

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

64 New York Avenue, NE

Washington, DC 20002

October 14, 2008

Council Members	Present	Absent	HAA	Present	Absent
<i>Smith, Laurence, Community Co-Chair</i>	X		Bryant, Bill	X	
Fischer, Mark	X		Felton, LaDale	X	
Hoover, David	X		Richter, Amy	X	
Hawkins, Pat (Dr.)	X		Griffin, Angelique	X	
Solan-Pleger, Nicolette	X		Administrative Agent		
Smith, E. Robert	X		Simmons, Michelle	phone	

CALL TO ORDER

Mr. Smith, Community Co-Chair called the meeting to order.

APPROVAL OF AGENDA

With the following additions to the Old business discussion:

- Discussion of the Comprehensive Plan
- Discussion of Assessment of Administrative Mechanism
- Discussion of the Planning Council restructure

With the following additions to the new business discussion:

- Discussion of Planning Council committee's calendar
- Discussion of Planning Council jurisdictional community forums
- Discussion of Planning Council one day Planning Council member's orientation
- Discussion of Work Plan for Needs Assessment & Planning committee

Agenda was approved.

APPROVAL OF MINUTES

The August 12, 2008 meeting minutes were approved:

Motion by: Mark Fischer

Motion 2nd by: E. Robert Smith

Motion passed

The September 2008 meeting minutes were deferred to next month's meeting.

OLD BUSINESS

Mr. Smith welcomed and thanked Amy Richter, HAA representative for her assistance with the development of the Comprehensive Plan for the Washington Metropolitan Planning Council.

Ms. Richter reported that there was a Strategic Planning meeting on Friday, October 10, 2008, that was facilitated by H. Duane Taylor and Gayle Williams-Glasser the writer of the Comprehensive Plan. It was a great session and we are in the process of finalizing the goals and objectives of the Comprehensive Plan. Gayle Williams-Glasser will be sending a workplan for the writing of the Comprehensive Plan. The Comprehensive Plan draft will be up on the DOH HAA website in early November 2008 for Planning Council members to review and give feedback.

The committee members agreed that they felt comfortable with Gayle Williams-Glasser developing the Comprehensive Plan. Mr. Smith reported that the strategic session that was managed by H. Duane Taylor was excellent. Ms. Solan-Pleger recommended that H. Duane Taylor facilitate the development of the Washington Metropolitan Planning Council process. Mr. Smith thanked Ms. Richter for the help that she provided for the development of the Washington Metropolitan Comprehensive Plan. Mr. Fischer reported that the Grant Year application report was excellent. Ms. Richter reported that her goal is to get a letter of acceptance from the District of Columbia Mayor Fenty, Director of HAA, Dr. Hader and the Planning Council regarding the Washington Metropolitan Comprehensive plan. Ms. Richter reported that she will send the committee members a HAA evaluation form for their support of the Washington Metropolitan Comprehensive Plan.

Mr. Smith reported that Mr. Corbett had attended the Consumer Access Committee meeting on Thursday, October 9, 2008 and reported that the September 2008 Metropolitan Washington Bylaws had been approved by Mayor Fenty.

Mr. Smith reported that he had requested clarification on priority setting and allocation best practice models from Emily. Mr. Smith reported that Emily Gantz-McKay had sent him a best practice document from Los Angeles that he will e-mail to all Planning

Council members and will discuss with the Fiscal Oversight Committee members at the meeting on Tuesday, October 21, 2008. Dr. Pat Hawkins reported that the allocations were based upon the 2005 data and did not reflect the recommended data that the Needs Assessment and Planning committee meeting. Nicolette requested clarification from Ms. Richter on how Atlanta managed their priority setting and allocation process. Ms. Richter reported that she would have to research their best practice model for delivering services to clients. Nicolette reported that we need to emphasize the portability and parity in the Washington Metropolitan EMA region for a provider to deliver Ryan White care services. Dr. Pat Hawkins reported that providers need to have full competency with delivering Ryan White Care Services across the EMA.

The committee had extensive discussion on the portability and parity of Ryan White services in the Washington Metropolitan EMA.

NEW BUSINESS

Mr. Smith reported that Dr. Will Smith will give an updated report on the Assessment of Administrative Mechanism at the November 2008 Planning Council meeting. Dr. Pat Hawkins reported that we have to complete three surveys by March 2009. We recommended that a task force manage the survey process and we should ask for volunteers at the October 30, 2008, Planning Council meeting. The survey process will include the following:

1. Ryan White clients who are in care services survey
2. Ryan White clients who are not in care services survey
3. Ryan White provider survey

Mr. Smith reported that there will be a one day orientation for Planning Council members in January 2009 and a forum in February 2009 for Planning Council members and jurisdictional agents.

The committee discussed extensively the proposed Planning Council committee meeting schedule for November and December 2008.

ADJOURNMENT

Mr. Smith adjourned the meeting.