



PLANNING COUNCIL (PC)

MEETING MINUTES

THURSDAY – APRIL 27 – 6:00PM TO 8:00PM

899 NORTH CAPITOL STREET, NE, 4TH FLOOR, WASHINGTON, DC 20002

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Adkins, Sarcia	X		Kharfen, Michael	X	
Anderson, Gwen	X		Kier, Randy		X
Baker-Holley, Dustin		X	Kirkland-Isaac, Margot	X	
Baker-Holley, Nathaniel		X	Kurowski, Pamela	X	
Blocker, Lakisa	X		Marachelian, Alis	X	
Brentini, Stan	X		Mekonnen, Betelhem		X
Cannon-Williams, Sherla	X		Mikre, Meriam	X	
Coker, Sharon	X		Morse, Ka'leef	X	
Cooper-Smith, Marjorie		X	Nnoko, Renate	X	
Criswell, Debbie	X		Pannell, Altmann	X	
Decker, Thomas	X		Sanders, Scott	X	
Dutta, Trina	X		Smith-Bullock, Tyranny	X	
Edmonds, Calie	X		Shields, Guy	X	
Fonseca, Julio	X		Tadesse, Beth	X	
Fogal, Doug	X		Teague, Christine		X
Jackson, Roxanne	X		Turner, Melissa	X	
			Zoerkler, Jennifer	X	
Administrative Agent Representatives			Administrative Agent Representatives	Present	Absent
Agar, Tim	X		Moore, Tarsha	X	
Barmer, David	X				
Hayes-Cozier, Ravinia	X				
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Barnes, Clover	X		Lamont Clark	X	
Varga, Leah	X		Patrice Bailey	X	
Fox, Anthony	X				
HIGHLIGHTS					
<ul style="list-style-type: none"> ○ Chair Report ○ Recipient Report ○ Jurisdictional Reports 					



AGENDA	
Item	Discussion
Call to Order	The meeting was called to order by Scott S. at 6:14pm. He asked for a moment of silence then asked everyone to introduce themselves for the record.
Review and Approval of the Agenda	Approval for the April 27 2017 agenda was motioned. The agenda was approved.
Review and Approval of the Minutes	March 23 2017 Meeting minutes were motioned and approved.
Jurisdictional Reports	<p><u>Suburban Maryland</u></p> <p>Ravinia Hayes-Cozier provided the Maryland Report. Ravinia noted that this report is similar to the End of the Year report. Overall expense at the end of February 98.7%.</p> <p>Part A Regular expenses are at 98.7%. There were two service categories that were underspent. The two service areas that were underspent are Linguistic Services and Child Care. Linguistic Services is spent at 31.3% with a total amount remaining \$1,430. Child Care is spent at 45.6% with total amount remaining \$473.</p> <p>Part A MAI: MAI service categories were healthy at 98.5%</p> <p><u>Northern Virginia</u></p> <p>Tim Agar provided the Virginia Report. Tim A. noted that NVRC worked diligently to spend their money at 100%. A few areas of note were Oral Care (which was heavily utilized), Primary Care and Medical Nutrition Therapy were all 'overspent'. EFA was expanded to include bridge medications and was also 'overspent'. Transportation services were also well utilized.</p> <p>MAI was at spent 100%. Primary Care and Linguistic Services were well utilized.</p>
Recipient Report	<p>Clover Barnes provided DC/WVA and Recipient Reports</p> <p><u>District of Columbia</u></p> <p>For the month of February, (14) of (16) invoices have been received and (2) of (16) invoices have not been received. They are working with providers to get those final expenditures in. As previously reported one of the biggest challenges faced by HAHSTA staff and external providers has been the adjustment to the new EGMS system. They are still working to reduce the delays.</p> <p>Part A Regular expenditures are 96.7% and should be 100%.</p>



