

**Greater Hampton Roads HIV Health Services  
Planning Council Meeting Minutes  
Thursday, February 7, 2008: 5:00 p.m.  
Department of Social Services  
741 Monticello Avenue, Norfolk, VA 23510**

**Members Physically Present: –**

Dan Alvarez  
Judy Anderson  
Stacie Walls-Beegle  
Shelley Taylor-Donahue  
Gregory Fordham  
Janet Hall  
Robert S. Hewitt, Jr.,-Co-Chair  
Jerry Hines  
Russell Jones  
Ruby Jones  
Diana Jordan  
Sharon H. Scott  
Marie St. Rose  
Gwendolyn Ellis-Wilson

**Members on Teleconference:**

Pierre Diaz  
Jeff Kibler

**Absent Members:**

Anthony L. Ruffin  
Nancy Johnson

**Planning Council Staff:**

Teresa Malilwe

**Grantee Staff:**

Christine Carroll-RW Part A Programs Manager  
Robert Hargett – Grantee Staff

**Call to Order:**

Mr. Robert Hewitt called the meeting to order at 5:00 p.m. He welcomed Council members and guests and thanked them for their attendance.

**Moment of Silence and Reflection:**

Robert noted that it was National African-American HIV/AIDS Awareness Day. He requested for a special moment of reflection for consumers between the ages of 18 and 24 and to remember those that have passed on.

**Introduction of Visitors – Public Comments:**

Mr. John Miller, Part B project Director, EVMS-AIDS Resource Center, introduced himself. Ms. Edith Heard, a former Planning Council member, also introduced herself. The visitors were recognized by the Chair.

The roll for Planning Council members was taken by the Planning Council Secretary, Ms. Sharon Scott. 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 as written. The motion passed

**Planning Council Support Staff Report:**

The Planning Council Support Staff report was given by Ms Sharon Scott in the absence of Ms. Kimberley Pierce, the Interim Program Manager, who was not able to attend the Planning Council meeting due to a prior commitment. The Report is attached as appendix A. The following issues were discussed in the Report:

1. Program Supervisor Position:  
Three candidates were interviewed on January 31, 2008. Their References were being checked and once received; the recommended candidate's name will be submitted to Human Resources for processing. It is expected that the process will take another two weeks.
2. Appointment Letters:  
Appointment letters for new Planning Council members were still in the Mayor's Office. Once the letters have been received, arrangements will be made for the individuals to under go orientation.
3. Resignation Letters:  
Resignation letters for Drs. Oldfield and Sharpe were forwarded to the City Manager's Office to coordinate signature by the Mayor.
4. Notification to HRSA regarding membership non-compliance:  
Ms. Jo Messore, the Project Officer requested a letter regarding compliance issues. The current draft will be updated as soon as appointments are made for new Planning Council members and the letter with the most current Norfolk Matrix will be sent to the new Project Officer at HRSA, Mr. Bengie Hair.
5. Ryan White Website:  
Support Staff has been communicating with the vendor to enable updates at the website but there has been no success in getting results. It was recommended that the Planning Council seriously consider using the City's website server to host the Ryan White site. This, unfortunately, means that the web address will have to change to [www.norfolk.gov/ryanwhite](http://www.norfolk.gov/ryanwhite). The migration of the web pages can be accomplished within days and at no cost.

6. Morale Retreat:

The Retreat for Planning Council members has HRSA support. It has to take place prior to the end of the program year.

Robert noted the two resignation letters that were received and thanked Dr. Oldfield and Dr. Jacqueline Sharpe for their years of service to Ryan White Part A Planning Council.

There was some discussion regarding the Ryan White website. Robert stated that currently, the website is not accessible for Support Staff to make updates due to some technical problem. The recommendation by Support Staff was for the Planning Council to consider using the City's web server. In this case, members wanted to know if it will be possible for Support Staff to access the site and make updates. Mr. Robert Hargett stated that there are technical factors involving the issue of updating the site, some of them have to do with the FrontPage software. He noted that either of the two options; whether with the outside vendor or with the City of Norfolk, there will still be need to have that functionality in place for whoever will be maintaining the website to be able to use FrontPage to update the site. With regard to using the City's web server, Mr. Robert Hargett stated that initially, the Ryan White website was set up independently because the Planning Council always had the option of whether or not be under the City's administration. He noted that all that is required is to pay a onetime fee of \$2,500.00 for five years. It was recommended that some website training be done to whoever will be responsible for maintaining and updating the website.

Mr. Gregg Fordham requested more information regarding "*Notification to HRSA regarding Membership non-compliance.*" He also wanted more information about the "*Morale Retreat.*" Robert stated that currently, the Norfolk TGA was lacking membership in some mandated categories and the Project Officer requested Support Staff to initiate official notification of the current status.

