

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, May 1, 2008: 5:00 p.m.
Norfolk Department of Public Health
830 Southampton Avenue, Norfolk, VA 23510**

Members Physically Present: –

Robert S. Hewitt, Jr.,-Co-Chair
Judy Anderson
Pierre Diaz
Janet Hall
Richard Hall
Jerry Hines
Nancy Johnson
Gloria McCall
Janelle Parsons
Nancy Pearl
Clifford G. Reid, Jr.
Anthony L. Ruffin – Co-Chair
Sharon H. Scott
Lafayette K. Williams
Gwendolyn Ellis-Wilson

Members on Teleconference:

Gregory Fordham
Marie St. Rose
Russell Jones
Ruby Jones
Jeff Kibler

Absent Members:

Stacie Walls-Beegle
Shelley Taylor-Donahue
Dan Alvarez

Planning Council Staff:

Kimberley Pierce
Jacquelyne Wiggins
Teresa Malilwe

Grantee Staff:

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

Call to Order:

The meeting was called to order at 5:00 p.m. Mr. Robert Hewitt 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. The meeting was to be conducted in an orderly manner in accordance with the Bylaws - Conducting meetings, Article 6, Section 7. Mr. Robert Hewitt requested attendees who were not Planning Council members to refrain from comment or questions unless designated or called upon. .

Moment of Silence and Reflection: A moment of silence and reflection was observed for those individuals who have succumbed to AIDS and those that are living with the disease. We pause to think of why we are here today. We pause to have the strength in making the decisions that will improve the care for those we serve. We pause to be thankful for what we have accomplished today. We also pause to remember those that were devastatingly affected by the most recent tornado that hit parts of our TGA.

Attendance

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 member absences as noted on the roster. The motion passed.

Robert welcomed new Planning Council members:

1. Clifford G. Reid, Jr.
2. Lafayette K. Williams
3. Rick Hall
4. Gloria McCall

Introduction of Visitors – Public Comments:

1. Mr. John Miller, Part B project Director, EVMS-AIDS Resource Center,
2. Ms. Edith Heard – Former Planning Council member
3. Ms. Meyoni Beale – Former Planning Council member
4. Ms. Mimmie Farrell – Adjunct Professor at Norfolk State University

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

Robert also introduced and welcomed Ms. Jacquelyne Wiggins, the new Planning Council Program Supervisor.

Approval of Minutes:

After review of the minutes, dated March 6, 2008 it was moved and properly seconded to accept the minutes as written. The motion passed.

Planning Council Support Staff Report:

Ms. Wiggins presented a proposal to the Council for the Executive Committee meetings to be held in one of the Conference Rooms at City Hall, an offer graciously offered by Ms. Nancy Johnson, the Assistant City Manager. The current meeting place was not large enough to comfortably accommodate the Executive Committee members.

Committee Reports:

Executive Committee:

Mr. Anthony Ruffin briefly discussed the Norfolk TGA Planning Council Member Reimbursement Policies; the last bullet on the first page. He noted that due to a shortfall in Council membership, and in order to assist the Planning Council move forward with its legislative responsibilities, individuals were requested to participate on more than one sub-committee as required by the Bylaws. In this regard, travel reimbursement claims for these individuals will be honored until there are enough members on the Planning

Council to be placed on each sub-committee. The travel reimbursement rate will change in accordance with the City's current reimbursement rate.

Care Strategy:

In the absence of Ms. Stacie Walls-Beegle, there was no committee report presented to the Council. Later in the meeting, the Vice Chair of the Committee, Ms. Gloria McCall, presented the Oral Health Service Delivery Model and noted the amendments that were made by the Committee during review. It was moved and properly seconded to accept the recommendation as presented. The motion passed.

Community Access:

Mr. Gregory Fordham stated that the Community Access Committee will hold a Town Hall Meeting on March 5, 2008 in Newport News at the First Community Church on Jefferson Avenue. The morning session will be a focus group and the afternoon part will focus on advocacy presented by Mr. Larry Bryant and Ms. Christine Campbell from the Campaign to End AIDS.

