

**Greater Hampton Roads HIV Health Services
Planning Council Meeting Minutes
Thursday, August 7, 2008: 5:00 p.m.
Norfolk Department of Human Services Training Center
520 E. Main Street, Norfolk, VA 23510 – Suite B**

Members Physically Present: –

Judy Anderson
Stacie Walls-Beegle
Clifford G. Reid, Jr.
Shelley Taylor-Donahue
Anthony L. Ruffin – Co-Chair
Gregory Fordham
Sharon H. Scott – P.C. Secretary
Lafayette K. Williams
Ruby Jones
Russell Jones
Dan Alvarez
Richard Hall
Gwendolyn Ellis-Wilson

Members on Teleconference:

Pierre Diaz
Patricia Taylor (Mr. Jeff Kibler's
Representative - DMAS
Janet Hall
Gloria McCall – Co-Chair
Marie St. Rose

Absent Members:

Robert S. Hewitt, Jr.
Nancy Johnson
Janelle Parsons
Nancy Pearl

Grantee Staff:

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

Planning Council Staff:

Jacquelyne Wiggins
Teresa Malilwe

Call to Order:

The meeting was called to order at 5:00 p.m. Mr. Anthony Ruffin, the Planning Council's Co-Chair, welcomed Council members and guests and thanked them for their attendance.

Moment of Silence and Reflection:

A moment of silence and reflection was observed for those who are suffering from HIV and AIDS and those that have gone on before us.

Introduction of Visitors - Public Comments:

Visitors were invited to introduce themselves and provide any remarks and comments. The following introduced themselves:

- Mr. Fred Casey – Project Director – AIDS Resource Center
- Sheila Trapp – Norfolk CSB (Recently appointed by the Mayor as member of the Planning Council and still waiting to go through Orientation before she takes her place at the table).
- Heather Bronson – Newly appointed VDH Representative for the Ryan White Part B slot on the Planning Council - understudying Shelley Taylor Donahue.
- Sr. Mary Brigid – A Nun with Bon Secours Sisters in Baltimore

Attendance:

Ms. Sharon Scott, the Planning Council Secretary read the Ryan White Part A Mission Statement. The roll for Planning Council members was taken. In accordance with absence of members 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.

House Keeping Rules: Participants were requested to turn off their cell phones and electronic devices or place them on mute mode. Outgoing or incoming calls should be taken outside the meeting space. The meeting was to be conducted in an orderly manner in accordance with the Bylaws - Conducting meetings, Article 6, Section 7.

Approval of Minutes:

The minutes from Thursday, May 1, 2008 Planning Council meeting were reviewed. The following corrections were noted:

- Page 5: Under Needs Assessment and Comprehensive Planning Committee: 1st bullet to read as follows: “*Monitoring of the Comprehensive Plan – committee Chairs were requested to indicate the progress of how their*”
- Page 2: Under Attendance; 2nd sentence: *There are no “excused absences.*

After review, it was moved and properly seconded to accept the minutes with noted corrections. The motion passed.

Planning Council Support Staff Report:

For her report, Jackie gave a brief power point session of the Assessment of the Administrative Mechanism. This was a presentation from the Planning Council Institute, entitled: “*Assessment of the Administrative Mechanism: a New Collaborative Approach.*” Jackie noted that HRSA expects EMAs/TGA to administer the assessment of administrative mechanism annually. However, according to the Norfolk TGA Bylaws, the Planning Council is expected to do it every other year and HRSA has no problems with that as long as the TGA is meeting the minimum requirement.

At the end of the presentation, Jackie stated that the Assessment of the Administrative Mechanism for Planning Council members would be administered during the meeting. Members expressed concern about the number of questions that were asked in the survey instrument. Janet noted that the Finance Committee agreed to adopt the 2006 Assessment of the Administrative Mechanism. Rick stated that the Finance Committee members were not aware of the mandate that the committee needed to do this until the day before the committee meeting. Given the fact that this is what the committee took time and effort to come up with in 2006; given the compressed timeline that is available now, and since it is comparable to the one that Part B just did, it was decided to use the document which has been used before. Gwen stated that it is important to note that there was really no operating Finance Committee for a number of months. She stated that the committee was also aware that there were some questions that needed to be included and analyzed, but members decided to adopt the current questions, partly because Part B has also used

the same document. Whatever needed to be added for this year, in comments, will be included in next year's document. Stacie expressed concern that you cannot quantify "comment". However, if "comment" was asked in a standardized way, it would become a measurable outcome. Members also expressed concern about not following HRSA's mandated requirement to administer the Assessment of the Administrative Mechanism every year. After some discussion, Anthony stated that clarification will be sought from HRSA about the process. *{Please Note: Support Staff followed up and according to the legislation, there is no mandate on how often the Assessment of the Administrative Mechanism has to be done}.*

Jackie encouraged Planning Council members present at the meeting, to complete the survey before the end of the meeting. If anybody did not feel comfortable completing it before the end of the meeting, Council members were requested to submit completed surveys as soon as possible to the Planning Council Support Staff.