With regard to the Retreat, he noted that during discussion with the Project Officer, it was recommended for the Planning Council to consider having a morale retreat. This was also discussed at the last Executive Committee meeting and members were considering an all-day retreat on either a Friday or a Saturday. The reason for the retreat was to allow time for members to rejuvenate and look at why there were currently so many resignations from the Planning Council. There was concern about the timeline before the end of the grant year to plan for the retreat. The Grantee Staff stated that the expenditure has to be obligated before February 29. Christine gave a clarification of what was recommended. She noted that this was supposed to be a joint retreat; a team building occurrence between the Grantee side and the Planning Council. The cost will be split between the Grantee and the Planning Council. No Planning Council work will be involved. It will, entirely, be a social event. One or two team building people and motivational speakers will be invited. Christine noted that there is a suggestion that the new Project Officer might also attend.

After extensive discussion, it was moved and properly seconded to have the Retreat for Grantee Staff and Planning Council members. The motion passed with one nay and one abstention. An Ad Hoc Committee was selected comprising the following individuals:

- Grantee Staff:
  1. Marsha Butler
  2. Georgia Troupe
  
- Planning Council:
  1. Stacie Walls-Beegle
  2. Ruby Jones  
{Mr. Gregg Fordham volunteered to stand in for Stacie who will be out of town next week}.

## **Committee Reports:**

### **Executive Committee:**

In the absence of Mr. Anthony Ruffin, the committee did not have a report to present.

### **Care Strategy:**

Robert noted that this was Ms. Diana Jordan's last Planning Council meeting. He thanked her for her hard work, service, and commitment to Part A as Part B representative. Diana responded by stating that even though she will not be a formal Planning Council member, she will always be interested in the success of the Planning Council and the geographical area as a whole. She stated that Ms. Shelley Taylor-Donahue, who was joining the Virginia Department of Health, will be the new Part B Representative on the Planning Council and would fill that category on the Norfolk TGA matrix.

Stacie stated that the committee met in January as scheduled. Three of the four Standards of Care in the P.C. packets were revised, as follows:

- Case Management – Medical Standards of Care
- Case Management – Non-Medical Standards of Care
- Outreach Case Finding Standards
- Pre-Release Case Management

### Case Management –Comprehensive/Medical Standards:

Stacie stated that the Virginia Department of Health published new Case Management Standards of Care and these were incorporated in the Case Management – Medical Standards of Care. She discussed the major changes that were made to the Standards. Stacie provided clarification to concerns and questions raised by Council members regarding the Standards. After some discussion, it was moved and properly seconded to accept the Standards as presented. The motion passed. Ruby expressed concern about the new Case Management Standards and felt that it might be a good idea to get consumer feedback. Stacie noted that the initiation of helping consumers understand what is meant by Case Management; and what their expectations should be; was related

to the last Town Hall meeting. She hoped that this kind of education will continue for the benefit of consumers.

Case Management – Non Medical Standards:

After review, it was moved and properly seconded to accept the Standards as presented. The motion passed.

Outreach/Case Finding Standards:

Stacie noted that it was a challenge for the committee to incorporate the four different models that were recently adopted by the TGA into the Outreach/Case Finding Standards. After some discussion, it was moved and properly seconded to accept the Standards as presented. The motion passed.

Pre-Release Case Management:

Stacie discussed the changes to the Pre-Release Case Management Service Delivery Model. She clarified areas of concern and questions that were raised by members, including what was meant by the “*documentation of face to face contact every thirty days at least*”. Stacie noted that this information will be collected and added into CAREWare and will be made available to the committee at request. Some members expressed concern about the housing component. Diana, however, stated that the Standards are supposed to help provide a quality measure for services. They are not perfect. She recommended that individuals with concerns must follow up with any committee member so that the issues of concern can be revisited by the committee. After discussion, the Chair requested a motion to accept the Standards. It was moved and properly seconded to accept the Standards as presented. The motion passed.

Diana presented the issue of the Early Intervention Service category. She noted that the committee attempted to work on the Standards. They, however, realized that they did not understand what the Planning Council wanted to get, specifically, from the category which was overlapping with prevention, and testing. They could not get specific enough to formulate the Standards. The committee was, therefore, requesting for additional guidance on this issue. They also requested that the Priority Setting and Resource Allocations Committee; and the Needs Assessment and Comprehensive Planning Committee, review this matter to see what the intent was when money was allocated to that service category. Robert requested that the two sub-committees (Priority Setting and Resource Allocations Committee; and the Needs Assessment and Comprehensive Planning Committee) review the concerns as presented by the Care Strategy Committee.

**Community Access:**

Mr. Gregory Fordham stated that the committee held its Town Hall meeting on January 19, 2008 on “*How to Talk to Your Case Manager*” and a presentation of the VDH Case Management Standards was made by a representative from VDH. He thanked all Planning Council members and members of the community who attended the meeting. He also noted that members of the committee went to Myrtle Beach, South Carolina, for the Democratic Debate on Martin Luther King Day. In response to concerns expressed at

the Town Hall meeting, the next committee meeting will be held on the Peninsula, in Newport News on February 13, 2008 at 6:00 p.m. at the First Community Church. Robert thanked Gregg and the Community Access Committee members for their hard work. Sharon stated that as this was her first Town Hall meeting as a case manager, she sees a greater need to get consumers involved in such events.

