

**Greater Hampton Roads HIV Health Services  
Planning Council Meeting Minutes  
Wednesday, March 4 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  
Stacie Walls-Beegle  
Pierre Diaz  
Julie Dixon  
Gwendolyn Ellis-Wilson  
Mary Frye  
Janet Hall  
Samuel Hardy  
Russell Jones  
Ruby Jones  
Sheila R. Trapp  
Lafayette Williams  
Ronald Williams

**Members on Teleconference:**

Heather Bronson  
Gregory Fordham  
Jeff Kibler

**Absent Members:**

Richard Hall  
Anthony Ruffin  
Sandie L. Bazemore  
Charles Hebert  
Angela Mercer  
Janelle Parsons  
Marie St. Rose  
Sharon H. Scott  
Jonathan Spain

**Grantee Staff**

Christine Carroll  
Robert Hargett  
Marsha Butler  
Jacquelyne Wiggins

**P.C. Support Staff**

Teresa T. Malilwe

**Guests**

Mr. Fred Casey – Project Director – AIDS Resource Center

Attachments:

1. Presentation by Shelley Taylor-Donahue - VDH:
  - 2008 Statewide Coordinated Statement of Need – Final Survey Data Report
2. Standards of Care:
  - Universal Standard of Care
  - Ambulatory/Outpatient Medical Care Standard of Care
  - Oral Health Care Standard of Care
  - Substance Abuse Standard of Care

- Pharmacy Program – Drug Reimbursement Standard of Care
  - Medication Co-Pay standard of Care
  - Housing Assistance Standard of Care
  - Mental Health Standard of Care
  - Transportation Standard of Care
  - Emergency Financial Assistance Standard of Care
3. Norfolk TGA Drug Reimbursement Formulary
  4. Minutes from the last meeting – February 5, 2009
  5. Planning Council Attendance Record
  6. Sub-Committee Attendance Record
  7. Norfolk TGA Matrix
  8. Norfolk Part A Expenditure Summary for the Period Ending 12-31-08 dated February 11, 2009

### **Call to Order**

The meeting was called to order at 5:00 p.m. Mr. Pierre Diaz asked the Council to keep Mr. Anthony Ruffin, and Ms. Sharon Scott in their prayers. The two members did not attend the meeting due to illness.

### **Moment of Silence and Reflection:**

A moment of silence and reflection was observed for those who are infected and affected by AIDS and AIDS and those who have died from the disease.

### **Attendance:**

Ms. Judy Anderson read the Ryan White Part A Mission Statement. The roll for Planning Council members was taken.

### **Introduction of Visitors:**

Shelley Taylor-Donahue – Virginia Department of Health

Ms. Lisa P. Laurier – Virginia Department of Health

Mr. Fred Casey, Project Director, AIDS Resource Center - was attending the meeting as Part B representative.

### **Review of Minutes:**

The Council reviewed the minutes. A correction was noted on:

- Page 1 – Moment of Silence; 2<sup>nd</sup> Line – Remove “*and AIDS.*”

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

## **2008 Statewide Coordinated Statement of Need – Final Survey Data Report:**

*Presentation by Ms. Shelley Taylor-Donahue – Virginia Department of Health:*

Ms. Sheila Taylor-Donahue; HIV Care Services Planner at the Virginia Department of Health, was invited by the Needs Assessment and Comprehensive Planning Committee's Chair to make a presentation of the 2008 Statewide Coordinated Statement of Need. Shelley stated that every three years, at VDH, they do a Statewide Coordinated Statement of Need; and a Statewide Comprehensive Plan. Gwen invited Shelley to come and present the statewide data. She would, in her presentation, compare the data collected during the survey for the Statewide Statement of need with the Norfolk TGA needs assessment data.

In her submission, Shelley stated that the 2008 Statewide Coordinated Statement of Need was submitted to HRSA on January 30, 2009. A one-page survey was used to collect data. The Norfolk TGA was doing a needs assessment survey at the same time, and therefore, the questions were imbedded in the VDH survey questions for comparison with the rest of the State. Their survey covered areas outside the TGA, and also included the Eastern Region. She noted that for the Eastern Region, the majority of the respondents were from the TGA, the rest were from the Eastern Shore, Franklin, and the Three Rivers area. By using Power Point presentation, Shelley discussed the data from their survey and how the information they gathered compares with the information from the Norfolk TGA's needs assessment survey. She presented information on gaps and barriers in services. She also answered questions from Council members on issues she had talked about. At the end of the discussion, the Chair, on behalf of the Council, thanked Shelley for her presentation.

