

**Greater Hampton Roads HIV Health Services  
Planning Council Meeting Minutes  
Thursday, September 4, 2008: 5:00 p.m.  
Norfolk Department of Human Services Training Center  
520 E. Main Street, Norfolk, VA 23510 – Suite B**

**Members Physically Present: –**

Dan Alvarez  
Judy Anderson  
Stacie Walls-Beegle  
Pierre Diaz  
Gwendolyn Ellis-Wilson  
Clifford G. Reid, Jr.  
Gregory Fordham  
Janet Hall  
Richard Hall  
Robert S. Hewitt, Jr.  
Ruby Jones  
Russell Jones  
Clifford G. Reid, Jr.  
Anthony L. Ruffin – Co-Chair  
Sharon H. Scott – P.C. Secretary  
Lafayette K. Williams  
Ronald Williams

**Members on Teleconference:**

Jeff Kibler  
Janelle Parsons

**Absent Members:**

Nancy Pearl  
Marie St. Rose

**Grantee Staff:**

Christine Carroll-Part A Program Manager

**Planning Council Staff:**

Jacquelyne Wiggins – Program Supervisor  
Teresa Malilwe

**Guests:**

Jeff Daniels – Collaborative Research  
Mary Walton – Collaborative Research  
Fred Casey – AIDS Resource Center  
Heather Bronson – VDH and incoming Part B Representative on the Planning Council

**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.

**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.

### **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
- Jeff Daniels – Collaborative Research
- Mary Walton – Collaborative Research
- Heather Bronson – Newly appointed VDH Representative for the Ryan White Part B slot on the Planning Council - understudying Shelley Taylor Donahue.

### **Attendance:**

Ms. Sharon Scott, the Planning Council Secretary read the Ryan White Part A Mission Statement. The roll for Planning Council members was taken. It was moved and properly seconded to accept the absences. The motion passed.

### **Approval of Minutes:**

The minutes from the last meeting were reviewed. The following correction was noted: Under “Members on Teleconference:” “*Ms. Patricia Taylor*” was representing Mr. Jeff Kibler; and not “Gloria Taylor” as reported. After review, it was moved and properly seconded to accept the minutes with the noted correction. The motion passed.

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

- ✚ Ms. Jackie Wiggins stated that she attended the All Titles Conference in Washington D.C. and gave her observation of the Conference. The information from the Conference will be shared at the committee level.
- ✚ Council members were requested to update their contact information on a master list which was in circulation.
- ✚ She reminded Council members to have their parking tickets validated by 5:30 p.m.

### **Committees Chairs’ Reports:**

#### **Community Access:**

Mr. Gregory Fordham stated that the committee met and discussed the possibility of providing transportation to consumers to attend the meeting in Newport News on September 10, 2008. As of August 28 six individuals called to request transportation. An informational flyer was sent to Ryan White agencies for dissemination to their clients. Plans for the Retreat to be held before the end of the year are being worked on. The Campaign to End AIDS will hold a kick-off event on September 19 in conjunction with Norfolk State University. Planning Council members were invited to participate.

### **Presentation by Collaborative Research:**

Ms. Mary Walton from Collaborative Research introduced herself and gave some background information about her experiences. She indicated that she was new to Collaborative Research, having worked at Yale University Medical School in the AIDS Program for seven years. Collaborative Research was contracted to do Quality Management and Client Level review with all providers for every service category. She gave a presentation of their review findings for the period April through July of this year. During her presentation, Mary also indicated that the Norfolk Standards of Care are very difficult to implement. There are 125 Standards for ten service categories; with 214 Indicators – which is a lot. After her presentation, both Jeff and Mary responded to questions posed by Council members regarding the outcomes of their review. Anthony thanked Collaborative Research in general and Mary and Jeff in particular for the wonderful job they were doing.

### **Executive:**

Mr. Anthony Ruffin stated that he did not have a report to present. However, he noted that he too had the opportunity to attend the All Titles Conference in Washington, D.C. in August of this year and gave brief comments about his observations.

