

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, November 6, 2008: 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 Bazemore
Stacie Walls-Beegle
Pierre Diaz
Gwendolyn Ellis-Wilson
Mary Frye
Janet Hall
Ruby Jones
Russell Jones
Angela Mercer
Janelle Parsons
Clifford G. Reid, Jr.
Antony Ruffin
Sharon Scott
Jonathan Spain
Sheila Trapp
Lafayette K. Williams
Ronald Williams

Members on Teleconference:

Heather Bronson
Gregory Fordham
Jeff Kibler
Marie St. Rose

Absent Members:

Richard Hall

Grantee Staff:

Christine Carroll
Robert Hargett

P.C. Support Staff:

Teresa T. Malilwe

Guests:

Fred Casey – AIDS Resource Center

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. Members participating via teleconference were requested to inform the meeting if they wanted to get off the phone so that an accurate account 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 - 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. After review, it was moved and properly seconded to accept the minutes as written. The motion passed.

Planning Council Support Staff Report:

Mr. Ron Williams stated that he met with the City Manager to discuss the staffing options in the Planning Council Support Office and will report back to the Council when a decision has been made.

Executive:

Mr. Pierre Diaz 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 stated that:

- The committee met as scheduled.
- Interviews were conducted for two new applicants and the results of the interviews will be presented to the committee by the Interviewing Team for review.
- Orientation was completed for three new members. They will serve in the following categories of the Norfolk Matrix:

1. Mary Frye: Category 3 – Social Service Providers, including providers of housing and homeless services (does not include HOPWA).
2. Sandie Bazemore: Category 7 – Hospital Planning Agencies or Health Care Planning Agencies.
3. Jonathan Spain: Category 8 – Affected communities, such as Historically underserved groups and subpopulations and people with HIV disease.

Community Access:

Mr. Gregory Fordham stated that the Community Access Committee will hold a Retreat on Saturday, November 15, 2008 from 11.00 a.m. to 5:00 p.m. at the Norfolk Department of Public Health. The monthly committee meeting will be held on Wednesday, November 12, 2008 at 6:00 p.m. to continue planning for the Retreat.

Ruby reported that the Ad Hoc Committee was on schedule with the Retreat plans. Consumers were pleased that transportation will be provided for the event. “An Educational Moment” will be one of the agenda items. Ruby requested that a representative from each of the sub-committees come to discuss the functions of their committee.

Finance:

Ms. Janet Hall discussed the Expenditure Summary Report for the Period Ending August 31, 2008 and dated October 8, 2008. The target expenditure level was at 50%. However, the following core service categories were above the expenditure level:

- Drug Reimbursement: 70%
- Oral Health/Dental Services: 51%
- Mental Health Services: 62%

Janet reiterated that \$38,715.00 in FY 07 Carryover funds was allocated to Medication Co-Pay and \$22,681.00 was reallocated from the Grantee’s Administrative Budget into Housing Assistance.

In the Support Service categories, the following services were over-expended:

- Housing Assistance : 66%
- Emergency Financial Assistance: 53%

In Administration and Clinical, Janet noted that the Planning Council Support budget was under-expended because of the staffing situation. With regard to MAI funding, the service categories were on target at 8%.

Needs Assessment and Comprehensive Planning:

Ms. Gwendolyn Ellis-Wilson stated that the needs assessment by Collaborative Research was on schedule. The Consultants were first targeting large areas such as the Eastern Virginia Medical School (EVMS); Health Departments; PICH; etc... The committee did not meet for the month of November. However, Collaborative Research submitted an electronic report to committee members on progress made. Gwen stated that she contacted Collaborative Research with regard to concerns expressed by some consumers about their lack of participation in the survey process.

Priority Setting and Resource Allocations:

Ms. Ruby Jones stated that her committee was working collaboratively with the Finance Committee to monitor expenditure levels in service categories. Robert stated that as was discussed in the relevant committees, approximately \$87,222.00 was needed for reallocation into Drug Reimbursement. The projection by the Grantee's Office was that the service category will run out of funds effectively by November. As a result, it was recommended to reallocate \$64,705.00 of the MAI Carry over; and \$22,517.00 from the Grantee's Administration fund into Drug Reimbursement so that consumers can continue to get the required services.

Stacie expressed concern about the significant amounts of money that was being reallocated into Drug Reimbursement and wanted to know what was causing that trend. She recommended finding ways to cut down on the expenditures related to Drug Reimbursement. Janet stated that a recommendation was made at the Executive Committee meeting to review the Formulary. Stacie stated that a specific data request was submitted to the Grantee's Office so that the committee can further review the data and find out the exact reason why costs have increased.

Christine stated that a data report was submitted to the Priority Setting and Resource Allocations Committee for review. It covered the first six months of this year versus the first six months of last year. The data on the report indicated that service utilization was significantly higher this year for both unduplicated and duplicated clients. It was noted that some of the causes for higher costs were as follows:

- Increased utilization
- Increased number of prescriptions written
- Increased number of clients seen this year versus those served last year
- The funding received is not going up to match the rate of Inflation

Robert stated that these are problems being experienced throughout the Norfolk TGA; mostly because the costs of providing services have gone up.

Stacie felt that the Grantee's recommendations to reallocate funds to a particular service category should be supported by a written data report. Robert recommended that for the future, the Planning Council will have to consider some actions when planning for services. HRSA had also, at one point, requested the TGAs nationwide to review their

formulary to see how costs can be contained. Gwen recommended that Case Managers must be mandated to find other ways or cheaper sources of getting medications.

After extensive discussion, it was moved and properly seconded to allocate \$64,705.00 of MAI Carryover into Drug Reimbursement. The motion passed with one abstention; and two nays.

Care Strategy:

Ms. Stacie Walls-Beegle stated that some providers did not get the client level data for the Quality Management component as indicated in the report submitted by the consultants. She noted that the committee did not meet as scheduled in October.

Policy and Procedures:

Mr. Pierre Diaz stated that the committee did not have a report to present.

RW TGA Program Manager's Report:

Ms. Christine Carroll stated that a draft copy of the Comprehensive Plan was submitted electronically by Collaborative Research. It will be sent back to the Consultants with some edits and a copy will also be sent to Gwen, the Needs Assessment and Comprehensive Planning Committee Chair. Christine stated that it is very detailed work.

She noted that the Grantee's Office was finishing putting up the RFP for next fiscal year's funding and will be posted on the City's website. Ryan White Providers will be contacted about the information.

Other Business/Announcements:

Anthony welcomed the new Planning Council members and requested that they introduce themselves. The following new members; attending the meeting for the first time; introduced themselves:

- Sandie Bazemore: Formerly with the Norfolk Department of Public Health. She is now with VDH.
- Jonathan Spain: He is with the City of Virginia Beach.
- Mary Frye: She is Social Worker I with Human Services, City of Norfolk.
- Sheila Trapp: She is with the Norfolk Community Services Board. Sheila was a Planning Council Co-Chair in New Jersey.

Stacie commended the Membership and Nominations committee for their hard work in the recruitment drive. She noted that the committee has brought to the Council highly qualified and motivated people.

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

Anthony L. Ruffin
Co-Chair

Pierre Diaz
Co-Chair