

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, March 6, 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
Pierre Diaz
Janet Hall
Jerry Hines
Russell Jones
Ruby Jones
Nancy Johnson
Anthony L. Ruffin
Sharon H. Scott
Gwendolyn Ellis-Wilson

Members on Teleconference:

Gregory Fordham
Shelley Taylor-Donahue

Absent Members:

Robert S. Hewitt, Jr.,-Co-Chair
Jeff Kibler
Marie St. Rose

Planning Council Staff:

Kimberley Pierce
Teresa Malilwe

Grantee Staff:

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

Call to Order:

In the absence of Mr. Robert Hewitt, Mr. Anthony Ruffin 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:

Council Members observed a moment of silence and Reflection for those who are suffering with the disease and those that have died from it.

Introduction of Visitors – Public Comments:

Mr. John Miller, Part B project Director, EVMS-AIDS Resource Center, introduced himself. New Planning Council members who had not yet gone through the Orientation Process also attended the Council meeting. These were:

1. Clifford G. Reid, Jr.
2. Mr. Lafayette K. Williams

The guests were recognized by the Chair and welcomed to the Planning Council meeting.

The roll for Planning Council members was taken by the Planning Council Secretary, Ms. Sharon Scott. As established in the Bylaws; Attendance-Article 3, Section 5, it was moved and properly seconded to accept the Council members' absences as noted on the roster. The motion passed.

Approval of Minutes:

The minutes were reviewed and the following corrections were noted: According to the amended Bylaws, Section 5-Attendance; there are no longer "*Excused Absences.*" The minutes should, therefore, read as "*accept noted absences*" After review, it was moved and properly seconded to accept the minutes with noted correction. The motion passed.

Planning Council Support Staff Report:

Program Supervisor Position:

Kimberley stated that references for the applicants have been checked and will be submitted to the Assistant City Manager for her signature before they are sent to Human Resources.

Website:

Support Staff have been working with the vendors for sometime now, but the problem has not been resolved. In this case, it was decided to source for another vendor to host the website and to help set it up.

Planning Council meetings:

As agreed at the last Council meeting, all Planning Council meetings and Community Access Committee meetings will be held at the Norfolk Department of Public Health. However, Sub-committee meetings will continue to be held at the Norfolk Department of Social Services.

Resignations:

Kimberley announced the resignation from the Planning Council of Ms. Diana Jordan. She noted that a letter of notification will be sent to the Mayor.

Updated Norfolk TGA Matrix:

The updated Norfolk Matrix was distributed to Council members for information. A letter to HRSA informing them about the TGA's non compliance of the matrix has been written and is waiting for the signature of the two Planning Council Co-Chairs.

Educational Moment:

Janet noted that at the September 2007 Joint Executive Committee meeting, there was a suggestion to put out public service announcements through various media outlets to inform the public about the services offered by the Ryan White Program's Part A and

Part B. Mr. Rick Hall, Ms. Vicki Johnson, from Part B, and Ms. Janet Hall, were tasked to form an Ad Hoc Committee to work on Public Service Announcements. Ms. Christine Carroll, in the Grantee's Office, asked the Ad Hoc Committee to go to her office and view a video that was put together in Florida. Janet noted that after viewing the video, she was very impressed with its contents and requested that it be made available for Planning Council members to view. This is one way to encourage some members to participate on the Ad Hoc Committee. Christine noted that the individuals in the video were middle school students.

Committee Reports:

Executive Committee:

Mr. Anthony Ruffin stated that the committee did not meet last month and, therefore, had no report to present. However, all recommendations that were supposed to be presented at the Executive Committee can be presented at this Planning Council.