### **Care Strategy:**

Ms. Stacie Walls-Beegle stated that the Care Strategy Committee met as scheduled and Collaborative Research made a presentation of their findings regarding the Quality Management and Client Level review at the committee meeting. She congratulated the Grantee's Office for contracting with Collaborative Research who made a wonderful presentation. Stacie noted that the committee was supposed to review the following:

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

However, Jackie was requested to collect more information from other TGAs with similar level of funding as the Norfolk TGA about how they are using the Emergency Financial Assistance; and Housing Assistance funds.

Stacie also stated that a medical provider has requested that the Norfolk Formulary be adjusted, specifically because of an interaction between Advair and Ritonavir. The provider recommended that Advair be removed from the Formulary completely and Symbicort be added in its place. The committee had an extensive discussion about this recommendation. They sought a second medical opinion from another physician who was not a Ryan White provider, and Christine in the Grantee's Office, communicated with the Project Officer at HRSA. The concern of the committee was that the removal of Advair from the Formulary could also adversely affect those individuals, who are taking Advair and not taking Ritonavir. After extensive discussion, it was recommended that Symbicort be added to the Formulary as an alternative. This was also HRSA's recommendation. The Grantee's Office was requested to disseminate the information that warns Ryan White Medical Care Providers, Case Workers, etc...about the interaction between Advair and Ritonavir. After discussion, it was moved and properly seconded to add Symbicort to the Formulary pending approval from HRSA. The motion passed.

## **Finance:**

Ms. Janet Hall stated that the committee met as scheduled and reported as follows:

✚ Expenditure Summary:

In the absence of Mr. Robert Hargett, the committee did not review the Expenditure Summary and, therefore, did not have the report to present to the Council.

✚ Reallocation of Funds:

The Grantee's Office reported, at the Executive Committee meeting, that an amount of \$22,681.00 would be reallocated from the Grantee's Administrative funds into Housing Assistance Services. This service category was running out of money. Approval was still being awaited from the City.

✚ Grant Application for 2009:

The Grantee's Office was still working on the Grant Application. The Application is due to HRSA on September 29, 2008.

✚ Assessment of the Administrative Mechanism:

Jackie reported at the Finance Committee meeting that the Planning Council part of the Assessment of the Administrative Mechanism was still being analyzed by the Support Staff. About 41% of Providers responded to the Assessment of the Administrative Mechanism survey.

✚ Change of Committee meeting time/date:

The committee agreed to move the meeting time to the second Thursday of every month at 11:00 a.m.

✚ Selection of Committee's Vice-Chair:

In consultation with the Co-Chairs, Mr. Rick Hall was requested and he agreed to serve as the Finance Committee's Vice Chair.

Janet stated that the money that was left over from payment of Consultation fees will be put into the Office Supplies Line Item, the Travel Line Item (to the All Titles Conference in Washington D.C.), and the Food Line Item.

## **Membership and Nominations:**

Ms. Judy Anderson stated that at the Executive Committee meeting, she reported that during the teleconference with the Project Officer, it was recommended that the two applicants whose names were brought back to the Membership and Nominations Committee and subsequently the Executive Committee, should be submitted with names included on the synopsis, to the Planning Council for review. Names of applicants will, henceforth, be included on the synopsis through all the nominations and voting stages. Judy indicated the two alternatives for the applicants and there was some discussion about whether or not there was a need for alternates. The two individuals are as follows:

1. Paul Searcy:

Judy requested a motion to accept Paul Searcy's application as Planning Council member. It was moved and properly seconded accept the recommendation as presented. The motion passed.

2. Edith Heard:

A recommendation was presented for Edith Heard to be accepted as Planning Council member. It was moved and properly seconded to accept the recommendation as presented. The motion passed.

3. Jonathan Spain:

It was moved and properly seconded to accept the nomination of Jonathan Spain as Planning Council member. The motion passed.

