

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

**64 New York Avenue, NE
Washington, DC 20002**

April 30, 2009

GENERAL MINUTES

Council Members	P	T	A	Council Members	P	T	A
1. James Albino	X			25. Lorin Jones	X		
2. William Barnes			X	26. Jennifer Jones George			X
3. Henry Bishop	X			27. Renee Kelly	X		
4. Karen Blanton	X			28. John Knots			X
5. Elliott Bovelle	X			29. Yevette Lindsey	X		
6. Larry Bryant			X	30. Benjamin Maramara	X		
7. Raul Burgos	X			31. Philip Mason			X
8. Robert Cooke	X			32. Curtis Matthews			X
9. Wallace Corbett, Chair	X			33. Wade Menear	X		
10. Barbara Davis	X			34. Danielle Pleasant			X
11. Maureen Deely			X	35. Karen Reynolds			X
12. Geno Dunnington	X			36. Michael Robinson			X
13. Mark Fischer	X			37. Tony Ruiz	X		
14. Ronald Flowers			X	38. Shirley Shears			X
15. Everett Foy	X			39. Kevin Shipman			X
16. Corrie Franks			X	40. Ervin Robert Smith	X		
17. Debra Frazier	X			41. Laurence Smith, Co-Chair	X		
18. Shirley Graham	X			42. Rusty Smith*			X
19. Natalie Greene			X	43. Catalina Sol			X
20. Shannon Hader			X	44. Nicolette Solan-Pegler	X		
21. Patricia Hawkins	X			45. Terry Tahir	X		
22. David Hoover	X			46. Brian Watson	X		
23. Margot Isaac			X	47. Ron Wilder			X
24. Paulette Johnson	X						

**Named, pending oath*

Planning Council Staff	Present	Absent	Guests	Present	Absent
Sandra Panes, Coordinator			1. Bailous, Stephen	X	
Mark Hill, Assistant			2. Black, Ralph	X	
HAA	Present	Absent	3. Brown-Hancock, Liesl	X	
Hader, Shannon		X	4. Chen, Melinda	X	
Freehill, Gunther	X		5. Havenner, Stephen	X	
Panes, Sandra	X		6. Hill, Mark	X	
Holmes, T'Wana	X		7. Jasper, Pam	X	
West, Tiffany	X		8. Johnson, Vanessa	X	
Administrative Agents	Present	Absent	9. McClain, Lenora	X	
Allison, Glenna	X		10. Mrzban, Nader	X	
Alston, Jonathan		X	11. Perry, Vanessa	X	
Balderston, Stacie	X		12. Quinonez, Juan	X	
Friend, Judith	X		13. Robertson, Gloria	X	
Ramey, Devi	X		14. Wallace, Shelton	X	
Simmons, Michelle		X	15. Jones, James	X	
			16. Carfin, Michael	X	
			17. Marilyn Curry	X	
			18. Orr, Derek	X	

CALL TO ORDER

Wallace Corbett called the meeting to order and conducted roll call.

APPROVAL OF AGENDA & MINUTES

The agenda was approved with the following item being added:

- Discussion about moving July meeting to an outside location possibly MCC

Motion passed unanimously

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EXECUTIVE COMMITTEE REPORT

- **Swine Flu**

Dr. Hader made a presentation on how swine flu affects PWA. She distributed a CDC handout and answered questions. The following are some highlights from the discussion: It is spread person to person. It does not seem more severe than the regular flu virus. It generally has the same reactions as flu in general. There is no vaccine. Washing your hands, covering mouth makes a huge difference. Call 311 for all questions about flu. HEPRRA, not HAA is responsible authority. HAA will provide info as received, but the central point of contact is HEPRRA.

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GRANTEE REPORT

- **Logistical Support**

The short term is done. The short term is the contract with Taylor Wilkes Group (TWG) that supports the priority setting and resource allocation activities. The client survey, the assessment of the administrative mechanism, the work plan development, and the association of planning council meetings.

Medium-term status has begun the contracting process. MOBIS (Mission Oriented Business Integration Systems). Planning Council has written a task order. It will probably not be in place by the May 1st.

Long-term contract is in broad terms based on the success or failure of the MOBIS. The task order is in place to make use of the established MOBIS contract. The contracting process is lengthy. Whatever resolution we come to with the MOBIS contractor, we have to make sure that we can keep them in place for a period of time long enough to go out for bid.

There will be an evaluation process starting by the May's committee meetings.

