



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	September 1, 2016	6:00pm-7:30pm	
Location/Room	441 4 th Street, NW Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Adkins, Sarcia	x		Kurowski, Pamela	x	
Anderson, Gwen	x		Marachelian, Alis	X	
Baker-Holley, Dustin	x		Mekonnen, Betelhem		x
Baker-Holley, Nathaniel	x		Mikre, Meriam	x	
Blocker, Lakisa	ML		Morse, Kaleef	x	
Cannon, Sherla			Pannell, Altman		x
Coker, Sharon	x		Sanders, Scott		x
Criswell, Debbie	x		Shields, Guy	x	
Decker, Thomas	x		Sullivan, Meghan		x
Edmonds, Calie	x		Tadesse, Beth		x
Fonseca, Julio	x		Teague, Christine		x
Grant, Charles	x		Turner, Melissa	x	
Jackson, Roxanne	x				
Kharfen, Michael	x				
Kier, Randy	x				
Kirkland-Isaac, Margot		x			
Administrative Agent Representatives			Administrative Agent Representatives	Present	Absent
Mehan, Julie	x		Moore, Tarsha	x	
Barmer, David	x		Puranik, Rashmi	x	
Hayes-Cozier, Ravinia	x		Simmons, Michelle	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Barnes, Clover	x		Lamont Clark	X	
			Alexis Myers	X	

**HIGHLIGHTS**

- Chair Report
- Recipient Report
- Jurisdictional Reports

AGENDA

Item	Discussion
Call to Order	The meeting was called to order by Kaleef M. at 6:19 pm. There is a moment of silence. Then he asked everyone to introduce themselves for the record.
Review and Approval of the Agenda	Approval for the agenda was motioned. The agenda was approved.
Review and Approval of the Minutes	Motioned and approved. June Minutes were approved.
Jurisdictional Reports	<p>Suburban Maryland Ravinia Hayes-Cozier provided the Maryland Report. All 8 contracts are in place with services that began March 1, 2016. Six of the eight providers who received a site visit from CPA have had a telephone conference or a plan to improve. The other two will be followed up by the District of Columbia.</p> <p>There was a Town Hall in Frederick County where 15 consumers participated.</p> <p>She noted that overall expense at the end of June is 28.0% which is better than where they were at same time in the past two years.</p> <p>There are a few areas with lower than expected spending. In EFA Housing the spending tends to be low in the summer but should pick up in the fall and winter. Child Care and Medical Transportation are smaller budget items that tend to fluctuate. In Food Bank/Home Delivered Meals there are contract adjustments that are still being worked out, and those adjustments should be reflected in the next report.</p> <p>In MAI spending is at 26.1%. There was one vendor that had 15% in Oral Health and they expect this to go up. This was reflective of a new staff position that was just hired as well as that vendor tended to spend their Regular money before spending MAI.</p> <p>Northern Virginia Michelle Simmons provided the Virginia Report. Michelle S. stated Northern Virginia has 10 contractors and all contracts and amendments have gone out and are being finalized</p> <p>In Part A Regular, Spending is at 26% and is near target for OAMC, EIS, MCM,</p>



	<p>Substance Abuse, Home Delivered Meals, Legal Services, Medical Transportation and Outreach. Spending in Oral Health is low, but has picked up in the month of June.</p> <p>Under spending in Pharmaceutical Assistance and EFA Food categories is due to year-end stockpiling. Linguistics is underspent, but they are expecting invoices from the provider. Childcare is a small award, and a late award. Under spending in Non-Medical Case Management is due to staff vacancies. Health Insurance Premium and Cost Sharing Assistance will be examined in the month of September at mid-grant year to determine if it can contribute funding back to other areas of need.</p> <p>MAI is spent at about 19%, but is expected to pick up. This month there was a bump in Oral Health Care as well as in Mental Health. Linguistics is low, but is expected to pick up.</p>
<p>Recipient Report</p>	<p>Recipient Report Clover Barnes provided the DC and the Recipient Report. DC For the month of June, (15) of (16) invoices have been received and processed. June is the second month for invoice submissions in the new EGMS system and there continues to be system challenges for both the external providers and DOH staff. DC also continues to have challenges with the new internal invoice approval process but both the providers and DC is receiving technical assistance.</p> <p>Regular Part A expenditures are 31.2% and should be 33.3%. Staff vacancies in Early Intervention Services and delayed sub-contractor invoices for Home & Community-Based Care have contributed to the low expenditure rates. Medical Transportation will fluctuate due to the change away from paper fare cards to SmartTrip cards.</p> <p>Part A MAI expenditures are at 28.5% and should be 33.3%.</p> <p>EMA-Wide Part A EMA expenditures are at 28.4% and should be 33.3%.</p> <p>MAI EMA-Wide Part A MAI EMA expenditures are at 34.3% and should be 33.3%.</p> <p>West Virginia Regular Part A expenditures are at 28.8% and should be 33.3%. As noted in prior month's reporting WVA has not needed as much funding in OAMC because of ACA expansion. It is early in the grant year and Oral Health Care funds are primarily spent on client's dental bills and due to the fluctuation of when bills are sent to the provider the expenditures are lower at the beginning of the grant year, funds are routinely expended more in the later part of the grant year and it is expected that</p>