	<p>Part A MAI is at 96.5% and should be 100%.</p> <p><u>West Virginia</u> Clover reported that Part A Regular expenditures are at 95.3% and should be 100%. She reported that Part A MAI expenditures are at 98.9% and should be 100%.</p> <p><u>RECIPIENT REPORT</u> Clover B. stated that the Part A and MAI service category expenditures for the month of February are as follows:</p> <p>Part A expenditures are at 98.1% and should be 100%. Part A MAI expenditures are at 96.7% and should be at 100%. The overall Part A expenditure for the entire EMA is 98% and should be 100%.</p> <p>Part A EMA-Wide. Expenditures are at 95.8% and should be 100%. Medical transportation remains underspent.</p> <p>Part A MAI EMA-Wide: Expenditures are at 92.6% and should be 100%.</p> <p>Clover B. stated that they go through a closeout period to get in all (final) invoices. This is due at the end of May, but had been previously due in July. When they get all of the final numbers she will report it to the Planning Council. They are still operating on the Partial NOGA. There will be a comprehensive HRSA site visit in the fall. They may ask to meet with Planning Council members.</p>
<p>Standing Committee Chair Reports</p>	<p>Membership/Bylaws: Sharon C. presented the members with the final version of the Bylaws, as edited by the Mayor's office. She noted that there is currently one slot in the DC jurisdiction and she encouraged current members to join the Membership/Bylaws Committee.</p> <p>Consumer Access- Julio F. and Stan B. were introduced as the new Co-Chairs of the CAC. Julio stated they met with Ka'leef to discuss the charge of the Committee. He asked that if people have suggestions on topics to bring to the committee people should touch bases with him. He noted that they are interested in innovative ways to attract more people to their meetings.</p> <p>Needs Assessment- Beth T. provided updates on the Needs Assessment. The committee is currently implementing the Consumer Survey. Their target is to get 1500 by the end of May, but they only have a little over 10% of that. They did not hire an outside consultant to do the work so they really need the assistance of Planning Council members and their network. There is also a Provider Survey that is currently being implemented. They will start focus group sessions with five priority groups: African Immigrants, Black Heterosexual Women, Black Men who have Sex with Men, Latino Men who have Sex with Men, and Transgender women of Color. These focus groups will occur over the next month. May 2 – Transgender Women, May 3 – Black MSM, May 17 Transgender Women.</p>



	<p>Care Strategies, Coordination and Standards- Ka'leef M. noted multiple emails were sent with draft Services Standards. Ka'leef started with the Housing Standard and asked for any comments, questions, or concerns. Pam asked about how long the re-assessment should occur. Michael K. suggested changing the language to "no less than 12 months". The members voted to accept the standard with the change 22 – Yes, 0 - No</p> <p>The next standard reviewed was Food Bank and Home Delivered Meals. The members voted to accept the standard with a count of 22 – yes, 0 – No.</p> <p>Finally there was Medical Transportation. Standard was approved with a count of 22 – yes, 0 – No.</p> <p>Ka'leef noted the committee took a break from working on standards this month.</p> <p>Financial Oversight and Allocations - Scott S. noted that 98% spend on services is great and they are greatly to the Recipient and Jurisdictions for working to spend the money. They are going through the AEAM. On May 18th there will be a training workshop for all members on PSRA.</p>
<p>Planning Council Government Co- Chair Report</p>	<p>Ka'leef M. welcomed all of the new visitors to the meeting and encouraged them to continue to attend.</p> <p>Ka'leef stated that out of the retreat came an Innovation Committee. He asked them to give an update on their work.</p> <p>Scott S. noted that the group has discussed greater communications and outreach. They would like to create a Communications and Outreach Taskforce to look at how they are communicating now and come up with ideas to improve them, such as a more robust website and using social media. A motion was made to create the taskforce. Members voted 22-yes and 0-no to create the taskforce.</p>
<p>ANNOUNCEMENTS/OTHER DISCUSSION</p>	
<p>Ka'leef M announced Patrice Bailey as the new Administrative Specialist.</p>	
<p>HANDOUTS</p>	
<p>Agenda dated 4/27/2017 Minutes dated 3/23/2017 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards through February 28, 2017 Jurisdictional District of Columbia and West Virginia Report DC and West Virginia Utilization Report NOVA Regular FOAC Report through February 28, 2017</p>	



NOVA MAI FOAC Report through February 28, 2017
 NOVA Client Utilization
 Suburban Maryland Regular Part A and MAI FOAC Report through February 28, 2017
 Planning Council Attendance document

MEETING ADJOURNED	7:14 PM
NEXT MEETING	May 25, 2017 HAHSTA 899 N Capitol St NE Washington DC 20002

I, as Planning Council Government Co-Chair, hereby certify the accuracy of the above minutes:

		Date the Minutes were approved by the Planning Council:
Signature of: Ka'leef S. Morse, MHS Government Co-Chair	Date:	