

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, February 5, 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
Julie Dixon
Gwendolyn Ellis-Wilson
Richard Hall
Samuel Hardy
Russell Jones
Ruby Jones
Angela Mercer
Janelle Parsons
Sharon H. Scott
Jonathan Spain
Lafayette Williams
Ronald Williams

Members on Teleconference:

Heather Bronson
Gregory Fordham
Jeff Kibler
Janet Hall
Marie St. Rose
Sheila R. Trapp

Absent Members:

Mary Frye
Anthony Ruffin

Grantee Staff

Christine Carroll
Robert Hargett

Guests

None

P.C. Support Staff

Teresa T. Malilwe

Call to Order

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

Moment of Silence and Reflection:

A moment of silence and reflection was observed for those who are infected and affected by 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:

The Council reviewed the minutes. After review it was moved and properly seconded to approve the minutes as written. The motion passed.

Committees Chairs' Reports:

Executive:

Pierre Diaz stated that the committee chairs will be requested, again to assign committee vice chairs of their committee as guided by the Policy and Procedures guidelines. Planning Council Co-Chairs must be informed of these assignments.

Needs Assessment and Comprehensive Planning:

Ms. Gwendolyn Ellis-Wilson stated that the committee met in January and discussed the following:

- *Comprehensive Plan process.* In order to take note of Council members' concerns regarding the Comprehensive Plan Process, the committee's vice chair recommended getting an endorsement of approval from the Council. The recommendation was presented to the Executive Committee and was voted down. The Comprehensive Plan for 2009-2011 is currently at HRSA for review by the Project Officer. Mr. Bengie Hair will provide comments and recommendations after review.
- It was agreed to change the meeting time to 10:00 a.m. the second Tuesday of each month. However, due to schedule conflicts, the committee will revert to its original meeting time of 5:30 p.m. It was agreed that the committee will not meet every month. Meetings will be scheduled for the committee to meet when there was something to discuss.
- Tracy from Collaborative Research presented the "*Comprehensive Strategic Plan Overview 2009-2011*" at the last Executive committee meeting. She noted during presentation that some diagrams needed to be updated.
- Copies of the *Norfolk TGA Comprehensive PLWH/A Needs Assessment 2008 Report of Findings* were distributed to Council members for review. If required, the Grantee's Office will make arrangements for Mr. Jeff Daniels to give an overview of the Needs Assessment Findings.

Recommendation/Follow up Action: Support Staff to put the Norfolk TGA Comprehensive Plan 2009-2011 on the Ryan White website.

Finance:

Mr. Rick Hall presented the committee's report on behalf of the Chair. He discussed the Expenditure Summary for the period ending November 30, 2008 dated December 23. He noted that the expenditure level was at 75%. The following service categories were over expended:

- Drug Reimbursement at 93%
- Mental Health Services at 94%
- Housing Assistance at 94%. However, the current situation indicates that the service category was expended.
- Emergency Financial Assistance at 80%. This category is also expended.

He noted that the Chair of the committee has solicited from each Standing Committees, input of their committee's anticipated budget requirements for the coming fiscal year. To date, only one sub-committee has submitted their fiscal requirements. The information should be submitted to Ms. Hall by February 9, 2009.

Care Strategy:

Ms. Stacie Walls-Beegle stated that the committee met as scheduled to work on the following agenda items:

- Standards of Care:
The Grantee's Office submitted the Standards of Care with the revisions recommended by collaborative Research. The members are currently reviewing the Standards for discussion at the next committee meeting. The goal is to present the revised Standards to the Planning Council for a vote at the March meeting.
- Norfolk TGA Drug Reimbursement Formulary:
The committee continues to work on the Formulary. Members have revised the Formulary and several medications that were on both the Norfolk TGA Formulary and the ADAP Formulary were taken off the Norfolk TGA Drug Reimbursement Formulary. The committee was also recommending strict guidelines for accessing the Patient Assistance Program (PAP) for a lot of the medications that are on the Norfolk Formulary. She noted that the TGA only covers some medications for 30 days under this program after which they go to Drug Reimbursement. Stacie stated that the TGA will continue to cover, for emergencies, certain medications that are on the ADAP Formulary for five days under Drug Reimbursement. The committee, with the assistance of Dr. Mercer, also reviewed the identified 20 most prescribed medications that can be obtained under ADAP or the Patient Assistance Program. The revised Norfolk TGA Drug Reimbursement Formulary will be presented to the Planning Council at the March meeting for a final vote.