- **PART A Funding**

The official HRSA award is an increase of over 5% which translates into \$1.3 mil. Funds are obligated for 12 months from March 1, 2009. 3 of 6 areas are reported having no weaknesses, the few weaknesses significantly outweighed by the many strengths. Mr. Freehill encouraged the council to incorporate the information from the document into their thinking and future planning. Ms. Solan-Pegler pointed out addressing the needs of people who are not in care as we approach the new PS&RA. Mr. L. Smith noted that each weakness will be addressed as part of the closing report. Dr. Hader added that a 3-year evaluation plan that allows doing something more formalized for people not in care will strengthen next year's application. Mr. Freehill acknowledged all HAA staff for their significant support and contribution to the competitive award which is partly the application, the measure of severity of need, and grants management over the course of the year. A document describing the planned distribution was reviewed.

- **FOC**

Report as of 4/13/09 and believes the \$1mil underspent will be reduced to about 1/2 and expect to be very close to 0-2%. We've all done many things to accelerate spending and capture reporting. The next report will actually be a close out by end of June, will describe jurisdictional expenditures. If we are under 2% we get the unspent funds within a few weeks of the closeout.

- **MAI**

Projected unspent funds of \$220,000 MAI grants are on 3yr grant cycle. Worst case scenario we could roll over unspent without penalty. Regarding carryover: Northern Virginia detailed their MAI in narrative, suburban MD is discussing a plan to ramp up activities, discussions on getting approvals and there will be reports on the activity.

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ADMINISTRATIVE AGENT REPORTS

District of Columbia

Nothing more to report.

Northern Virginia

MAI funding has micro RFA's out to expand outreach efforts with carryover dollars. Conducting outreach for positive not in care, also seeking those who's physical condition is serious in an effort to bring them back into

Care. Expect to have a full plan by end of next month. Do need to do additional allocation of award funds. Preparing for data presentation and the rest of the allocation process.

West Virginia

All money spent.

Suburban Maryland

Processing sub-grant recipient additional funds. MAI carryover is in discussion with Grantee.

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MOTIONS

DC Delegation

Motion: DC Delegation recommends moving \$67,500 of unallocated funds to the Home & Community Based Health Services category, using the most flexible definition of fundable activity.

Motioned by Pat Hawkins

Motion 2nd by Geno Dunnington

Discussion: Category is very broad and flexible, including end of life but not limited to that. A relatively small number of clients. A variety of reasons contribute to people needing special attention.

Motion passed with one abstention.

Needs Assessment & Comprehensive Planning

Motion: The Needs Assessment & Comprehensive Planning Committee recommends that any changes that are necessary to the assessment of the administrative mechanism document would be approved through the Executive Committee on behalf of the Planning Council.

Motioned by Henry Bishop

Motion 2nd by Pat Hawkins

Discussion: Mr. L. Smith noted the intent is to allow the necessary changes be made by the professionals and committee but not be constrained by regular review process. Dr. Bishop noted it should be done around August/September.

Motion passed.

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COMMITTEE REPORTS AND ACTION ITEMS

Due to time restrictions Consumer Access is the only official report and a reminder from Membership.

• **Consumer Access**

Mr. Dunnington reported that the committee is drafting a State of Emergency – as an urgent response to the report about the HIV epidemic in the District. The letter will define actions we would like to see taken. There will be a draft for the Executive committee by 5/19/09.

• **Membership**

Ms. Solan-Pegler reported that the re-appointment applications are out and to please apply

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OLD BUSINESS

- **Priority Setting & Allocation Update**

Mr. Corbett announced that if planning council members do not attend the presentation in their jurisdictions he will contact the mayor and ask they be removed.

- **Work Plan Grant Year 19 – Duane Taylor**

Will utilize project management tools to share successes and updates of the overall work plan. We will use the comprehensive plan as a guide. Its important that the Grantee, providers and consumers are consistent throughout the process. Administrative mechanism – looking at last year, deciding on a process and moving forward. Client survey will be translated into Spanish and tested and revised. Lot of data exists and the Planning Council will continue to build upon it. Mr. Taylor noted he will meet with subcommittee chairs to make meetings more efficient.

Immediate next steps: Identify consultants in next two weeks. Identify and secure contractors for outreach workers for the survey and the survey itself. Create a master work plan so we can see all the specific steps for each plan. Will meet with HAA, Planning Council support staff, Planning Council Chair and Co-chair and each committee chair. Will make a presentation at Planning Council meeting.

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NEW BUSINESS

- **Financial Disclosure Forms**

Campaign Finance will be here next month to explain their letter. Members who received a letter should fill it out again.

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ANNOUNCEMENTS

- Welcome Everett Foy as Chair of DC Delegation.
- Welcome Mark Fischer back. Mr. Fischer noted he will be in and out for 2-week intervals.
- MADAP has put Tamaflu and Relinza if anyone has been exposed to swine flu.

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ADJOURNMENT

Mr. Corbett adjourned the meeting at 7:55 p.m.