

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, October 2, 2008: 5:00 p.m.
Norfolk Department of Human Resources Training Center
520 E. Main Street, Norfolk, VA 23510 – Suite B**

Members Physically Present: –

Judy Anderson
Pierre Diaz
Gwendolyn Ellis-Wilson
Richard Hall
Russell Jones
Ruby Jones
Angela Mercer
Clifford G. Reid, Jr.
Antony Ruffin
Sharon Scott
Ronald Williams

Grantee Staff:

Christine Carroll
Marsha Butler

Guests:

Fred Casey – AIDS Resource Center

Members on Teleconference:

Dan Alvarez
Gregory Fordham
Janet Hall
Janelle Parsons
Heather Bronson
Marie St. Rose
Jeff Kibler

Absent Members:

Stacie Walls-Beegle
Nancy Pearl
Sheila Trapp
Lafayette K. Williams

P.C. Support Staff:

Jacquelyne Wiggins
Teresa T. Malilwe

Call to Order:

The meeting was called to order at 5:00 p.m. Mr. Anthony Ruffin welcomed Council members and guests and thanked them for their attendance.

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. The meeting was to be conducted in an orderly manner in accordance with the Bylaws - Conducting meetings, Article 6, Section 7.

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 - Public Comments:

Visitors were invited to introduce themselves and provide any remarks/comments. Mr. Fred Casey – RW Part B Project Director – AIDS Resource Center, introduced himself.

Approval of Minutes:

The minutes from the last meeting were reviewed. The following corrections were noted:

- According to alphabetical order; Gwendolyn *Ellis-Wilson*'s name should be filed after the "D" on the list.
- Page 1: Under Grantee Staff - Mr. Robert Hargett was *not* present at the last meeting.
- Page 6: Under Program Manager's Report, delete last sentence and replace with "*Christine contacted HRSA to determine whether the TGA will be able to access the remaining MAI funds as carry over.*"

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

Planning Council Support Staff Report:

- 🚧 Support Staff had no report to present.

Executive:

Mr. Pierre Diaz, the new Co-Chair, stated that the committee did not have a report to present but each committee's work will be presented by the committee chair.

Committees Chairs' Reports:

Membership and Nominations:

Ms. Judy Anderson presented names of three applicants for the Council's approval and their synopses were distributed to Council members for review. The candidates have gone through the interview process and the committee reviewed the rankings. Judy presented a recommendation to accept the following candidates for membership on the Planning Council:

1. Charles Hebert – It was moved and properly seconded to accept the recommendation as presented. The motion passed.
2. Sandie Bazemore – It was moved and properly seconded to accept the recommendation as presented. The motion passed.
3. Mary Frye – It was moved and properly seconded to accept the recommendation as presented. The motion passed.

Judy stated that the committee was still looking for a representative from the Veterans

Administration. An application from a college student still has to be reviewed by the committee. Mr. Robert S. Hewitt, Jr. submitted a letter of resignation from the Planning Council and would be vacating his position on the Matrix. One of the three candidates will fill the slot on the matrix.

Policy and Procedures:

Copies of the proposed changes to the Bylaws were distributed to Council members for review and Mr. Pierre Diaz presented the following recommendations:

- The following language was proposed for addition to the Bylaws, Article IV-Officers; Section 1-Eligibility, Nomination and Election of Officers: *“All candidates must meet attendance requirements as stated in the Bylaws, Article III, Section 5 and have, at least, one year of leadership experience with leadership roles held within the Planning Council and/or HIV/AIDS community.”* The motion passed.
- The following will be inserted in the Bylaws:
Article III – Membership: Section 6 – Members’ Duties and Responsibilities: Add *reference* to the “Planning Council Member Reimbursement Policy” at the end of the last paragraph.
Article III – Membership: Section 6 – Members’ Duties and Responsibilities: Add *reference* to the “Planning Council Member Reimbursement Policy” at the end of the last paragraph.

Care Strategy:

In the absence of the Chair, Jackie gave an update on the change in the Formulary and noted that Symbicort was officially added to the Formulary. The Grantee has disseminated the revised Formulary to all Providers. Collaborative Research was working on the Provider work groups which will take place within the next month. She also noted that the Quarterly Service Utilization Data Report for FY 2008 was included in the packets for review.

Community Access:

Mr. Gregory Fordham stated that the committee was working on plans to hold a Retreat in November 2008. Ms. Ruby Jones, the Chair of the Ad Hoc Committee, gave an updated report of what plans have been made for the Retreat. The Ad Hoc committee decided to change the theme of the Retreat and get more consumer involvement through activities which will give consumers the opportunity to interact more with each other. She invited Planning Council members to attend the Retreat. Ruby stated that some pharmaceutical companies have agreed to donate food and giveaways. The Retreat will be held at the Norfolk Department of Public Health on November 15, 2008 from 12:00 noon to 7:00 p.m.

Gregg noted that transportation was provided to consumers to attend the last committee meeting. Additional people indicated that they will start attending committee meetings because of the availability of transportation. Gregg stated that the committee will again; need the transportation providers’ assistance to get people to the meeting site next week.

Finance:

At the Chair's request, Mr. Rick Hall spoke on behalf of the Finance Committee. He stated that the Committee will meet on Thursday, October 9, 2008 at 11:00 to review the Expenditure Summary Report, and the Support Budget and make recommendations as necessary.

Needs Assessment and Comprehensive Planning:

Ms. Gwendolyn Ellis-Wilson stated that the committee met with Consultants from Collaborative Research at a Call Meeting on September 23, 2008. Participants reviewed the draft survey which was presented by the Consultants. Part B and VDH Representatives were at the Call Meeting. To avoid duplication, it was agreed to collaborate with VDH and incorporate their survey into the Norfolk TGA's survey. The Consultants will also be in attendance at the next meeting

Priority Setting and Resource Allocations:

The committee did not meet and, therefore, did not have a report to present.

RW Part A Programs Manager's Report:

Ms. Christine Carroll stated that the Grant Application was submitted to HRSA, one week early. A response is expected sometime in January. Christine also discussed the Expenditure Summary for the Period Ending July 31, 2008 dated September 10, 2008. She noted that even with the additional funds under Medication Co-Payment, the service category's expenditure level is at 50%. One of the reasons is that some clients have insurance, but their deductibles are very high. The target expenditure level was at 42%.

The City Manager's Liaison's Report:

Mr. Ronald Williams did not have a report to present.

Any other business/Announcements:

Anthony welcomed Dr. Mercer on behalf of the Planning Council and thanked her for her decision to be part of the process that helps individuals who are affected and infected by the HIV and AIDS virus. The new members have indicated that they will participate on the following committees:

- Dr. Angela Mercer: Priority Setting and Resource Allocations Committee
- Sheila Trapp: Care Strategy Committee
- Heather Bronson: Membership and Nominations Committee

There was an inquiry about rotating Planning Council meetings to other localities in the Norfolk TGA. This has been done before but not this year. Anthony noted that that was due to limited funds. It was noted that lack of teleconference facilities in the outside localities was also a barrier.

Next Meeting:

The next meeting will be November 6, 2008 at 5:00 p.m. at the Norfolk Department of Human Resources Training Center on Main Street.

Adjournment:

With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

Anthony L. Ruffin – Co-Chair

Pierre Diaz – Co-Chair