carried out in community health centers on the Eastern Shore. This might have less impact on the TGA, but there will be some impact nonetheless. Stacie requested Diana to notify outreach service providers in writing so that they can develop a relationship with the emergency room process. Support Staff to disseminate the information to the whole Planning Council.

Stacie stated that ACCESS was working on a new project: The Transgender Outreach Prevention Program. It is in partnership with Park Place Medical Center. It is funded by the Health Department for the Minority AIDS Project and also the MAC AIDS Fund who are funding the medical component. There will be an allocated time, at Park Place, where Transgender individuals can go and seek medical care and get tested with incentives of medically supervised hormone treatment. A Program Coordinator has been hired and an advisory group, made of the transgender population, will be developed for the project. It is targeted for the minority individuals who are in the transitional stage.

Gregg announced the trip to Myrtle Beach, South Carolina, on January 21, 2008. He requested all interested individuals to contact him for further information.

There was some discussion about the Mayor's Representative on the Planning Council. It was agreed that Council members were doing a great service to the community by participating on the Planning Council and Sub-Committees. However, it was felt that, if the Mayor cannot attend some Planning Council meetings, somebody needs to come and attend to represent the Mayor's Office.

Date of the Next Meeting:

The next meeting will be on Thursday, February 7, 2008 at 5:00 p.m. Council members will be informed of the venue.

Adjournment:

A motion was made and properly seconded to adjourn the meeting. The motion passed.

Anthony Ruffin – Co-Chair

Robert S. Hewitt, Jr. – Co-Chair