Gwen stated that she was in contact with the Pharmacy Connection Program. This Program is based in Richmond. She noted that the program covers about 2,500 drugs and felt that the TGA would benefit from such a program and save on Drug Reimbursement. The next training for this program is scheduled for February 18 at WHRO. She felt that case managers would benefit from this program.

Rick stated that Medicare Part D has rolled into the new year and costs have increased for certain drugs. Rick recommended that for co-pays, Part A might want to do a cost review in anticipation of rising drug costs.

Membership and Nominations:

Mr. Judy Anderson welcomed and recognized the new Planning Council members:

- Mr. Samuel Hardy
- Julie Dixon
- Mr. Charles Hebert.

Mr. Hebert was not present at the meeting. However, Judy noted that he went through the orientation Session with the other two candidates.

Judy stated that the committee will not meet in February because there are no new agenda items to discuss. No new applications have been received in the Support Office; and there are no new candidates that need to undergo orientation.

Community Access:

Mr. Gregory Fordham stated that the committee was in need of participation because the committee has found out that most consumers still experience transportation problems to attend committee meetings/events. Flyers announcing meetings/events prepared by the Support Office are distributed to providers for dissemination to their clients. Consumers are asked to contact the Support Office for transportation arrangements to meeting locations. Gregg noted that the committee's budget requirements for 2009 will be emailed to the Finance Chair by Monday. He asked for assistance to get people to Community Access Committee meetings.

PSRA:

Ms. Ruby Jones stated that the committee did meet as scheduled in January. She noted that the committee was concerned about how to get feedback from the Grantee's Office on how the allocations impact the consumers. The committee will meet in February but also stands ready should the Grantee call for an emergency meeting.

Policy and Procedures:

Mr. Richard Hall, the Committee's new Chair, stated that the committee will meet on Tuesday, February 17, 2009 at 5:00 p.m. In anticipation of the meeting, he met with the Chair emeritus, Mr. Pierre Diaz; and has scheduled a subsequent meeting with the Co-Chairs; Mr. Anthony Ruffin and Mr. Pierre Diaz after the Finance meeting on Thursday

February 12, 2009 to review any standing past matters. He noted that he received from the Support Office, the Policy and Procedures Manual for his review. He also noted that a review of his committee indicates that there is an urgent need for an assignment of new members. The committee will meet only when it is necessary at the direction of the Planning Council.

Mr. Pierre Diaz thanked Mr. Hall for volunteering to chair the committee.

RW Program Manager's Report:

Ms. Christine Carroll reported that the Grantee's Office:

- Had a final meeting, this week, with Collaborative Research pertaining to the Quality Management Program.
- Had tentative work for the Consultants in the coming fiscal year; that is, to train all service providers on the revised Standards of Care.
- Was working on the Minority AIDS Initiative Grant Application which is due March 6, 2009.
- Was winding down with the proposals that were received. However, they were still awaiting information about the Award.
- Christine was going to attend a Cross Collaboration Project meeting on Friday, in Richmond, and would also attend the All Parts Quarterly Contractors' meeting at VDH.

Mr. Robert Hargett stated that during a conversation with the Project Officer last week, Mr. Bengie Hair advised that for the upcoming Priority Setting and Resource Allocations Session, the Planning Council should give serious consideration to doing more detailed projection of the costs so that the TGA can adequately request what has been projected. Mr. Hargett recommended that the Council should request for more funds than we need rather than less. Enough funds should be requested to meet the needs of the community. The Project Officer recommended that the Planning Council should, in the coming Session, put more exhaustive efforts in prioritizing and allocation of funds. After extensive discussion, it was recommended that for the upcoming Session, funding requests must be made according to trends.

