

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations and Policies Committee  
Meeting Held via Zoom  
January 27, 2022 – 3:00 p.m.**

**Call to Order and Roll Call:**

The meeting was called to order at 3:06 p.m.

The roll was called, and the following members were in attendance:

**Present:**

Lisa P. Laurier  
Jerome Cuffee  
Rachael Artise  
Tonya Pacelli-VDH  
Ashley D.D. Brown  
Clay Porter

**Recipient Staff:**

Christine Carroll  
Michael Dedeaux

**PC Staff:**

Thomas Schucker  
Deryk M. Jackson  
Teresa Malilwe

**Absent:**

Jonathan Albright Williams-VDH

**Moment of Silent Reflection:**

The committee observed a moment of silent reflection for those affected and infected by HIV/AIDS.

**Confirmation of Notice of Meeting Posting:**

There was no response to the notice of meeting posting. The notice was posted to the Norfolk TGA website at: [www.ghrplanningcouncil.org](http://www.ghrplanningcouncil.org).

**Approval of Minutes from the Previous Meeting:**

Because of lack of a quorum at the December 16<sup>th</sup> meeting, the committee did not hold an official meeting. Only notes/talking points were distributed to the committee for review.

A motion was moved by Clay and properly seconded by Lisa to approve the minutes from the November 18<sup>th</sup> meeting. The motion passed.

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

The committee's agenda for the January 27<sup>th</sup> meeting was as follows:

- Review and Resolve Parking Lot Items
- Review Reallocation Request from the Recipient's Office
- Review Part A Expenditure Report by Service Category
- Review Bylaws/Code of Conduct
- Review Scope of Work and Planning Council Activity Timeline (P-CAT)

**Review of Reallocation Request from the Recipient's Office:**

There was, currently, no reallocation request from the Recipient's Office. However, there is a standing Directive to the Recipient for Rapid Reallocation. That is, with full authorization by the Planning Council:

- After October 30<sup>th</sup> of every grant year, the Recipient's Office may reallocate service category allocations without a 10% cap.
- The Recipient will report all reallocations to the PAP Committee at the next scheduled committee meeting following the reallocation.

The Program Manager noted that there will be some reallocations to be made, one of them just occurred and will be added to the MAI funding. The Recipient will reallocate funds taken from a provider who has been underspending. The reallocation from Drug Reimbursement and Housing was allocated to multiple services. Foodbank/Home Delivered Meals, MAI and Medical Case Management are some of the service categories that will be allocated additional funding that will be taken from Quality Management to fill up the gaps.

The Program Manager noted that the RFP for all services, including Planning Council Support, will be out on Friday, January 28<sup>th</sup> for the next grant year. However, Planning Council Support will be a separate RFP from the RFP for services. Two Council members volunteered to review the Planning Council Support Scope of Work and will be notified when it is ready.

The Part A Norfolk TGA received a partial award for the grant year of under Two Million Dollars (\$2,000,000).

**Review Part A Expenditure Summary Report by Service Category:**

The Recipient Staff presented the Monthly Expenditure Summary Report for the period ending December 31, 2021. The target was at 83% and the TGA was at 52%. It was noted that there are some Providers that are up to three months behind submitting their invoices, and this has affected the target in the service categories. In this regard, there was agreement that there should be a level of Non-Compliance statements sent out to Providers that fall behind in reporting reimbursements. The committee approved the report which shows real data versus projections as has been the case in the past.

**New/Old Business:**

Due to lack of meeting time, the following agenda items were deferred to the February meeting:

- Review of the Memorandum of Understanding (MOU):
- Review of Bylaws/Code of Conduct
- Review Scope of Work and Planning Council Activity Timeline (P-CAT) 2022-2023

A recommendation was accepted to convene the February 24<sup>th</sup> committee meeting at 2:30 p.m.

**Next Committee Meeting:**

The next committee meeting will be Thursday, February 24<sup>th</sup> at 2:30 p.m.

**Adjournment:**

With no further business to discuss, a motion was moved by Ashley and seconded by Clay to adjourn the meeting. The motion passed.

Respectfully Submitted

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Jerome Cuffee - Co-Chair

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Lisa P. Laurier – Co-Chair