

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

Executive Committee

**64 New York Avenue, NE
Washington, DC 20002
May 19, 2009**

General Minutes

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

CALL TO ORDER

Mr. Corbett called meeting to order at 1:20 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 without any corrections.

Motion made by Dr. Hawkins. Motion 2nd by Mr. L. Smith

Motion passed with 2 abstentions.

GRANTEE REPORT

Mr. Freehill reported that the IGAs are out, and the 5-10% scenario has been implemented as adopted by the Planning Council. There was a significant cut to DC, which the full impact has not yet been determined, but will likely meet with the DC Delegation to discuss.

Short term logistical support with Taylor Wilkes Group is in effect with defined services through September/October. The medium term logistical support contract has been approved, not yet finalized, with HGM Management. They will be responsible for meeting logistics i.e. minutes, photocopying, presentations, food, and

related things. Executive committee will get to meet with them. The long term RFA is going to be released shortly, and should be in place by October 1st.

OLD BUSINESS

A. Priority Setting Update – Laurence Smith

No official report.

B. Evaluation Process for the Logistical Support – Duane Taylor

Duane Taylor will complete and executive committee update and will report biweekly to Wallace Corbett and Laurence Smith.

NEW BUSINESS

A. Duane Taylor Update

Executive Committee Update

1. **Development of Annual Assessment of Need.** Gail Williams-Glasser has been contracted to assist in the project and is developing work plan.
2. **Development/Implementation of Client Survey.** NAPWA & CEG have been contracted. 18 people recruited to participate in pre-test. Pre-test will be completed by end of May. Sending letters to Administrative Agents and providers regarding survey. Survey has been translated to Spanish. Survey distribution will occur in the next two weeks. 2,500 surveys to be distributed to provider lists.

Mr. Freehill noted that we should not refer to the survey as a client satisfaction survey. The survey is actually addressing client need.
3. **Conduct Assessment of Administrative Mechanism.** Have secured the contractor. Reviewing national models and developing a work plan.
4. **Planning Council Work Plan Implementation.** Have begun process of meeting with each committee chairs a week prior to the committee event. Have met with DC HAA and Planning Council Support Staff to streamline some processes through creation of various templates. In the process of updating the master work plan and will provide this information to the Planning Council post priority setting.
5. **Facilitate Planning Council Meetings.** Ongoing.

B. Jurisdictional Agents Report

District of Columbia: By Jonathan Alston

DC submitted a full report to FOC. District of Columbia is at 50% less than projected expenditures; due directly to the negotiation of categorical budgets with the sub-grantees. All awards have been funded and executed. Budgets expected to be approved in 7-10 days.

Northern Virginia: By Stacy Balderston

Northern VA submitted a full report to FOC but will propose reallocations and reprogramming proposal to be approved by the FOC & Executive committees for an ad-hoc conference call scheduled for May 22nd at 10:30 a.m.

Regarding the MAI \$85,000 carryover, a micro-RFA for outreach efforts has been issues, and is currently in evaluation. There will be a decision regarding the use of funds by end of May.

West Virginia: By Glenna Allison

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

Maryland: By Devi Ramey

Maryland submitted a report to FOC. Also Maryland submitted a summary of Year 18 EFA data on service delivery data and unduplicated clients by county.

C. Chair Report (Committee Reports and Action Items)

A- Bylaws, Policies, and Procedures

Last meeting cancelled due to death in Mark Fisher's family, he is returning next week.

B- Consumer Access

The committee drafted a state of emergency response letter to the Mayor. After Wallace Corbett approves the letter, it will be sent to the Mayor.

Also there was a motion that is null & void because the rules were not changed from last year, and people will be able to vote if they attend the jurisdictional data presentation.

C- Care Strategy Coordination & Standards

The committee decided to revamp minutes to only include Items Discussed, Recommendations/Requests, and Motions. The issue of eligibility criteria has been turned over to the Grantee who will report back after the activities related to the close out and start up of the grant year. The final report of discrepancies by Brenda Clark has been turned over to the Grantee as well.

D- Fiscal Oversight and Allocations

The following motion was presented during the ad-hoc conference call.

Motion: The Northern Virginia Regional Coalition requests Planning Council approval of reprogramming allocations totaling \$115,278. This includes:

- Increase EFA Food Vouchers \$11,487
- Increase Insurance Premiums & Cost Sharing \$25,000
- Increase Linguistics \$14,495
- Increase Mental Health Services \$60,000
- Increase Oral Health \$54,278

- Decrease Child Care Services \$49,982 to fund increased needs in other service categories.

Motioned by L. Smith

Motion 2nd by W. Corbett

Motion passed and forwarded to Planning Council.

E- Membership

Ms. Solan-Pegler reported that we are currently receiving new membership appointment applications and reappointment applications. There was going to be a motion with recommendations for removal but it was decided that Membership would not remove anyone who has not resigned. Ms. Solan-Pegler will contact Boards & Commissions regarding timeline.

F- Needs Assessment and Comprehensive Planning

Dr. Bishop reported that Needs Assessment is on track working closely with the Taylor Wilkes Group as reported in Executive Committee Update.

****Mr. Corbett reminded committee chairs to submit their reports to the logistical support staff to be included in the Planning Council packet.**

OTHER IMPORTANT DISCUSSION ITEMS

Records from Beale Inc.

Mr. Freehill reported that the contract was requested to be terminated. However any precise detail was submitted. Unresolved questions about past billing and records are still on radar screen.

Planning Council Support Budget

Mr. Freehill reminded the committee about the concurrence of the budget regarding planning council support. The planning council support budget is approximately \$780,000 that comprises the \$450,000 for logistical support contract; as well as staff costs, benefits, supplies, and grant application costs.

ANNOUNCEMENTS

1. Mark Fischer father died.
2. Mr. Corbett reminded everyone of the PS&RA calendar dates.

ADJOURNMENT

Mr. Corbett adjourned the meeting at 3:02 p.m.