

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations and Policies Committee
Meeting Held via Zoom
March 31, 2022 – 2:30 p.m.**

Call to Order:

The meeting was called to order at 2:38.

The Roll was called as follows:

1. Jonathan Albright Williams
2. Clay Porter
3. Ashley D.D. Brown

Absent:

1. Jerome Cuffee
2. Davon White

Recipient/Planning Council Support:

1. Christine Carroll – Program Manager
2. Teresa Malilwe – PC Support Staff

Welcome and Introduction of Guests:

There were no guests in attendance.

Moment of Silent Reflection:

A moment of silence and reflection was held for those living and deceased who are both affected or infected by HIV/AIDS.

Confirmation of Notice of Meeting Posting:

No responses were received from sub-recipients and no notice was posted to the Norfolk TGA website.

Approval of Minutes of the Previous Meeting:

After reviewing the minutes, a motion was made by Clay and seconded by Ashley to approve the minutes as written. The motion passed.

Review of the Planning Council Activity Timeline (P-CAT):

- Review and Resolve Parking Lot Items
- Review Reallocation Requests from the Recipient's Office
- Review Part A Expenditure Reports by Service Category
- Review of Needs Assessment Outcomes and Data
- PSRA – Review Framework and Meeting Logistics for PSRA
- PSRA – Identify Datasets for PSRA

Review Reallocation Requests from the Recipient's Office:

There was no reallocation request/s by the Recipient's Office. The Program Manager noted that RFPs for all services have been completed and two new Sub-Recipients were added to the list. One of the two Sub-Recipients will be doing Mental Health and the other will be doing Primary Care.

The RFP for Planning Council Support has also been completed and Collaborative Research was selected. They will be notified by the Purchasing Department to have a conference call with the Recipient's Office for negotiations of the roles they are going to undertake and the dollar amount.

The Program Manager recommended that some agenda items should be tabled until Collaborative Research is at the table. The PSRA items on the agenda are normally undertaken by Collaborative Research each year.

Review Part A Expenditure Reports by Service Category:

The expenditure Summary Report for the period ending February 28, 2022 was emailed to committee members for review prior to the meeting. It was noted that this was not the final report. The final deadline for all expenditures to be received is April 15th, except for the HIPCSA Service Category, which has a deadline of April 30th. The final final report won't be until May. Because of the change in the reporting system, it is not easy to project how much of the allocation is expected to be spent. The Program Manager advised to wait until next months report to see what is really happening. The Sub-Recipients have since been submitting the back-dated invoices.

New/Old Business:

- **Review of the Memorandum of Understanding:**
The MOU was completed at the last committee meeting.
- **Review Code of Conduct:**
The committee completed work on the Code of Conduct
- **Review Scope of Work and P-CAT:**
Some items, such as conducting the Needs Assessment were included in the Scope of Work, under the current RFP for Planning Council Support. Collaborative Research is working on a revised P-CAT.

There was no New Business to discuss. The following items were tabled to next month when Collaborative Research will be back at the table:

- Review of Needs Assessment Outcomes and Data
- PSRA- Review Framework and Meeting Logistics for PSRA
- PSRA – Identify Datasets for PSRA

The Program Manager will bring forward a reallocation request at the next meeting because there were no applicants during the last RFP process for Drug Reimbursement. The reallocation request will be in the amount of about \$30,000/\$31,000. There has been no provider providing Drug Reimbursement services for, at least, a year and a half. Clients found other ways to have their medications refilled.

The Part A Norfolk TGA received a partial award of about \$1.9 million, only in Formula and MAI. The full award is expected by end of May. However, the Recipient's Office were able to have contracts up and running at level funding because the City of Norfolk provided funding assistance from their budget for the grant year. When the full award is received, the contracts will be adjusted up or down depending on the amount of the award received.

Public Comment and Discussion:

There were no guests at the meeting.

Adjournment:

Motion to adjourn was presented by Ashley and seconded by Clay. The motion passed.

Respectfully Submitted

Jonathan Albright Williams
Co-Chair