	<p>utilization will increase as the year progresses. MNT is underspent because of the change in the service delivery system last year.</p> <p>In West Virginia their EFA services usually run out of money in the summer and get re-allocated in the fall.</p> <p>Part A MAI expenditures are at 43.7% and should be 33.3%. Clover B. noted that W. Virginia's MAI total is only \$27,000 so any fluctuation will look big in terms of percentages.</p> <p>EMA-Wide Regular Part A spending is at 29.1% and MAI is at 28.2%. Overall spending is at 29% and should be at 33.3%.</p>
<p>Standing Committee Chair Reports</p>	<p>Membership/Bylaws: Sharon C stated that a new Planning Council members should be sworn in soon. They will interview new applicants at the next Membership meeting.</p> <p>Ka'Leef M. stated he sent an email regarding the updated version of the Bylaws. Next meeting there will be a vote on it.</p> <p>Consumer Access Committee- Chuck G. stated that the committee is continuing to work towards bringing speakers ('Community Chat') to the group. He will work with Alexis M on this task.</p> <p>Ka'leef M. stated that they will also be moving around the jurisdictions starting in 2017. He asked for any suggestions on topics and speakers for the Community Chat.</p> <p>Needs Assessment- Meriam M. stated that the NACP that they continue to work on the Unmet Needs survey and focus groups. They have met with George Washington University who will help to review the survey and provide feedback. She stated that GW will be assisting in going through an IRB for the survey.</p> <p>Care Strategies, Coordination and Standards- Ka'leef M stated the Committee continues to work on service standards. Their next meeting (9/21/16) will meet for a full day to work through the services standards.</p> <p>FOAC- Pam K. stated the group continues to look at jurisdictional financial information. They looked at information from all of the PSRA meetings, which will be discussed at this meeting.</p>
<p>Public Comment</p>	<p>A question/comment was made about Child Care. Ka'Leef M. noted that the next standard the CSCS committee was working on would be Child Care in order to meet</p>



	the needs of the community.
Planning Council Government Co-Chair Report	<p>Community Co-Chair</p> <p>Ryan White Conference Ka'leef M. stated there was a Ryan White Conference at the Marriott Marquis sponsored by HRSA. There was a good workshop on training by the Houston EMA that we will look to model. There will be a training for new Planning Council members within the next month or so.</p> <p>Part A Application Page Turner Ka'Leef M. noted that on September 29th there will be a 'Page Turner' session for Planning Council members to go through the Part A Application. Community Co-Chair was still being filled by Scott Sanders on an interim bases and if any would like to nominate themselves, or someone else, he would take nominations next month.</p> <p>MAI Discussion Ka'Leef noted that while the Planning Council decided what population MAI should serve, they need to decide on what the service categories would be. Ka'Leef provided the members with a document on guidance about what the MAI Initiative is and ways to fund it. He stated that they should review in order to have a discussion about MAI categories.</p> <p>PSRA Allocation Roll Up Ka'Leef M. discussed the PSRA Allocation Roll Up. A motion was made to approve, that motion was seconded. The vote was 16 Yes, 0 No, the GY27 Allocations were approved.</p>
	ANNOUNCEMENTS/OTHER DISCUSSION
	HANDOUTS
	<p>Agenda dated 09/1/2016 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards through June 30, 2016 Jurisdictional District of Columbia and West Virginia Report DC and West Virginia Utilization Report NOVA Regular FOAC Report through June 30, 2016 NOVA MAI FOAC Report through June 30, 2016 NOVA Client Utilization Suburban Maryland Regular Part A and MAI FOAC Report through June 30 , 2016</p>

Metropolitan Washington Regional

RYAN WHITE

PLANNING
COUNCIL



MEETING ADJOURNED	8:00 PM
NEXT MEETING	October 27, 2016 441 4 th St NW Washington DC