Finance:

The committee did not have a report to present to the Council.

Membership and Nominations:

Mr. Pierre Diaz stated that four individuals were interviewed on April 29, 2008 for Planning Council membership. Mr. Robert Hewitt noted that May is the nominations month for election of officers in June. He noted that June will be the last time he will Co-Chair the Planning Council meetings because he will be rolling off as Co-Chair and Mr. Anthony Ruffin will be the Senior Co-Chair. He, therefore, opened the floor for nominations of Junior Co-Chair and Planning Council Secretary. He noted that one of the requirements was that one of the Co-Chairs should be a disclosed consumer.

Ms. Judy Anderson who joined the meeting stated that two persons had, on that day, gone through the Orientation Process. Therefore, four new individuals had taken their seats at the table as Planning Council members.

Robert discussed the responsibilities of the Junior Co-Chair. It was moved and properly seconded that the following individuals be nominated as follows:

- Gloria McCall : Junior Co-Chair
- Sharon H. Scott : Planning Council Secretary

The two names will be presented to the Planning Council at the June meeting for a vote.

Needs Assessment and Comprehensive Planning:

In the absence of Ms. Shelley Taylor-Donahue, no report was presented by the committee.

Policies and Procedures:

Mr. Pierre Diaz stated that the committee did not meet during the month of May and, therefore, had no report to present.

Priority Setting and Resource Allocations:

Ms. Ruby Jones stated that the committee met as scheduled and discussed the training session for the Priority Setting and Resources Allocations Process. It was agreed to hold the training session on June 19, 2008 after the Executive Committee meeting. Ms. Wiggins graciously agreed to facilitate the training. Mr. Anthony Ruffin requested two tentative dates for the Priority Setting and Resource Allocations Session so that HRSA can be notified. HRSA has agreed to provide a facilitator for the Session as part of Technical Assistance. Ruby was requested to have the dates available by Thursday, May 8, 2008.

RW Part A Program Manager's Report:

Ms. Christine Carroll stated that the preliminary final Expenditure Summary was presented at the last PSRA meeting and was available to those who wanted to review the information. She stated that the Planning Council/Grantee Retreat initially planned for May 2, 2008 was postponed to June 13, 2008. The event could not be held on May 2 as earlier announced because of a schedule conflict with the facilitator.

Any Other Business:

The following announcements were made:

- Mr. Gregg Fordham stated that the Campaign to End AIDS will take place on Saturday, May 3, 2008. Those interested but will be unable to attend can conference call into the meeting.
- The 3rd Annual AIDS Candlelight Prayer Breakfast will be held on Saturday, May 17, 2008 at St. Mary's Fellowship Hall.
- Judy announced that this was Mr. Jerry Hines last meeting as Planning Council member. He opted not to be renominated because of personal commitments. She expressed gratitude and appreciation for his many years of commitment and dedicated service to the HIV/AIDS community.
- Christine stated that the LEAP training forms and brochures were available for those interested in attending this training. Consumers only will be considered for this training. Peer Educators were available to assist in completing the forms.
- Mr. Rick Hall announced the disenrollment of approximately 28 people from HIPP program. Jeff gave detailed information about the program and how it will affect Ryan White Part A and Part B clients.
- Gregg also announced that Ms. Shelley Taylor-Donahue's house was one of those hit by the tornado. However, she and her family were not hurt.
- Robert stated that Planning Council meetings will always start at 5:00 p.m. Members will be notified if there is a time change.

Guests who came in after the start of the meeting were requested to introduce themselves and make any comments. Ms. Mimmie Farrell introduced herself. She is an Adjunct Professor at Norfolk State who had recently traveled to South Africa to do a photo documentary of the HIV/AIDS situation in that country and the needs of that population.

Date of the Next Meeting:

The next meeting will be on Thursday, June 5, 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

Anthony L. Ruffin, Co-Chair