

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL**

Executive Committee

64 New York Avenue, NE

Washington, DC 20002

August 19, 2008

Council Members	Present	Absent	Administrative Agents	Present	Absent
<i>Corbett, Wallace</i> <i>Chair</i>	X		Balderston, Stacie	phone	
Bishop, Henry	phone		Ramey, Devi	X	
Cooke, Robert	X		HAA		
Graham, Shirley	Phone		Alston, John	X	
Hawkins, Pat Dr.	X		Felton, LaDale	X	
Maramara, Ben	X		Freehill, Gunther	X	
Smith, Laurence	X		Panes, Sandra	X	
Sol, Catalina	C		Temprosa, Luau	X	
Ruiz, Tony	X				

CALL TO ORDER

Mr. Corbett called meeting to order at 1:25 p.m.

APPROVAL OF AGENDA

The agenda was approved with the following additions:

1. Comprehensive Plan Discussion
2. Maryland Community Forum
3. Assessment of the Efficiency of the Administrative Mechanism update
4. Planning Council committee's calendar review and approval
5. New Planning Council structure
6. New Planning Council Committee Chairs

Motion by: Laurence Smith
Motion 2nd by: Dr. Pat Hawkins

Motion passed.

APPROVAL OF MINUTES

The July 2008 minutes were approved with the following corrections:

“Gunther Freehill reported that on page 2 he did not report that the Off the Top funds could be applied to the CDQ project.”

Motion by: Dr. Pat Hawkins
Motion 2nd by: Ben Maramara

Motion passed.

COMMITTEE BUSINESS

Grantee Report: Gunther Freehill

Mr. Freehill reported on three Requests for Applications (RFAs) that were issued that Primary Care and Case Management providers were invited to submit applications for the following:

1. Effi Barry HIV/AIDS program grant
2. Housing Services for people living with HIV grant
3. HIV Prevention and Care Intervention services grant

Planning Committee Report Discussion: Laurence Smith

Mr. Smith reported that the Planning Committee ad-hoc group would be meeting on Friday, August 22, 2008 from 10:00 a.m. to 12 noon to review the 2005 - 2008 Comprehensive Plans and begin the development of input for the new Comprehensive Plans for 2009 - 2012. Mr. Smith reported that in addition to the Planning committee members that Mr. Corbett, Planning Council Chair, and Amy Richter, HAA, would be involved with this process. Mr. Smith reported that the final Comprehensive Plan is due January 4, 2009 and that we have to work collaboratively. Mr. Bishop recommended that the Planning Council members should review HRSA's recommendations regarding development of Comprehensive Plans. Mr. Bishop also recommended that they look at Baltimore, Maryland's Comprehensive Plans. Mr. Bishop recommended that Planning Council Support provide support for this Planning Committee ad-hoc group meeting.

Mr. Freehill reported that HAA has hired a grant writer to develop the new Comprehensive Plans for 2009 – 2012. The proposed timeline for the Ryan White Part A application is as follows;

August 27, 2008	-	1 st draft of Ryan White Part A application is due to HAA
September 5, 2008	-	Planning adhoc-committee meeting 1:30 – 4:30 pm
September 15, 2008	-	2 nd draft of Ryan White Part A application is due to HAA

Maryland Community Forum Discussion

Mr. Bishop and Mr. Smith recommended that on October 23, 2008 there will be a Maryland Community Forum meeting from 4:00 p.m. – 7:30 p.m. at the Department of Health Office in Cheverly, Maryland which holds 75 – 100 people. Mr. Corbett recommended that Mr. Bishop discuss with Mr. Freehill the logistical support required for this meeting.

Planning Council Chair Report – Wallace Corbett

Mr. Corbett reported on the new Planning Council organization and committee chairs:

Planning Council & Executive committee: Wallace Corbett
Needs Assessment committee: Henry Bishop
Priority Setting/Allocations committee: Laurence Smith
Standards/Strategy of Care committee: Dr. Pat Hawkins
Community Access committee: Requires Elections
Membership committee: Nicolette Solan-Pegler
Bylaws/ Policies & Procedures: Mark Fischer

Mr. Corbett and the Executive committee members recommended a September 2008 Planning Council committee calendar that will be pending until final approval at the Planning Council meeting on Thursday, August 28, 2008. Mr. Corbett reported that Emily will attend all of the Planning Council Committee’s meetings in September 2008 to define their roles and responsibilities. Mr. Corbett reported that a grid will be developed for the administrative agents that will inform them of the Washington Metropolitan Planning Council meetings that they are required to attend that are listed as follows:

1. Fiscal Oversight Committee
2. Executive Committee

3. Planning Committee
4. Planning Council

SEPTEMBER 2008 - PROPOSED CALENDAR

<u>September 2, 2008</u>	<u>Standards of Care committee</u>	<u>4:30 pm - 6:30 pm</u>
<u>September 3, 2008</u>	<u>Membership committee</u>	<u>12:00 am - 2:00 pm</u>
<u>September 4, 2008</u>	<u>Bylaws committee</u>	<u>3:00 pm - 5:00 pm</u>
<u>September 9, 2008</u>	<u>Needs Assessment committee</u>	<u>4:30 pm - 6:30 pm</u>
<u>September 11, 2008</u>	<u>DC PWA committee</u>	<u>2:00 pm - 4:00 pm</u>
<u>September 11, 2008</u>	<u>EMA PWA committee</u>	<u>4:30 pm - 6:30 pm</u>
<u>September 16, 2008</u>	<u>Fiscal Oversight committee</u>	<u>10:30 am – 12:30 pm</u>
<u>September 16, 2008</u>	<u>Executive committee</u>	<u>1:00 pm – 3:00 pm</u>
<u>September 18, 2008</u>	<u>DC Delegation committee</u>	<u>5:30 pm – 7:30 pm</u>
<u>September 25, 2008</u>	<u>Planning Council committee</u>	<u>5:30 pm – 8:00 pm</u>

Mr. Corbett recommended that the Executive committee vote on the proposed Planning Council structure and calendar.

Motion by: Dr. Pat Hawkins

“Move to approve Planning Council structure and calendar.”

Motion 2nd by: Laurence Smith

Motion passed.

Motion by: Dr. Pat Hawkins

“Move that the Executive committee will receive new Planning Council Bylaws and email/mail to all Planning Council members.”

Motion 2nd by: Laurence Smith

Motion passed.

Assessment of the Efficiency of the Administrative Mechanism Discussion

Mr. Smith reported that the Assessment of the Efficiency of the Administrative Mechanism had been mailed by Mr. Will Smith to all of the Ryan White Title I providers in the EMA. All assessments are due back to Mr. Will Smith by Friday, August 29, 2008. Dr. Pat Hawkins recommended that the data from the provider's regarding the Assessment of the Efficiency of the Administrative Mechanism could be utilized by the Planning committee to draft recommendations by September 10, 2008 regarding the Administrative Mechanism. These recommendations can be sent to the Executive Committee for review and approval at the September 10, 2008 meeting. Then the recommendations with a time-line would go to the Planning Council on September 25, 2008 to be reviewed and proposed to be included into the Ryan White Part A application.

ADJOURNMENT

Mr. Corbett adjourned the meeting.