

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL**

Executive Committee

**64 New York Avenue, NE
Washington, DC 20002
April 21, 2009**

General Minutes

Council Members	Present	Absent	HAA	Present	Absent
Wallace Corbett - Chair	X		Freehill, Gunther	X	
Bishop, Henry	CC		Panes, Sandra – PC Coordinator	X	
Dunnington, Geno			Hill, Mark – PC Asst	X	
Fischer, Mark					
Hawkins, Pat (Dr.)	X		Administrative Agents		
Smith, E. Robert	X		Alston, Jonathan	X	
Smith, Laurence	X		Allison, Glenna		
Solan-Pegler, Nicolette			Balderston, Stacie		
			Ramey, Devi	X	
Blanton, Karen			Simmons, Michelle		
Cooke, Robert, Jr.	X		Friend, Judith	CC	
Graham, Shirley					
Menear, Wade			Guests		
Ruiz, Tony	X		Sessoms, Charles	X	

CALL TO ORDER

Mr. Corbett called meeting to order at 1:19 p.m.

APPROVAL OF THE AGENDA

The agenda was approved with moving Charles Sessoms' presentation to the beginning of the meeting.

APPROVAL OF THE MINUTES

The minutes were approved with the following corrections:

Mr. Freehill was misquoted on page 5: the AIDS Service Planning Areas that were based on actual patterns of dysfunctional services should actually be patterns of FUNCTIONAL services.

Motion made by Mr. L. Smith

2nd by Dr. Pat Hawkins

Motion passed

Materials Presented

- ❖ Membership Appointment Applications and Reappointment
- ❖ **CAEAR Foundation** – Objective and Agenda for the Training with Providers

EXECUTIVE COMMITTEE REPORT

GRANTEE REPORT

Re Last year: Mr. Freehill noted that the current report is preliminary as of 4/13/09. DC has \$466,000 in rollover costs and has already identified a vendor and details expected by the next committee meeting. Mr. Freehill reiterated how the MAI spreadsheets are showing the ratio of reported numbers to the expected numbers. Dr. Hawkins asked about costs per units of service. Mr. Freehill informed that because it was not requested in the Needs Assessment committee it will not be available. If it is indeed requested it will not be ready in time for the data presentations.

Re Current year: Mr. Freehill noted receiving a \$1.4 million increase, approximately 5.5% increase. Will not be sure how the calculations were made until further information received from HRSA.

Mr. Freehill noted that there has not been a set of recommendations of improving the collection of the data and Mr. L. Smith will write it within 3 weeks.

OLD BUSINESS

1. Update on Planning Council support

The following highlights are from Mr. Freehill's report:

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.

Intermediate-term status has begun the contracting process. MOBIS (Mission Oriented Business Integrated Services). Planning Council has written a task order. It will probably not be in place until next month.

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.

Mr. Bishop had a question regarding technical assistance in pricing the costs of activities. Mr. Freehill suggested that the committee decides the range of activities it wants done, and submit it to the Grantee and let the Grantee come up with the estimate and put it out for bidding. \$450,000 set aside for PC activities throughout the year.

2. Logistical Support status

Duane Taylor – Implementation Strategy (highlights of his report)

1. The development annual assessment of need will be given a 1-month timeframe to deal with activities in terms of strategy.
2. Client survey. Next step will be to secure contract with Dr. Will Smith and revise the work plan, as well as recruitment of surveyors who will implement

OLD BUSINESS (continuation)

the survey, and develop the work plan for implementation of survey.

3. Assessment of Administrative Mechanism. Developing work plan in a month.

4. Planning Council. Contacting chairs of each of the committees and getting on each agenda and a work plan for each of the five areas.

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 activity. Duane Taylor 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.

3. Evaluation of Logistical Support

PC Support Staff recreated a document that was used previously to oversee the logistical support. The document demonstrates when activities are due and when they actually got done. The three columns really are for logistical support, HAA and then the Chair/Co-Chair of the Committee.

Recommendation was made to utilize the particular draft form for evaluation, with the noted changes.

Motion made by Mr. Corbett

2nd by Robert Smith

Motion passed.

4. Records from Beale Inc.

Mr. Freehill reported that the contract was requested to be terminated. Not sure of current status. Unresolved questions about past billing and records. ESI records were supposedly sent to Beale Inc., now the question is what records are coming from Beale, Inc. Dr. Hawkins will work with Ms. Panes to sort through boxes of records. Mr. Freehill could not answer whether it will be resolved in next 30 days.

5. Update of Planning Council support staff reporting

The PC Support Staff will report to Michael Kharfen to keep with the MOU's requirement that Planning Council staff report to some entity other than the Grantee.

COMMITTEE REPORTS AND ACTION ITEMS

A- Bylaws, Policies, and Procedures

Last meeting cancelled due to death in Mark Fisher's family.

B- Consumer Access

Any report was presented

COMMITTEE REPORTS AND ACTION ITEMS (continuation)

C- Care Strategy Coordination & Standards

The committee met 4/14/09 and reviewed the eligibility report. Will present a triage system with recommendations to be utilized across the EMA.

Motion: To remove any means testing, across the EMA, for any Title I services, with the exception of EFA.

Motion made by Dr. Hawkins

Motion 2nd by Mr. L. Smith

Discussion: Mr. Freehill noted that it is not viable politically to take a program designed for low-income people and turn it towards doing services for people who are not low income. Mr. L. Smith noted that in many places Part B requirements were being applied to Part A. After lengthy discussion about sliding fee scale schedules and protocols, it was eventually recommended to table the motion until the next meeting; with the actual HRSA requirements in writing.

Motion tabled

D- Fiscal Oversight and Allocations

Priority Setting & Resource Allocation Report – Mr. L. Smith

The PS&RA process is operating under same procedures as last year with the only difference being the Planning Council member caucus at the end of the process. The caucus is a brief meeting of the Planning Council members in attendance at the priority setting meeting or resource allocation meeting. In the meeting, members will discuss issues and concerns with the process as an addendum to the report that will come from the Administrative Agents.

E- Membership

The Membership Appointment Applications and Reappointment applications were approved; changes and typos will be corrected.

F- Needs Assessment and Comprehensive Planning

Motion: 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.

Motion made by Mr. L. Smith

Motion 2nd by Dr. Hawkins

Discussion: To shorten the amount of time in Needs Assessment forwarding changes to the Executive Committee.

Motion passed

NEW BUSINESS

A- CAEAR Foundation

Training is set for July. Conference call set up for administrative agents on Monday, April 27th at 11am to discuss the planning.

NEW BUSINESS (Continuation)

- B- Derek K. Orr** the Director of the Office of Disabilities for family problem he could not be in a meeting.

- C- Charles Sessoms – Coordinator for HIV/Substance Abuse Programs**
Was originally planning to make a presentation to the Planning Council. To give an update on the strategic plan to address the intersection of HIV & Substance abuse. Based on the client population being DC residents, it was decided the presentation be made to the DC Delegation.

ANNOUNCEMENTS

- 1. Approval of Agenda & Documents for Planning Council** – Support Staff, Mr. Smith and Mr. Corbett will have a normal scheduled meeting time regarding the process of our meetings.
- 2. AIDS Watch**
- 3. Data Presentation time conflicts** – Mr. L. Smith will coordinate time changes
- 4. Office of Campaign Finance** – a representative will be in attendance to explain the final version. Mr. L. Smith wants to have Dr. Hader involved with the process of lodging a complaint to the mayor's executive office on the way this has been handled.

ADJOURNMENT

Mr. Corbett adjourned the meeting at 3:23 p.m.