



PLANNING COUNCIL (PC)

MEETING MINUTES

THURSDAY – FEBRUARY 23, 2017 – 6:00PM TO 8:00PM

DOH-HAHSTA -899 N. CAPITOL ST., NE; 4TH FLOOR; WASHINGTON, DC 20002

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	X		Morse, Ka'leef	X	
Brentini, Stan	X		Pannell, Altman	X	
Cannon-Williams, Sherla	X		Sanders, Scott	X	
Coker, Sharon	X		Smith-Bullock, Tyranny	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
Fogal, Doug	X		Turner, Melissa	X	
Grant, Charles		X	Zoerkler, Jennifer	X	
Jackson, Roxanne		X	Cooper-Smith, Marjorie	X	
Kharfen, Michael	X				
Kier, Randy	X				
Kirkland-Isaac, Margot		X			
Administrative Agent Representatives			Administrative Agent Representatives	Present	Absent
Agar, Tim			Moore, Tarsha	X	
Barmer, David	X		Mehan, Julie	X	
Hayes-Cozier, Ravinia	X		Puranik, Rashmi	X	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Barnes, Clover	X		Lamont Clark	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 Ka'leef M at 6:12pm. There is a moment of silence and recognition of the passing of Keith Callahan. 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	January minutes were approved.
Jurisdictional Reports	<p>Suburban Maryland</p> <p>Ravinia Hayes-Cozier provided the Maryland Report. Maryland initiated an RFA for 2017 on 12/1/2016 and proposals had been reviewed and scored. The thirteen Proposal Reviewers represented People Living with AIDS, Women, Racial Minorities, and Men who have sex with Men, providers who worked with the transgender, substance abuse, and criminal justice communities</p> <p>The December 2016 financial report submitted to FOAC reflects actual expense for eight of eight sub recipients this month. Overall expense at the end of December 75.8% which is 5.20% ahead of FY25 December's spending.</p> <p>Part A Regular: Spending is at 75.9% for actual expense. There were three service categories that were underspent:</p> <ul style="list-style-type: none"> - EFA Housing 65.4%, (9.10% increase from last month) - Food Bank Home Delivered Meals 55.1% - Medical Transportation 67.1% <p>Part A MAI: MAI service categories are at 74.1%.</p> <p>Northern Virginia</p> <p>Rashmi Puranik provided the Virginia Report. NVRC expects to spend 100% of their funds by the end of the Grant Year. Any unspent funds will be used in the Oral Health category.</p> <p>MAI is 100% spent as of December 31.</p>
Recipient Report	<p>Recipient Report</p> <p>Clover Barnes provided DC/VA and Recipient Reports</p> <p>There continues to be challenges with the EGMS. While it affects invoicing it does not affect service delivery.</p> <p>For the month of December, (11) of (16) invoices have been received and</p>



	<p>processed, (1) of (16) invoices has been received and not processed, (4) of (16) invoices have not been received.</p> <p>Service areas possibly affected by unprocessed invoices are Ambulatory Outpatient Care, Medical Case Management, Oral Care, Mental Health Services, Substance Abuse Services, and Medical Transportation Services.</p> <p>Part A Regular is at 77.7% and should be 83.3%. Home & Community Based Care is lower than expected due to invoicing of sub-contractors with the sub-recipients.</p> <p>Part A MAI is at 78.2% and should be 83.3%. Outreach Services is the only category underspent.</p> <p><u>West Virginia</u></p> <p>Regular: Part A expenditures are at 69.9% and should be 75.0%. Client utilization and demand have impacted the expenditure of funds Outreach services.</p> <p>MAI: Part A MAI expenditures are at 93.1% and should be 75.0% due to higher than expected utilizations and bulk purchases in Medical Nutrition Therapy service contributed to the high expenditure rate. Increased client utilization of Outreach and Emergency Financial Assistance services contributed to the high expenditure rate.</p> <p><u>RECIPIENT REPORT</u></p> <p>Part A and MAI service category expenditures. For the month of December; Part A expenditures are at 76.3% and should be 83.3%. Part A MAI expenditures are at 81.4% and should be at 83.3%. The overall Part A expenditure for the entire EMA is 76.7% and should be 83.3%. Please see jurisdictional reports for details of under spending/reporting.</p> <p>Part A EMA-Wide. Expenditures are at 75% and should be 83.3%. Medical transportation is underspent at 67.4%.</p> <p>Part A MAI EMA-Wide: Expenditures are at 82.8% and should be 83.3%.</p> <p>GY 27 Partial Notice of Grant Award. The Recipient received a partial Notice of Grant Award for \$14,389,243. This amount represents 70% of the regular Part A formula award (\$13,212,541) and 40% of the MAI award (\$1,176,702). A full Notice of Grant Award should be received in the spring.</p>
<p>Standing Committee Chair Reports</p>	<p>Membership/Bylaws: Sharon noted that the RWPC has all seats filled. They are still waiting for the Bylaws from the Mayor's Office. She also stated that people can still apply for membership if interested.</p> <p>Consumer Access Committee- Julio F. noted that they discussed</p>



