

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL
Needs Assessment and Planning Committee**

64 New York Avenue, NE

Washington, DC 20002

September 9, 2008

Council Members	Present	Absent	HAA	Present	Absent
<i>Bishop, Henry Chair</i>	X		Felton, LaDale	X	
Barnes, William (Dr.)	X		Freehill, Gunther	X	
Jones-George Jennifer	X		Panes, Sandra	X	
Hawkins, Pat (Dr.)	X		Guests		
Solan-Pegler, Nicolette	C		Gantz-McKay, Emily	X	
Smith, E. Robert	X				

CALL TO ORDER

Mr. Bishop, Chair, called the meeting to order.

APPROVAL OF AGENDA

The agenda was approved by general consensus.

APPROVAL OF MINUTES

The August 12, 2008 minutes review were deferred to next month's meeting.

OLD BUSINESS

Dr. Pat Hawkins requested from Ms. Panes when the Planning Council members were going to be able to review the draft of the Washington Metropolitan Ryan White application. Ms. Panes reported that Planning Council members that have been recommended by Mr. Corbett, Planning Council Chair, will be e-mailed a draft copy of the application to review. There will be a meeting with HAA and Rik Pavlescak regarding the draft Ryan White application on Wednesday, September 17, 2008 at 11:00 a.m. at HAA in the 5th floor conference room. Mr. Bishop requested from Ms. Panes who

is writing the Comprehensive Plan. Ms. Panes reported that Ms. Gail Williams will be writing the Comprehensive Plan.

NEW BUSINESS

Dr. Pat Hawkins stated for the record that the administrative agents are required to attend the Needs Assessment and Planning committee meeting.

Ms. Panes reported that 56 providers received the administrative mechanism questionnaire through the following methods:

1. US mail
2. E-mail
3. Follow-up telephone calls each week.

As a result we have received completed administrative mechanism questionnaires from the following;

1. District of Columbia providers - 11
2. Maryland – 4
3. Virginia – 10

Mr. Bishop reported that at the next Regional Maryland meeting with the providers he will request that they complete the administrative mechanism questionnaire and send back to Dr. Will Smith. Mr. Bishop recommended that when the survey of the administrative mechanism is complete the recommendations need to be included in the Ryan White application.

Mr. Bishop recommended that the Needs Assessment and the Planning committee address the reorganization of the Planning Council and have this information included in the Ryan White application.

Motion by: Ms. Solan-Pegler

“Needs Assessment and Planning committee receive a copy of the Ryan White application from last year with conditions of award and a draft of this years Ryan White application.”

Motion 2nd by: Dr. Pat Hawkins

Motion passed.

Motion by: Dr. Pat Hawkins

“For the Ryan White application this year we use most recently reported prevalence of living AIDS cases for EMA, most recently reported HIV cases for Virginia and West Virginia and most recently estimated prevalence of HIV living cases in the District of Columbia and Maryland.”

Motion 2nd by: Ms. Nicolette Solan-Pegler

Motion passed.

Mr. Bishop recommended that the Grantee inform the Needs Assessment and Planning committee what data is being utilized in this year’s Ryan White application. Ms. Emily Gantz-McKay recommended that the Planning Council recommend what data they want utilized in the Ryan White application this year. Mr. Freehill came into the meeting and distributed a document that was faxed to HAA on Tuesday, September 8, 2008 from HRSA regarding conditions of the award for last year’s Ryan White application.

Ms. Emily Gantz-McKay distributed and reported on the updated Planning Council Bylaws that need to be reviewed and approved by the Planning committee. Mr. Bishop recommended that the Needs Assessment and Planning committee have five members on the committee. Mr. Bishop, Chair, recommended that all administrative agents attend the following monthly Planning Council committee meetings:

1. Needs Assessment and Planning Committee meeting
2. Financial Oversight Committee meeting
3. Executive Committee meeting
4. Planning Council Committee meeting

Mr. Bishop recommended that HAA staff responsible for EPI and Data Utilization attend the Needs Assessment and Planning committee meetings. Mr. Bishop and Dr. Pat Hawkins recommended a task force committee to develop the following:

1. Surveys for clients in care
2. Surveys for clients out of care
3. Outreach programs for these clients

Ms. Emily Gantz-McKay recommended looking at migration of Ryan White clients around the EMA. Ms. Emily Gantz-McKay requested from Mr. Bishop what the training requirements were for the committee? Mr. Bishop recommended EPI Data training for members of this committee. Ms. Panes distributed a document to the committee members regarding EPI training that will be held on Wednesday, September 24, 2008

from 9:00 am to 1:00 pm at HAA. Emily reported that she will send back an updated committee worksheet to Mr. Bishop.

Mr. Bishop requested the following items be included on the agenda for the Tuesday, October 14, 2008 Needs Assessment and Planning Committee Meeting:

1. Review Needs Assessment survey results
2. Review Planning Council restructuring
3. Review EPI training

ADJOURNMENT

Mr. Bishop adjourned the meeting.

FENVAL