**Finance:**

Robert announced that the Co-Chairs would ask Ms. Janet Hall to be the Finance Committee's Chair. Janet accepted the challenge to chair the committee.

**Membership and Nominations:**

Ms. Judy Anderson stated that the committee met as scheduled. She noted that the process of interviewing the five applicants was moving forward. With the resignations of Drs. Oldfield and Sharpe, the committee will be reviewing the matrix again because planning Council membership was currently down to seventeen (17). She noted that the committee was working diligently to fill the vacant mandated positions on the matrix. Robert thanked Judy and the Membership and Nominations Committee members for their hard work. He noted that in accordance with the Bylaws, Planning Council membership should be at 30, but was currently down by almost half the required number. It was incumbent upon all Planning Council members to help with recruitment for Council membership.

**Needs Assessment and Comprehensive Planning:**

Shelley stated that the committee met as scheduled. She thanked members who volunteered to assist on her committee, for their attendance. Shelley expressed concern that in the Ryan White 2006-2008 Comprehensive Plan, the committee was supposed to have completed, this year, the assessment of gaps and barriers to services for the Latino population in the area. But due to attendance issues for several months, this has not been done. She noted that Support Staff have, in the meantime, contacted two Ryan White agencies that provide services and both will send identified bi-lingua/bi-cultural staff to the next committee meeting to participate in the process. She requested all interested Planning Council members to come to the meeting scheduled for Tuesday, February 12, 2008 at 5:30 p.m. at the AIDS Resource Center. She also stated that the committee was responsible for monitoring the Comprehensive Plan to ensure that the Planning Council was meeting all the goals and objectives and outcomes as stated during the life of the Comprehensive Plan. In order to be on target, Committee members agreed to review the Comprehensive Plan to see which goals and objectives have been met and present their knowledge at the next meeting. She also noted that the position of Program Manager which has been vacant for so long has adversely affected the committee's progress in getting the relevant information.

**Policies and Procedures:**

In the absence of the committee's Chair, Robert noted that the committee did not meet during the month and had no report to present.

**Priority Setting and Resource Allocations:**

Robert stated that currently the committee did not have a Chair due to Dr. Sharpe's resignation from the Planning Council. He wanted to know if any Council member was interested in serving as Chair of the committee. It was noted, however, that Ms. Ruby Jones was the committee's Co-Chair. She was requested to consider taking over chairmanship of the committee. There was discussion about the possibility of combining some committees. However, it was noted that the Finance Committee and the Priority Setting and Resource Allocations Committee were once one committee. They were separated at the instruction of HRSA because these were different entities and had different controls.

**RW Part A Program Manager's Report:**

Ms. Christine Carroll stated that a verbal communication by the Project Officer at HRSA two/three weeks ago indicated that the TGA's score on the Grant Application was higher than last year's. Members asked the Grantee for the current Expenditure Summary, which, according to the last request was supposed to be included in the packet to Council members at every Planning Council meeting. Christine noted that the Grantee was given approval by the Priority Setting and Resource Allocations Committee to move money as needed, but there have been no reallocations made since. Robert stated that it will be his expectation of the Grantee's Office, to have the Expenditure Summary to the Finance Committee Chair no later than Tuesday of next week. Christine stated that a copy will be provided to Support Staff the next day for dissemination to Planning Council members.

**Medical Monitoring Project (MMP) Presentation:**

Mr. Gregory Fordham discussed and gave a visual presentation of the Medical Monitoring Project (MMP). At the end of the presentation, he responded to questions that were raised by members.

**Any Other Business:**

Diana announced a new medication, Etravirine, just approved by the FDA. She noted that the drug is active when an individual develops resistance to the other drugs. It is a promising medication, well tolerated; and might be on ADAP by end of next week after it passed the Advisory Committee.

There was further discussion about the Ryan White website. Support Staff indicated that the problem of updating the site was not affected by the inability to pay to renew the contract. Efforts were, however, continuing with the website host, to find a solution to the problem.

Council members wanted to know if the Assistant City Manager, who is now the new Liaison, has plans to attend Planning Council meetings. It was noted that Ms. Johnson was eager to attend Council meetings and to meet with Council members. However, she was not able to attend this time due to a prior commitment.

Jeff stated that due to changes in transportation policy at his work, he will not be able to attend Planning Council meetings physically but will participate via teleconference.

**Date of the Next Meeting:**

The next meeting will be on Thursday, March 6, 2008 at 5:00 p.m. It was agreed that future meetings will be held at the Norfolk Department of Public Health.

**Adjournment:**

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

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Robert S. Hewitt, Jr. – Co-Chair