	<p>strategies for community engagement. He also noted that the was looking forward to the retreat so that they could talk about what the charge for the committee is and make sure that they are meeting it.</p> <p>Needs Assessment- Beth T stated that the committee is currently implementing the Needs Assessment in four phases: Consumer Surveys, Key Informant Interviews, Provider Surveys, and Focus Groups. They started February 15th and had interviews at a Maryland provider. She asked if people know of events at providers to contact her. She also noted there will be a survey administrator training the following week. The survey will be translated into Spanish and Amharic and there will also be an online version.</p> <p>Care Strategies, Coordination and Standards- Ka'leef M. stated they met the previous week and continue to work on standards. He also noted that members were sent drafts of three Service Standards: Medical Case Management, Health Insurance Premium and Cost Sharing Assistance, and Medical Nutrition Therapy.</p> <p>Starting with HIPSCA they would discuss any questions in regard to those standards and the group would vote on them. Tyranny S. noted that an updated PCN 1602 was discussed by HRSA today, Ka'leef M. noted that the committee was going by the PCN that was distributed in October when it created the original draft.</p> <p>Based on the discussions two additions were made (please see document for complete changes): "at a minimum" update in the Needs Assessment section and the extra paragraph for standalone dental premiums. A motion was made to approve the standard with the additions. There was a second. Motion to approve was passed.</p> <p>Next the group discussed Medical Nutrition Therapy. Based on discussions a section on initial eligibility criteria was added (part of all standard formatting). Training was changed from 16 hours to 2 hours. (Please see document for complete changes). The document was motioned, properly seconded, a vote was made to approve the document. Vote passed.</p> <p>Finally Medical Case Management was discussed. The group decided to adjust a section of "referrals and linkages". (Please see document for complete changes). A motion was made to accept the document with the changes. Motion was seconded. Motion was passed.</p> <p>A suggestion was made to have people email there questions prior to the meeting in order to have a more efficient process.</p> <p>FOAC- Scott S. noted they were working on the AEAM.</p>
<p>Planning Council Government Co- Chair Report</p>	<p>Community Co-Chair</p> <p>Planning Council Retreat Ka'leef M noted the retreat was the next day, 8:30 am to 5 pm. A representative from HRSA is coming to provide very useful information.</p>



	Lamont C. distributed parking passes.
	Ka'leef M. noted that we will have the General Body meeting in Virginia in March.
ANNOUNCEMENTS/OTHER DISCUSSION	
HANDOUTS	
Agenda dated 2/23/2017 Minutes dated 1/27/2017 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards through December 31, 2016 Jurisdictional District of Columbia and West Virginia Report DC and West Virginia Utilization Report NOVA Regular FOAC Report through December 31, 2016 NOVA MAI FOAC Report through December 10, 2016 NOVA Client Utilization Suburban Maryland Regular Part A and MAI FOAC Report through December 31, 2016	

MEETING ADJOURNED	8:12 PM
NEXT MEETING	March 23, 2017 441 4 th St NW Washington DC