Committees Chairs' Reports:

Executive:

Ms. Gloria McCall stated that the committee did not have a report to present to the Planning Council, but the work of each Committee will be presented by the Committee Chair.

Care Strategy:

Ms. Stacie Walls-Beegle stated that according to the Work Plan, the committee reviewed the following Standards of Care:

1. Medication Co-Pay
2. Pharmacy Program – Drug Reimbursement
3. Drug Reimbursement Formulary.

All these documents were included in the packets sent out to Planning Council members.

Stacie noted that the committee spent some time evaluating the issues related to Medicare Part D Medication Co-Pay and according to Providers on the committee; as well the Grantee's Office, Part A has been paying for some people who have Medicare Part D coverage.

Medication Co-Pay Standards of Care:

Stacie discussed the revisions that were made to this Standard including the addition to the Objectives; that is, bullet one - to add – "*(except Medicare Part D)*." {Please see attachment – Medication Co-Pay Service Delivery Model}. After discussion, it was moved and properly seconded to accept the recommendation as presented. The motion passed.

Pharmacy Program – Drug Reimbursement Standards of Care:

Stacie stated that there are two parts to this Standard, including the Formulary. The committee reviewed the Formulary and no changes were recommended. The Grantee's Office indicated that there were no requests for any medications to be added or to come

off the Formulary. HRSA has also advised the TGA to be very conservative for the number of medications that are on the Formulary. With regard to Drug Reimbursement Standards of Care, Stacie noted that only one change was recommended on Standard No. 4 under Indicator – to add a bullet “*Third Part Insurance.*” It was moved and properly seconded to accept the Standards of Care with noted revision. The motion passed.

Stacie noted that the Consultants, Collaborative Research, who were contracted to do a review of Quality Management at the Provider level, will make a presentation at the next Committee meeting. The committee will also do the annual review of the following:

- Housing Services Standards of Care
- Emergency Financial Assistance Standards of Care

This will help in giving suggestions for the Directives. She requested Support Staff to get some information (copy of those Standards of Care and Directives) for the committee’s review, from other EMAs/TGAs who are the size of the Norfolk TGA, on how they utilize their Emergency Financial Assistance, and Housing Services.

Support Staff was requested to submit the finalized Standards of Care to the Grantee’s Office so that they can fully implement them; and post the Revised Standards on the Ryan white website.

Community Access:

Mr. Gregory Fordham stated that the committee did not have a report to present.

Finance:

Ms. Janet Hall stated that the committee did not have a report to present at this time. However, the Expenditure Summary will be presented by the Grantee’s Office.

Membership and Nominations:

Ms. Judy Anderson stated that the Norfolk TGA Matrix will have two additional names after the process of Orientation has been completed. Membership will then be at twenty-three (23) after Orientation. The two incoming candidates will be placed in the following categories:

- Category 1 – Health Care Providers, including federally qualified health centers.
- Category 5 – Mental Health

Judy stated that the Assistant City Manager attended the last committee meeting to discuss the issue of two of the four applications who were voted on at the last Planning Council meeting. As is the usual practice, the Council’s recommendation was to submit the four names to the Mayor for final approval. However, there were reservations about two of the four applicants. Ms. Johnson, therefore, brought the issue back to the Membership and Nominations Committee for further discussion.

After some discussion, the committee agreed that the case should go back to the Executive Committee and subsequently the Planning Council for a decision. Judy stated that the matter was extensively reviewed by the Executive Committee who recommended that the two individuals who were voted on by the Executive Committee and

subsequently the Planning Council should move forward to the Mayor's Office for final approval. Ms. Johnson was requested to consult with the HRSA Project Officer to determine what options were available for the Open Nominations Process regarding the anonymous indication of who was being forwarded to the Mayor's Office. In the meantime, new applications were being accepted and the committee will continue with the interview process.