## **Committees Chairs' Reports:**

### **Executive:**

Pierre Diaz stated that the committee did not have a report to present. However, he requested each Chair to submit their committee's work for the month of March:

### **Care Strategy:**

- *Standards of Care:*

Stacie noted that the revised Standards of Care were included in the Planning Council packets for review. As a result of Quality Management Reviews by Collaborative Research, some revisions to the Standards of Care were recommended for the Care Strategy Committee to review. With feedback from the Quality Management reviews; and feedback from providers' meetings (Pods), the Standards of Care have been streamlined. Some of the Indicators were consolidated. The following Standards were not revised because the committee was still waiting for outcomes of further reviews:

1. Medical Case Management/Non Medical Case Management
2. Outreach/Case Finding

The committee was, therefore, presenting the following Standards of Care for each service category, for the Council's review and approval:

- Universal Standard of Care
- Ambulatory/Outpatient Medical Care Standard of Care
- Oral Health Care Standard of Care
- Substance Abuse Standard of Care
- Pharmacy Program – Drug Reimbursement Standard of Care
- Medication Co-Pay standard of Care
- Housing Assistance Standard of Care
- Mental Health Standard of Care
- Transportation Standard of Care
- Emergency Financial Assistance Standard of Care

Stacie stated that the Care Strategy Committee comprehensively reviewed the Standards of Care. The committee requested that Mental Health Providers; Substance Abuse Providers; and Dental Providers should have ongoing documented contacts with case managers so that there is better coordination with the continuum of care. This requirement is listed throughout all of the Standards of Care. Stacie discussed the difference between the old Standards of Care and the revised Standards; and she noted that the new Standards have a *measures* column. After discussion, Stacie presented the committee's recommendation for the revised Standards of Care to be adopted. It was moved and properly seconded to accept the recommendation as presented. The motion passed.

- Norfolk TGA Part A Drug Reimbursement Formulary:  
Copies of the Formulary were also included in the Planning Council packets for review. Stacie noted that VDH revised the ADAP Formulary, making it necessary for the committee to also revise the Norfolk TGA Part A Drug Reimbursement Formulary. There were several medications that were on the Norfolk Formulary which are now covered by ADAP. The committee also worked hard to identify medications which are easily accessed through the Patient Assistance Program. (*Those medications are highlighted on the Formulary*). It is now a requirement for Providers to document their attempt to enroll a client in a Patient Assistance Program. They will have thirty (30) days to enroll a patient. If the application is denied, the client will continue to get medication under the Ryan White Program. However, if a client is accepted, he/she will be moved over to a Patient Assistance Program. Stacie noted that after discussion with VDH on issues such as insurance, extended release, and controlled release versions of medications, some more medications were taken off the Norfolk Formulary.

Rick, who was not at the meeting, wanted to know why the Norfolk Formulary was different from the non ADAP VDH Formulary, and ADAP Formulary; and why all the medications were not included on the Norfolk TGA Formulary. Stacie stated that the difference was that some of the medications were available

through ADAP which can be accessed quickly; within three to five days. The only ones the committee wanted to be covered were the “immediate need medications.” Stacie also discussed the difference between the current Norfolk Formulary and the Formulary which was under review. One of the recommended changes was to strike out the following paragraph:

*“All prescriptions must be written by Ryan White Part A funded or contracted providers who have prescriptive authority in the Commonwealth of Virginia (includes Physicians/Psychiatrists, Dentists, Nurse Practitioners, and Physician’s Assistants).”*

Stacie presented her committee’s recommendation for the Planning Council to adopt the revised Norfolk TGA Part A Drug Reimbursement Formulary. It was moved and properly seconded to accept the recommendation with noted changes. The motion passed.

- *Appointment of the Committee’s Vice-Chair:*

Stacie stated that Ms. Sheila Trapp accepted to serve as the Care Strategy Committee’s Vice-Chair.

The committee will, at the next meeting, work on the committee work plans and timelines.

### **Finance:**

Ms. Janet Hall presented the committee’s report and discussed the Expenditure Summary for the period ending December 31, 2008 dated February 11, 2009. She noted that fiscal year 2008 closed at the end of February. However, there are still some expenditure reports from service providers the Grantee’s Office expects to receive in the next month or two. The expenditure level for the current report was at 83%. It was noted that Drug Reimbursement was 100% expended. Christine stated that, at least, 98% of the funding will be expended. There was no information from HRSA regarding the Award.

### **Priority Setting and Resource Allocations:**

Ms. Ruby Jones presented the committee’s report and stated that the committee was reviewing some of the new information that has been gathered from some programs and processes which have, so far, been implemented. The committee felt that there was need to review the allocations process because funding will be tight and there will be no Carry over funds. The committee, therefore, agreed to have a better projection of the usage of funds. Mr. Anthony Ruffin was currently working on the formula/spreadsheet for the committee’s review at the next meeting.

