

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Tuesday, January 6, 2009: 5:00 p.m.
Norfolk Department of Human Resources Training Center
520 E. Main Street, Norfolk, VA 23510 – Suite B**

Members Physically Present:

Dan Alvarez
Judy Anderson
Sandie L. Bazemore
Stacie Walls-Beegle
Pierre Diaz
Gwendolyn Ellis-Wilson
Mary Frye
Janet Hall
Richard Hall
Russell Jones
Ruby Jones
Anthony Ruffin
Sharon H. Scott
Jonathan Spain
Sheila R. Trapp
Ronald Williams

Members on Teleconference:

Heather Bronson
Gregory Fordham
Jeff Kibler
Janelle Parsons
Lafayette Williams

Absent Members:

Angela Mercer
Marie St. Rose

Grantee Staff

Christine Carroll
Robert Hargett

Guests

None

P.C. Support Staff

Teresa T. Malilwe

Call to Order

The meeting was called to order by Anthony at 5:00 p.m.

House Keeping Rules:

Participants were requested to turn off their cell phones and electronic devices or place them on mute mode. Outgoing or incoming calls should be taken outside the meeting space. Members participating via teleconference were requested to inform the meeting if they wanted to get off the phone so that an accurate count is kept of the quorum.

Moment of Silence and Reflection:

A moment of silence and reflection was observed for those who are suffering from HIV and AIDS and those that have gone on before us.

Attendance:

Ms. Sharon Scott, the Planning Council Secretary, read the Ryan White Part A Mission Statement. The roll for Planning Council members was taken.

Introduction of Visitors:

There were no visitors.

Review of Minutes:

After review, the following corrections were noted:

Page 3; 2nd paragraph; last sentence – Under Community Access Committee Report: remove “*about.*”

Page 4; 3rd paragraph ... sentence – under Priority Setting and Resource Allocations Committee, 4th bullet; *march* should read “*match.*”

Page 4; last paragraph add ‘... by “*a*” written ...’

Page 5; under Any Other Business; first sentence; remove “*and that*”

After review, it was moved and properly seconded to approve minutes with noted corrections. The motion passed.

Planning Council Support Staff Report:

Anthony wished Gwen a Happy Birthday and commended her for attending the Planning Council meeting on her birthday.

Committees Chairs’ Reports:**Executive:**

Pierre Diaz did not present a report; however, he noted that each committee’s work will be present by the Chair.

Needs Assessment and Comprehensive Planning:

Ms. Gwendolyn Ellis-Wilson stated that the committee did not meet in either November or December, 2008. However, it was noted at the Joint Executive Committee meeting that some consumers had not yet participated in the needs assessment survey. Collaborative Research was informed of this omission. With regard to the Comprehensive Plan, Christine stated that Ron was working to put the document in PDF, after which the document will be sent to other municipalities; and copies will be given to interested individuals.

Stacie expressed concern that she did not receive the draft Comprehensive Plan. She indicated that her committee, the Care Strategy Committee, has a shared responsibility in the Plan. Christine noted that Collaborative Research sent the document to the Grantee's office. The Consultants did not send the document to specific committees but left it as a Planning Council activity. Stacie stated that her concern was that her committee's work plans were based on the Comprehensive Plan. For that kind of document, the Executive Committee should, at least, have reviewed it before it was finalized. After some discussion, Christine stated that it might be a good idea for the document to be reviewed at the next Executive Committee so that committee Chairs can see what activities their committees are required to undertake.

Rick stated that he was confused between the needs assessment process and the Comprehensive Plan process. In terms of the Comprehensive Plan, he wanted to know whether it was Collaborative Research's Plan or the various components of the Planning Council.

Christine stated that the Needs Assessment and Comprehensive Planning Committee was responsible for the Comprehensive Plan. Rick noted that in accordance with the mandate, the Comprehensive Plan is not the sole responsibility of the Needs Assessment and Comprehensive Planning Committee. After submission by the Consultants, the document should have been reviewed and endorsed by the entire Planning Council. However, it was noted that the Needs Assessment and Comprehensive Planning Committee did not meet in either November or December, 2008 for the Plan to go through the required process. Collaborative Research was also still working on the draft Plan. It was also noted that the Plan had a timeline of January 5, 2009 for submission to HRSA. The Project Officer is currently reviewing it and will send feedback to the Planning Council.

Mr. Robert Hargett recommended that arrangements be made for the Planning Council to get clarification of what the Comprehensive Plan process should be so that three years from now, when the Plan needs to be renewed, Council members, at that time, will be aware of what the process is.

Rick recommended that there should be more definition and transparency in the process. The confusion might have occurred because of combining the needs assessment process with the Comprehensive Plan. He stated that an external entity cannot develop final plans for the Council. They solicit and get input from various members and various processes such as the Needs Assessment and come up with a recommendation. It is up to the Planning Council to finalize the document, through submission of the draft document to either the Executive Committee, for review by each sub-committee; or through a working ad hoc committee. It has to trickle down and then come back up to the Planning Council for a vote on it. If not, the Council can get a grievance.

Recommendation: Anthony noted the concerns expressed by the Council and stated that arrangements will be made for the Planning Council to have an "*Educational Moment*" at the next meeting.

Membership and Nominations:

Ms. Judy Anderson stated that the committee did not meet in December 2008. However, after the recommendation for two candidates went through the Executive Committee, the Council, through an e-vote, accepted the recommendation for Ms. Julie Dixon and Mr. Samuel Hardy to be members of the Planning Council. Mr. Williams stated that the two candidates' applications were approved by the Mayor.