Nomination of and Vote for Junior Co-Chair:

Judy presented a recommendation to temporarily suspend the Bylaws so that a Junior Co-Chair can be nominated and a vote to be carried out at the Planning Council meeting. It was moved and properly seconded to temporarily suspend the Bylaws in order to go through the nominate process of a Junior Co-Chair and a vote to be carried out without waiting thirty days. The motion passed with one abstention. Nominations were made for the following candidates:

1. Pierre Diaz
2. Lafayette Williams

Anthony stated that the Co-Chair position needs a hard working individual, committed to the HIV/AIDS community and dedication to the cause. It was moved and properly seconded to accept the two nominations. The motion passed. Ballot papers were distributed to Council members for a vote.

Judy appealed for help from Council members in the committee's recruitment efforts for Planning Council membership. Planning Council members were requested to, each pick up an application form. She stated that an application to fill Category 3-*Social service providers, including providers of housing and homeless services (does not include HOPWA)* is currently on file. The two candidates to fill category 1-*Health Care providers, including federally qualified health centers (FQHCs)*, and Category 4-*Substance Abuse providers*, still have to go through the Orientation Process before they take their place at the table. Efforts are also being made to recruit a youth, and an individual from the Veteran Affairs. Applications from the following mandated slots are still required:

- ✚ Category 7 – Hospital Planning agencies or health care planning agencies
- ✚ Category 5 – Mental Health Providers

**Needs Assessment and Comprehensive Planning:**

Gwendolyn Ellis-Wilson, the newly appointed Committee's Chair, stated that the committee will meet on September 9 and Collaborative Research will participate by teleconference.

**Policy and Procedures:**

Copies of Revision of article V – Committees; Section 1-General, were distributed for the Council's review and Mr. Pierre Diaz stated that the committee was recommending addition of the following language into the Bylaws:

- ✚ *“Upon separation of Officers and Committee Chairs, the outgoing Officers and Chairs should facilitate the sharing of information, written documents, etc... to facilitate a transition.”*

It was moved and properly seconded to include the recommended language into the Bylaws. The motion passed with one abstention.

Pierre stated that the committee was working on more Bylaw changes which will be presented to the Executive Committee and subsequently the Planning Council for approval.

**Priority Setting and Resource Allocations:**

Ms. Ruby Jones reviewed the MAI Outreach Service – April 1, 2008 to July 31, 2008 and the Outreach Service (Regular) – April 1, 2008 to July 31, 2008. Copies of the document were distributed for the Council’s review. (*Please see attached document on Outreach Services both for MAI and Regular*). Ruby stated that the committee also reviewed the Directives and made some language changes. (*See attached Directives*). After review, it was moved and properly seconded to accept the revised Directives. The motion passed.

**The City Manager’s Liaison’s Report:**

Mr. Ronald Williams stated that he did not have anything to report. Mr. Williams is Ms. Nancy Johnson’s replacement as the City Manager’s Liaison on the Planning Council. He noted that he too attended the All Titles Conference in Washington, D.C. held in August, 2008.

**RW Part A Programs Manager’s Report:**

Ms. Christine Carroll stated that the Expenditure Summary was already discussed by the Finance Committee Chair. She reiterated, however, that the Housing Assistance service category is totally expended. As a result of this, \$22,681.00 has been reallocated to the housing assistance service category from the Grantee’s Administration fund. Christine contacted HRSA to determine whether the TGA will be able to access the remaining funds as carry over.

**Election of the Junior Co-Chair**

Ms. Judy Anderson announced that Mr. Pierre Diaz was duly elected the Planning Council’s Junior Co-Chair. It was, therefore, moved and properly seconded to rescind the suspension of the Bylaws. The motion passed.

**Announcements:**

There were no announcements.

**Next Meeting:**

The next meeting will be October 2, 2008 at 5:00 p.m. at the Department of Human Resources Training Center on Main Street.

**Adjournment:**

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