Mr. Anthony Ruffin stated that all Planning Council members serve at the Mayor's pleasure as CEO for the Norfolk TGA. It is, therefore, advisable for the Planning Council to give respect to the Mayor's Office if they have concerns with some issues and give them time to work through the process. He noted that Ms. Johnson will, in due course, report back to the Planning Council.

Janet brought to the attention of the Planning Council that Ms. Janelle Parsons was not listed on the Committee Attendance Record. Ms. Nancy Pearl has not yet selected a committee, contrary to what was indicated on the Committee Attendance Record. Support Staff were requested to contact Nancy Pearl and find out which committee/s she would like to serve on. Support Staff were also requested to correct both Nancy Pearl and Janelle Parsons' attendance records.

Gregg requested that the Co-Chairs consider appointing a Vice-Chair for the Community Access Committee.

Needs Assessment and Comprehensive Planning:

Ms. Shelley Taylor-Donahue stated that at the Executive Committee meeting she gave notice that she will be resigning from the Planning Council. Ms. Heather Bronson will fill the category she is vacating on the Planning Council (category 11). Mr. Bronson has a lot of experience in the HIV field. Shelley stated that the next Planning Council will be the last meeting Shelley will attend.

Shelley stated that the committee was meeting on an accelerated schedule; that is, twice a month. The next meeting will be on August 26, 2008. The committee was meeting every two weeks because of the Comprehensive Plan and the committee's case load. Gwen, who attends committee's meetings, is hopefully, being groomed as the next committee's Chair. Tanya Kearney could not be considered for the position because she is not a Planning Council member. She will, therefore, be the committee's Vice-Chair.

Shelley stated that at the last meeting, members discussed the required data and how or where to get the information from for the upcoming writing of the Comprehensive Plan. The committee also received their "top ten" list from the Project Officer.

(Ms. Heather Bronson, who had just walked into the meeting, was requested to introduce herself. She gave some back ground information about her experiences with the PCG, etc...).

Policy and Procedures:

Mr. Pierre Diaz stated that two recommendations were presented to the Executive Committee:

- The Travel Reimbursement Policy
- A policy requirement for committee chairs to maintain information and contacts pertaining to their committees to provide for smooth handover.

It was agreed that the recommendation pertaining to handover notes be tabled to give an opportunity to all members to review the document. With regard to the Travel Reimbursement Policy, it was moved and properly seconded to accept the revised Policy. The motion passed.

Priority Setting and Resource Allocations:

The document from the Priority Setting and Resource Allocations Session with the three scenarios – flat funding; +5% funding; and -5% funding – was distributed to Council members for review. Ms. Ruby Jones noted that the Session was successfully done and she thanked her committee members and the Planning Council as a whole for a job well done. The committee will work on the Directives from the Priority Setting and Resource Allocations Process. The Directives will then be presented to the Executive Committee and subsequently the Planning Council for review and approval. Ruby requested a recommendation for the three scenarios to be approved. After discussion, it was moved and properly seconded to accept the three scenarios as presented. The motion passed.

RW Part A Programs Manager's Report:

Ms. Christine Carroll stated that the Expenditure Summary which was included in the Planning Council packets was reviewed at the Priority Setting and Resource Allocations Committee meeting and the Executive Committee meeting. She responded to concerns expressed by some Council members regarding the expenditures. Christine also noted that the Planning Council received the MAI Award for \$390,699.00 which is a \$10,000.00 increase over last year's award. The Grantee Staff met with Collaborative Research Consultants during the week. They will be presenting their findings at the next Care Strategy committee meeting on August 20 after which they will present to the full Planning Council at the September meeting. Collaborative Research will also assist with the writing of the Grant Application, and the Comprehensive Plan.

Announcements:

Anthony welcomed Ms. Sheila Trapp, the newly appointed Planning Council member. Ms. Trapp could not take her place at the table because she still had to go through the Orientation Process.

Shelley stated that Case Managers' Standards training has been going on throughout the State. The next scheduled training is on Friday, August 8, 2008 in Richmond. A second session will be done in Norfolk because of high demand.

Gregg stated that the Campaign To End AIDS Virginia Chapter will hold a fundraising event in Newport News on August 27, 2008. Proceeds will go to help fund some consumers' trip to Mississippi for the Presidential Debate.

Next Meeting:

The next meeting will be September 4, 2008 at 5:00 p.m.

Adjournment:

With no further business, it was moved and properly seconded to adjourn the meeting. The motion passed.

Anthony L. Ruffin – Co-Chair

Gloria McCall – Co-Chair