Recommendation: Orientation for the two candidates will be scheduled by the Support Office before the next Council meeting.

Judy expressed condolences to the family and friends of Cliff G. Reid, Jr. on his untimely passing. Mr. Reid was an active member of the Planning Council. Pierre also announced the passing of Kayla Dunston, a former member of the Planning Council.

Community Access:

In the absence of the Chair, it was noted that the committee met in December. The members met to discuss the outcome of the Retreat held on November 15. Certificates of Appreciation were also handed to committee members for their work on the Committee.

Finance:

Ms. Janet Hall discussed the Expenditure Summary for the period ending October 31, 2008 dated December 11, 2008. She noted that the target expenditure level was at 67%. Some service categories have exceeded the projected target percentage. For the services that are under expended, the figures only reflect expenditures up to December 11. There are, therefore, some providers whose expenditures have not yet been reported and, therefore, are not reflected in the current report.

Mr. Robert Hargett stated that there are some areas that were of concern to the Priority Setting and Resource Allocations Committee at the November meeting, as reflected in the minutes. It was noted that Drug Reimbursement was at 94%. The Committee, at the November meeting, recommended some reallocations. Some funds were, therefore, reallocated from the Grantee administration. The priority was to ensure that services continue to be offered to clients. Christine stated that two service categories; Housing Assistance and Emergency Financial Assistance (EFA), were completely out of funds even if this was not reflected in the report under review. With regard to the Minority AIDS Initiative funds, the TGA, at 24%, is 1% away from being on target at 25%. Overall, regular service categories were at 64% expended; that is, 3% away from the target expenditure level.

PSRA:

Ms. Ruby Jones stated that the committee did not meet in December. However, the Expenditure Summary provides the committee with a lot of issues to discuss at the next committee meeting.

Care Strategy:

Ms. Stacie Walls-Beegle stated that the committee met as scheduled and had a long meeting. There were two specific items on the agenda, as follows:

- Presentation by Collaborative Research:
Mary Walton from Collaborative Research, presented “Clinical Quality Management Findings.” She also discussed what the Consultants will be doing for the Norfolk TGA in a few months.
- Drug Reimbursement issues:
The committee discussed the following:
 - Ways to decrease costs in drug reimbursement by looking at the ADAP Formulary vs. the Norfolk TGA Drug Reimbursement Formulary.
 - How many drugs were duplicated on the two Formularies and were being paid for by the Norfolk TGA Formulary that could be paid by ADAP.
 - Some committee members, including Marsha in the Grantee’s Office, are working on the Formulary to figure out different places where some of the drugs can be purchased at reduced costs.

Stacie stated that the committee will meet next week. They will present a recommendation at the next Council meeting on how to decrease the duplication of drugs from the Norfolk Part A Formulary and ADAP. Providers will need to be trained by the Grantee’s Office on how to source for cheaper medications. She noted, however, that it was too late in the grant year to make significant changes in the costs but the recommendation will make a big difference in cost savings next year. There was some discussion about contracting with cheaper pharmacies/organizations, such as Wal-Mart. However, Stacie noted that this would be problematic. Ron stated that he inquired from HRSA about this issue and their response was that they did not know of any TGA that does that because the process is cumbersome. Mr. Robert Hargett stated that the reviewing committee might find the Norfolk Formulary to include drugs that are not HIV-specific.

Stacie stated that the committee was putting on hold the revision of the Standards of Care because Collaborative Research was still doing some work on site visits.

Policy and Procedures:

- Mr. Pierre Diaz stated that the committee did not meet in December as scheduled.
- Anthony noted that Mr. Rick Hall has graciously agreed to chair the committee.
- Mr. Rick Hall indicated that the committee will not meet in January because of the Presidential Inauguration Ceremony which will be held on the same date.
- The next meeting will be on February 17, 2009.

RW Program Manager’s Report:

Ms. Christine Carroll stated that during December, the Grantee’s Office did the following:

- They closed out the RFP with fifteen (15) responses. There were no new providers. The TGA lost one Primary Medical Care provider, but the service category will be picked up by another Provider.
- While doing the spreadsheet on what was requested per service category; per agency, the end result was that there was \$1.5 million over-requested on the overall Grant Application.
- Ron and Christine spoke with Bengie at HRSA in December and he stated that the Norfolk TGA Planning Council scored very well on the Grant Application.
- They are currently reviewing all the proposals.

It was noted that when the Award is received, it will come back to the Planning Council if the Award will be more or less the amount requested for. Level funding does not require going back to the Council for review. As we get closer to the closing of the fiscal year, the Priority Setting and Resource Allocations Committee will be standing ready to convene an emergency meeting, if necessary, to review any potential changes on the planned allocations listed in our 2009 Grant Application. Any recommendations will be presented to the Priority Setting and Resource Allocations Committee and subsequently the Planning Council for approval.

Any Other Business:

There was no other business to discuss.

Announcements:

Pierre thanked Council members for their commitment and dedication serving on the Planning Council and the various committees. He welcomed the new members.

Next Meeting Date/Adjournment:

The next meeting will be on February 5, 2009 at 5:00 p.m. With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

Anthony L. Ruffin

Anthony L. Ruffin – Co-Chair

Pierre Diaz