There was also discussion regarding the Expenditure Summary reports. Some members expressed concern that the Council was required to make decisions based on data that is sixty days old. However, Robert stated that the data that is presented to the Planning Council is the most current and most accurate data available. This process, which has been in effect for a number of years now, entails that data is presented to working committees at the beginning of the month. By the time it gets to the Planning Council, the data is sixty days old. Christine reiterated that the Planning Council voted to give the Grantee's Office authority to move money between service categories as needed.

Planning Council Support Staff Report:

Mr. Ron Williams reported on the following:

1. Planning Council Manager Position:

A study was done of Planning Council Support across the country and the following options were reviewed:

- Contract out the Support Office
- Attach it to the Grantee's Office

HRSA did not recommend either of the above options. Mr. Williams, therefore, recommended that efforts be made, within the next 30-45 days, to hire a Program Supervisor based on funding. He stated that he would work with the Co-Chairs in this regard and also with the City of Norfolk Department of Human Resources.

2. Meeting Locations:

He noted that there was an analysis done, some time in the spring, to find an alternative location for Planning Council meetings. Mr. Williams felt that the present meeting location was considered better than the other locations that were under consideration.

Part B Update:

Ms. Tanya Kearney introduced herself as the Director of the AIDS Resource Center at the Eastern Virginia Medical School (EVMS). Tanya is also the Grantee for Part B in the Eastern Region. Her report was, therefore, based on what was happening on the local level. She discussed the following:

• Patient Safety and Clinical Pharmacy Services Collaborative Team:

Part A has representation on this program. The Team had a break out session during the Local Learning Session II in Washington D.C. One Part A Representative will discuss Patient Standards of Care at a session in Washington, D.C. next month

• Collaboration:

Part B worked very closely with Part A and collaboratively with VDH in having the largest number of needs assessment surveys returned. The information was used in the Strategic Planning Process which was out in January. Tanya commended Christine for representing Part A in this effort.

• Strategic Planning Process:

During the process Part B tries to identify any unmet need, any gaps in services, and any barriers to care in the Eastern Region. Because Part B has less funding, they are responsible for the entire Eastern Region Health District Five and if there are any unexpended funds, the money is put in those identified areas. This year, Part B decided to cover, for Part A, Medical Nutritional Supplementation. Part B will not, however, be covering Housing Services and Emergency Financial Assistance (EFA) in the TGA. Tanya requested Part A to contact Part B if they need funding assistance because Part B still has some unexpended funds.

- The Statewide Coordinated Statement of Need has been completed.

- The Comprehensive Plan is still being worked on.
- ADAP now has gone to 400% of poverty. The Patient Services Institute has been contracted to do ADAP Centralized Eligibility.
- Part B also does Medicare Part D for Part A. About \$26,000 will be expended this year on co-pays, deductibles, etc... as a result of rising drug costs.

Any Other Business:

Council members were encouraged to attend the 2nd Annual Virginia Ryan White All Grantee Meeting which will be held in Richmond, on Friday, March 6, 2009. Tanya also encouraged Planning Council members to attend Part B meetings held on the Third Tuesday of every month at the Resource Center from 10:00 a.m. to 12:00 noon. Part B meetings are moved quarterly to other locations in the area.

Heather noted that the Project Officer has always encouraged collaboration between Part A and Part B. She, therefore, commended Tanya for attending Part A Planning Council meeting and presenting a report on behalf of Part B.

Announcements:

Pierre thanked Council members for their commitment and dedication serving on the Planning Council and the various committees. He also thanked Ms. Tanya Kearney from Part B for attending and presenting her report.

Next Meeting Date/Adjournment:

The next meeting will be on March 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 – Co-Chair

Pierre Diaz