### **Community Access:**

In the absence of the Chair, Mr. Russell Jones, the Committee’s Vice-Chair, presented the report. He stated that the committee was working on plans for the Retreat which was scheduled for November at Talbot Hall. However, there was information from Stacie about a new location at a Church which the committee can use with no cost attached.

Gregg and Stacie were currently working on the alternative location based on the new information. Russell, on behalf of the committee, requested Planning Council members to show their support for the Community Access Committee by attending committee events such as the upcoming Retreat. He indicated that there was a transportation problem to get participants to the event. However, he noted that usually Retreats/Town Hall meetings are well attended.

### **Needs Assessment and Comprehensive Planning:**

Ms. Gwendolyn Ellis-Wilson stated that the committee met as scheduled and was currently working on the sub-committees' Comprehensive Plan assignments. These report cards will be completed at the next committee meeting on Tuesday and will be submitted to sub-committee chairs. Members are also working on the committee's work plans and timelines.

### **Membership and Nominations:**

Ms. Judy Anderson stated that the committee did not meet during the month of February. However, she reported as follows:

- Mr. Lafayette Williams accepted to serve as the committee's vice-chair.
- According to the Norfolk matrix, there are eight (8) slots that need to be filled to get to the required 33 Planning Council membership.
- At the Joint Executive Committee meeting, note was taken of the number of conflicted consumers on the Planning Council. Judy stated that during interviews, candidates are asked about their affiliations. Most times, some candidates indicate that they are not conflicted, but do eventually do find jobs with Ryan White funded agencies and thus become conflicted. Judy noted that the committee will, at the next meeting, review this concern for future applicants.
- The committee is still making efforts to contact the Veteran Affairs Department, and the surrounding colleges to find VA and student representation on the Council. These are not HRSA mandated slots but are a requirement.
- Members will work on the Committee's Work Plans and Timelines.

### **Policy and Procedures:**

In the absence of the Chair, Mr. Dan Alvarez presented the committee's report and stated that the committee met during the month, basically to discuss, among other things:

- The requirement to alternate Planning Council meetings in various locations within the TGA in order to increase the Council's visibility. It was agreed that this requirement should depend on affordability and availability of technical support, such as teleconference facility.
- Concern that some members do not attendance meetings as required by the Bylaws. There was a tendency among some members to come to a meeting late and leave before the end of the meeting. It was a requirement that a member

should be present at a meeting until all the votable items are passed. The Planning Council must have a quorum to conduct its business.

### **RW Program Manager's Report:**

Ms. Christine Carroll noted that at the Executive Committee, she stated the news from HRSA was that the TGA would, initially, receive 40% of the current funding. However, there is conflicting information from the Project Officer that the initial funding will be 50%. The participants will meet the Project Officer in Richmond on Friday at the All Grantees meeting. The Grantee's Office was closing the books out at the end of May. The Priority Setting and Resource Allocations Committee should begin to work on the process.

### **Planning Council Support Staff Report:**

Mr. Ron Williams reported on the following:

1. Planning Council Manager Position:

Mr. Ron Williams stated that he was working with Planning Council Co-Chairs on re-hiring an individual to fill the position of Planning Council Program Supervisor. He noted that the copies which were included in the Planning Council packets represent the job description for the former Program Supervisor. At the Executive Committee meeting, he requested members to provide input, comments/recommendations. Council members were encouraged to email their recommendations to either Ron or one of the two Co-Chairs. He noted that a new salary will, however, be determined for the incoming candidate.

2. Concern about e-vote:

Ron expressed concern about the activities last week of some Council members regarding the request for an e-vote and the miscommunication that ensued. Council members with concerns about certain issues should contact either the Planning Council Co-Chairs or Ron especially in the area of Grantee related issues.

### **Part B Update:**

Mr. Fred Casey, Project Director at the AIDS Resource Center presented the Ryan White Part B report and stated as follows:

- Part B was getting ready to close books at the end of March.
- There is currently a projection of \$15,000 to \$20,000 that has not been allocated to be spent.
- Requesting all sub-contractors to submit their expenditures to get a better handle on the amount of funds that may be unspent. The main reason there may be funds left over is that we were awarded funds to provide services for the Franklin/Southampton area and the individuals in that area are not taking advantage of those services yet.

**Any Other Business:**

The Chair, on behalf of the Planning Council members, thanked Shelley for her presentation.

**Announcements:**

There were no announcements

**Next Meeting Date/Adjournment:**

The next meeting will be April 2, 2009 at 5:00 p.m. With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

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Pierre Diaz

Reviewed by Anthony L. Ruffin 03/30/09

*Anthony L. Ruffin, Co-Chair*