Care Strategy:

Ms. Stacie Walls-Beegle stated that the committee met as scheduled and revised the Committee's Work Plans for 2008. She stated that the committee made some significant changes looking at the Standards of Care that needed to be revised. The committee will, at the next meeting, review the Health Insurance Premium and Co-Pay Assistance Standards. The committee also added a request for Georgia to make regular reports on Service Utilization Data. There was also an addition to follow up on the baseline data. Stacie stated that Julie Turner had intimated that she will be resigning from the Committee. She will, however, stay on for a little while. Julie resigned her position at EVMS. Anthony asked Stacie to convey the Planning Council's appreciation for her hard work and commitment during her membership on the Care Strategy Committee. Stacie stated that as recommended, the committee will not pursue the review of the Early Intervention Services because the category was not funded. At the last meeting, the committee further discussed the Medical and Non-Medical Case Management.

Community Access:

In the absence of Mr. Gregory Fordham, Ms. Ruby Jones gave the committee report and stated that the committee met on the Peninsula, at the First Community Church, in Newport News. Participants further discussed continuing to alternate meetings between the Peninsula and the Southside. There was a lot of input from the participating consumers who also discussed planning for the upcoming Town Hall meetings. It was observed, however, that participation on the Peninsula was better than it is on this side. The committee also looked at various ways of engaging the Latino population. It was agreed that members could participate in the Latino Cinco de mayo celebrations and do a blitz at restaurants, shops, etc... where the Hispanic community most likely meet.

Finance:

As a new committee Chair, Ms. Janet Hall thanked the Grantee Staff for their assistance and guidance at the last meeting. She stated that the committee, in conjunction with the Grantee Staff, was working on the Support budget. However, that is contingent upon how much funds are put into the Support Budget. Christine stated that it used to be known as the Planning Council Support Budget. However, effective last year, it is called the Grantee Administration Budget. 10% of the total grant is allocated to the Grantee Administration Budget and a portion of that is allocated to the Support Budget. Janet noted that the Finance Committee will actively work with the Priority Setting and Resource Allocations committee to ensure that no funds go back to the treasury

Membership and Nominations:

Ms. Judy Anderson stated that the committee met as scheduled and reviewed the updated Norfolk TGA matrix. Planning Council membership now stands at 20. Judy apologized to the Council that the orientation session could not be scheduled before the Planning Council meeting for the new members. However, orientation has now been scheduled for March 13 at 1:00 p.m. at the Planning Council Support Office. Judy thanked Janet for working with Support Staff to convert some training information into a PowerPoint presentation. She invited interested Planning Council members to attend the orientation session on the scheduled date. Judy presented to the Council, two recommendations for category 8 and two alternates. The individuals went through the interview process. There was some discussion about the matrix and which slots the new Planning Council members and those being recommended for approval will fill. She discussed how the committee decides which slots to place incoming members. Stacie recommended that there should be an indication on the synopsis if an individual is either a consumer or an employee of an agency. In this way, members will be able to decide whether the person is conflicted or not. After extensive discussion, it was moved and properly seconded to accept the recommendation as presented. The motion passed with two abstentions.

Needs Assessment and Comprehensive Planning:

Shelley stated that the committee met as scheduled. Three individuals on the staff of TACT and ACCESS attended the meeting. These are bilingual/bicultural individuals from Ryan White funded agencies who are working with the Spanish population. They provided very useful information about how to reach the Hispanic population. Shelley noted that the committee was planning to put up some activity during the Cinco de Mayo celebrations to attract the Latino population. She stated that members were also trying to determine the committee's progress in their task of monitoring the Comprehensive Plan. The committee will continue to work on this when more information is made available by the Grantee's representative on the committee and after the new Program Supervisor takes up her position. The committee will meet on Tuesday, April 8, 2008 at 5:30 at the Department of Social Services

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:

Ms. Ruby Jones stated that the committee met as scheduled. It was her first meeting as Chair of that committee and, therefore, thanked the Grantee Staff for their help and guidance at the meeting. She noted that the committee basically discussed the requirements for the upcoming Council members' training for the Priority Setting and Resource Allocations Process. She noted that the committee was looking at scheduling the training for sometime in May and the Priority Setting and Resource Allocations Session sometime in July. The next committee meeting will be on March 13, 2008 at 5:30 p.m.

