

**METROPOLITAN WASHINGTON REGIONAL HIV  
HEALTH SERVICES PLANNING COUNCIL**

**Fiscal Oversight and Allocations Committee**

64 New York Avenue, NE

Washington, DC 20002

May 19, 2009

**MINUTES**

<b>Council Members</b>	<b>Present</b>	<b>Absent</b>	<b>HAA</b>	<b>Present</b>	<b>Absent</b>
<b>Smith, Laurence - Chair</b>	X		Freehill, Gunther	X	
Burgos, Raul		X	Frison, Lawrence		
Wallace Corbett	X		<b>Planning Council Support</b>		
Robert Smith	X		Panes, Sandra		X
Cooke, Robert		X	Hill, Mark	X	
Fischer, Mark		X	<b>Administrative Agents</b>		
Menear, Wade	X		Alston, Jonathan	X	
Hawkins, Pat (Dr.)		X	Allison, Glenna		X
Smith, E. Robert	X		Dave Barmer	CC	
Solan-Pegler, Nicolette	X		Stacy Balderston,	CC	
David Hoover		X	Simmons, Michelle		X
Tony Ruiz	X		Ramey, Devi	X	

**CALL TO ORDER**

Mr. L. Smith called the meeting to order. He noted that various audits were being conducted which may have required Mr. Freehill's or Mr. Alston's immediate attention during the meeting.

**APPROVAL OF AGENDA**

The agenda was approved with adjustments to be made as needed.

**APPROVAL OF MINUTES**

The minutes were approved with no corrections.

**MATERIALS DISTRIBUTED**

**1- Grantee Report**

**2- Northern VA Fiscal Narrative Report**

# METROPOLITAN WASHINGTON REGIONAL HIV HEALTH SERVICES PLANNING COUNCIL

- 3- Suburban MD Fiscal Narrative Report
- 4- District of Columbia Fiscal Narrative Report
- 5- FOAC Spreadsheet for EMA
- 6- Suburban MD Ryan White Part A – Year 18 EFA – Summary of Unduplicated Clients Served by County
- 7- Suburban MD Year 19 Client/Service Delivery Data

## **GRANTEE REPORT**

(Report was moved to the beginning to accommodate Mr. Freehill's schedule)

### **Regular and Rural Funding**

Mr. Freehill informed that the report of "Awards" for the District of Columbia and the EMA-wide services displays only the grants that have approved and fully executed budgets. All funding obligations cannot be acted upon until the providers submit a detailed budget, and HAA approves that budget. This is not yet the case for every provider. He also reported that the "Allocations" were made using the 5-10% scenario adopted by the Planning Council. Mr. Freehill noted that there has been discussion of some jurisdictions changing their allocations. These estimates were for the first month only.

The estimates did not reflect the reprogramming of allocations for Suburban MD. Ms. Ramey will forward the reprogramming in the adjustment column.

There was a discrepancy with the Northern VA proportion of the award. Mr. Freehill reiterated that the Planning Council makes all allocations and recommendations for the entire EMA. If the dollar amounts do not work for the jurisdiction then the jurisdiction should ask for an adjustment. Mr. L. Smith noted that there is a difference between an actual increase and a potential one-year windfall.

A special joint meeting of the FOAC & Executive committee was eventually scheduled for Northern VA to formally present their reprogramming request.

Mr. L. Smith asked what can be done to prevent reallocations of funds. Mr. Freehill noted the organization of implementation is never separate from planning and recommended the Planning Council revisit the planning and distribution model.

### **MAI**

No MAI report was presented because it is being redesigned and will be ready by next Planning Council.

## **ADMINISTRATIVE AGENT REPORTS**

**Northern Virginia: By Stacy Balderston**

## **METROPOLITAN WASHINGTON REGIONAL HIV HEALTH SERVICES PLANNING COUNCIL**

- **Regular and Rural Funding**

Ms. Balderston will propose the adjustments to the 5-10% scenario by close of business Thursday as a motion.

- **MAI Funding**

Ms. Balderston reported that demand for Primary Medical and Case Management was higher than anticipated due to many of the new Manassas clinic's clients arriving with AIDS and other serious health issues. Regarding the \$85,000 carryover, a micro-RFA for outreach efforts has been issued, and is currently in evaluation. Decision will be taken by end of May regarding the use of funds. The staffing is completed. The physical clinic site has been upgraded.

### **West Virginia: By Glenna Allison**

- **Regular and Rural Funding**

West Virginia contacted Grantee and Chair that it would not be able to produce the data for the report and will be fully on board by June.

- **MAI Funding**

Same.

### **Maryland: By Devi Ramey**

- **Regular and Rural Funding**

Ms. Ramey distributed a report on service delivery data and summary of unduplicated clients by county. She noted the over-all spending rate of 2.6% is below the target of 18% at the conclusion of the 1st month of the grant year. She noted the delay in processing grant agreements impacts the level of reporting. Mr. L. Smith thanked Ms. Ramey for the service delivery data provided.

- **MAI**

Ms. Ramey reported that the special project proposal was submitted to the Grantee and has been forwarded to HRSA for review. When asked about EFA Utility, Ms. Ramey stated that it is on her radar and the providers have no problem requesting reprogramming if need is rapidly increasing.

There was lengthy conversation on the procedures of the administrative agents distributing emergency funds. Ms. Ramey clarified that direct care services have not been interrupted; however, service categories that require direct cash can not be fulfilled until they receive a notification of the award.

### **District of Columbia: By Jonathan Alston**

- **Regular Funding**

## **METROPOLITAN WASHINGTON REGIONAL HIV HEALTH SERVICES PLANNING COUNCIL**

Mr. Alston reported that the DC reports show invoicing of 8 out of 22 providers and a 23rd award will be reported by the next FOAC meeting. There have been no reported challenges to service delivery during the budget approval process. The budget approval process is expected to be complete in the next 7-10 days.

### **OLD BUSINESS**

- None

### **NEW BUSINESS**

- None

### **FUTURE ACTIONS**

- None

### **ADJOURNMENT**

After approving the minutes, Mr. L. Smith adjourned the meeting at 12:52 pm. The next meeting will be held on June 16, 2009.

FINAL