Introduction of the City Manager's Liaison:

Mr. Anthony Ruffin introduced the Assistant City Manager, Ms. Nancy Johnson, who was attending the meeting as the new Liaison, for the first time. He requested her to make a few comments. Ms. Johnson apologized for having missed the meeting last month, but she stated that she was excited to be at the meeting. She gave her background information and noted that she has a Masters Degree in Social Work and was glad to work in a human services type of program. She stated that this, however, has not been the case in the five years that she has been with the City of Norfolk. She expressed how happy she was to be part of the Ryan White Planning Council and how she was currently reading the notebooks pertaining to the program. She was looking forward to meeting all Planning Council members.

RW Part A Program Manager's Report:

Ms. Christine Carroll stated that the Notice for the Grant Award was received on Tuesday, March 4, 2008. With reference to the Expenditure Summary which was distributed to Council members, she noted that in FY 2007, the TGA received \$4,675,232.00 the current Award for FY 2008 is \$4,969,714.00; an increase of \$294,480.00. This is more than what the Planning Council had asked for. Christine stated that the Grantee's Office will present some recommendations at the next Finance Committee meeting. Christine stated that the Grantee's Office was now working on the MAI Grant Application. This is a two part document. The first part was due March 2 but was, however, submitted to HRSA on February 28. The next Section of the Application is due March 21, 2008. The Grantee's Office currently has a contract with Collaborative Research. The Consultants be working on the Quality Management piece for almost the entire year. She noted that the Consultants will be at the next Care Strategy Committee meeting to discuss Quality Management.

Christine also discussed the upcoming Norfolk TGA Ryan White Program Planning Council and Grantee Team Building Retreat. She noted that because of the time factor, the money to finance it will come out of this year's funds. She reiterated that this is a combined effort between the Planning Council and Grantee's Office; both entities will contribute some funds to ensure a successful and productive outcome. The following individuals were tasked to work on the Retreat Plans:

1. Stacie Walls-Beegle
2. Marsha Butler
3. Ruby Jones

Mr. Robert Hargett stated that at the upcoming meeting, the Priority Setting and Resource Allocations Committee will be finalizing the allocations for FY 2008. Due to timing issues, he recommended that Planning Council members be requested to vote electronically on recommendations that will arise from that meeting. Christine stated that this will enable Grantee Staff to extend providers' contracts.

Any Other Business:

- Gwen thanked Council members for their condolences and prayers for her father who passed on February 16, 2008.
- Shelley announced that VDH will put out an RFP to centralize eligibility for ADAP. But before this is done, she stated that she will be going round the State to do focus groups with providers and consumers in order to get input about what possible concerns and gaps might arise. The information will enable VDH to anticipate the gaps and concerns and, either include or exclude them in the contract negotiations with the party that will provide the service. She stated that there will be a consumer focus group at the AIDS Resource Center on April 16, 2008. There will also be a provider focus group in conjunction with the Norfolk Health Department. She invited all the consumers involved with the Planning Council to participate in the focus groups.
- With regard to the All Titles meeting in Richmond on April 4, 2008, Christine stated that all are invited. The information pertaining to this meeting will be sent to Support Staff who will disseminate it to all Planning Council members.
- Stacie stated that there is very good response to the new Transgender Outreach Prevention Program which ACCESS is implementing in partnership with Park Place. She requested all inquiries about the Clinic to be referred to ACCESS staff. Stacie also stated that every year ACCESS does "Dining Out for Life." About eighty participating restaurants will donate, at least, 25% of the food bill to the fight against HIV/AIDS throughout the Hampton Roads area. The event will take place on April 24, 2008. For a listing of the participating restaurants, Stacie stated that these can be found on the ACCESS website: www.accessaids.org.

Date of the Next Meeting:

The next meeting will be on Thursday, April 3, 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 it was properly seconded to adjourn the meeting. The motion passed.

Robert S. Hewitt, Jr. – Co-Chair