



Metropolitan Washington Regional Ryan White Planning Council		Meeting Minutes
Standing Committee	Planning Council	
Meeting Title - Type	Monthly Meeting	
Date / Time	June 23, 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			Nash, Brittany		
Anderson, Gwen			Sanders, Scott	x	
Blocker, Lakisa					
Coker, Sharon			Marachelian, Alis		
Criswell, Debbie	x		Mekonnen, Betelhem		
Decker, Thomas	x		Mikre, Meriam		
Edmonds, Calie			Morse, Kaleef	x	
Fonseca, Julio			Shields, Guy	x	
Grant, Charles			Sullivan, Meghan	x	
Kharfen, Michael			Tadesse, Beth		
Kier, Randy			Teague, Christine		
Kurowski, Pamela	x		Pannell, Altman	x	
Baker-Holley, Dustin	x		Turner, Melissa	x	
Baker-Holley, Nathaniel	x				
Administrative Agent Representatives			Administrative Agent Representatives	Present	Absent
Agar, Tim		x	Moore, Tarsha	x	
Barmer, David	x		Puranik, Rashmi	x	
Hayes-Cozier, Ravinia	x		Mehan, Julie	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Barnes, Clover	x		Lamont Clark	X	
			Alexis Myers	X	
Guests					



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 Kaleef M. at 6:15 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. Minutes were approved.
Jurisdictional Reports	<p>Suburban Maryland Ravinia Hayes-Cozier provided the Maryland Report. Ravinia C stated that all eight provider contracts were in place. Through the month of April overall expenses were at 12.9%. The Administrative Agent compared spending for the last three years (same time period) and found that FY24 was 9.68% spent after April's invoices; FY 25 was 10.21% spent after April's invoices; and FY 26 is 12.9% spent after April's invoice. She noted that spending is 3.22% ahead of FY 24 and 2.69% ahead of FY 25.</p> <p>In MAI Suburban Maryland is at 14.7% spending and it was noted that there were a few areas of low spending. Childcare (6.4%) is spent based upon need of the client, Medical Transportation is expected to increase, and they are still going through contract negotiations with the Food Bank and Home Delivered Meals provider (a sub-contract).</p> <p>Northern Virginia Julie Mehan provided the Virginia Report. Julie M. stated that all 10 invoices had been submitted. Through April spending is at or near target for OAMC, MCM, Mental Health, Substance Abuse, EIS, Home Delivered Meals and Legal Services. Under-spending in Pharmaceutical Assistance, EFA Food (Food Vouchers) and Transportation categories is due to year-end stockpiling. Under-spending in Oral Health and Linguistic services was due in part to spending down Part C funds in April, thus reducing expenses charged to Part A. Oral Health spending has increased 6-fold from levels in March.</p> <p>For MAI, Julie M. stated that spending in Mental Health is at 24.6%, significantly above goal, and there were no expenses reported for Linguistic services as Part C</p>



	<p>funds were used to spend down in the month of April.</p> <p>A question was asked why spending in Oral Health was low, Julie M. stated that she believed that when moving from one grant year to the next things can be placed on “hold” and it can affect spending in a category. Another question was asked regarding the spending in Mental Health, she didn’t know exactly why but stated that she would get the answer.</p>
<p>Recipient Report</p>	<p>Recipient Report Clover Barnes provided the Recipient Report. Clover B. stated the final award for Grant Year 26 was received May for \$32,051,524, which is a \$785,956 increase from GY 25. The Recipient is currently finalizing the close out documents to send to HRSA by July 30, 2016. The final unobligated balance for GY 25 is \$19,596.80. She noted that this money can be used as carry-over funds.</p> <p>Ka’Leef explained that the Planning Council allocates money to broad categories, the Recipient’s office then puts the money out for providers to apply for. He noted that the Planning Council’s responsibility is not to deal with individual providers. He noted that the Care Strategies, Coordination and Standards committee creates standards for each Service Category. That committee is updating standards on how things should work and invites people from the community and providers to that meeting.</p> <p>Clover B. stated that Part A expenditures are at 13.7% and should be 16.7%. Part A MAI expenditures are at 14.4% and should be at 16.7%. The overall Part A expenditure for the entire EMA is 13.7% and should be 16.7%. She noted that there was under-spending in AIDS Pharmaceutical Local, Medical Transportation, and Psychosocial Support Services. In Medical Transportation part of the issue for fluctuation is because of the switch from tokens and fare cards to SmartTrip cards. In MAI there was over-spending in Ambulatory Outpatient and Medical Transportation.</p> <p>Clover B. noted that a meeting with jurisdictional agents will be held within the next two weeks to begin implementation of the Hep C Drugs so that the jurisdictions can begin referring clients.</p> <p>DC/West Virginia Clover B. stated that for DC 14) of (16) invoices have been received; (14) of (16) invoices have been received and processed. DOH is implementing a new electronic grants management system known as EGMS. The system went live June 13, 2016. All grants management functions will flow through this system. HAHSTA is</p>



	<p>anticipating there may be delays in processing invoices as the kinks are worked out in the system. If such delays are realized, the Recipient will report back to the Planning Council with updates.</p> <p>Clover B. stated that the FOAC wanted to know about services areas that were affected by unprocessed invoices: Ambulatory Outpatient Care, Mental Health Services, Medical Case Management, Substance Abuse. EFA, Food Bank & Home Delivered Meals, Legal Services are 1-2% less than expected in expenditures and are not a concern regarding under-utilization. These are all support services and as payor of last resort, the need for these services will fluctuate month to month. In MAI, OAMC is within 1% of expected expenditure (which is 14.7%).</p> <p>For West Virginia Part A expenditures are at 13.1% and should be 16.7% and Part A MAI expenditures are at 23.0% and should be 16.7%.</p>
<p>Standing Committee Chair Reports</p>	<p>Ka'leef stated that starting in July the binders would no longer be used, instead there will be folders.</p> <p>Membership/Bylaws: Sharon C announces that some new members have been sworn, while it is expected that two others will be sworn in sometime in July. She stated that there were still openings on the Council, particularly in Virginia.</p> <p>Ka'Leef M. led a discussion around Bylaws. After a lengthy discussion, it was decided that the most effective way to work on the Bylaws was to post them in Google Docs, allow everyone two weeks to view the document and make any suggestions. Once the two weeks are up, a version of the Bylaws incorporating suggested changes will be sent out to members. Members will have another two weeks to view the suggested changes. Any conflicting changes will be brought to the members for discussion at the next meeting. Lamont C. noted that the July meeting would be PSRA, so there would not be sufficient time to have a Bylaws discussion.</p> <p>Consumer Access Committee- Ka'leef M. stated that Dr. Travis Gayles, Chief Medical Officer at HAHSTA would attend the next CAC Meeting and present some information and do a Q&A with attendees.</p> <p>Needs Assessment- Beth T. stated that the NACP that they are working on the Unmet Needs survey and focus groups. They will have a Google Doc for members to review for the latest version of the survey.</p> <p>Care Strategies, Coordination and Standards- Ka'leef M stated the Committee needs as many people as possible to help create the Service Standards. He stated</p>



	<p>once a draft is done it will go out to providers to provide suggestions. From there it will come back to the Committee, then to the Planning Council.</p> <p>Ka’Leef noted that new members should make a decision as to what committee they would like to join, or he will assign them to a committee.</p> <p>Ka’Leef introduced Dr. Leah Varga, HIV Planner for HAHSTA.</p> <p>FOAC- Scott S states that they are working on the PSRA. He noted that it was really important that members attend both the Data Presentation and the Off the Top Allocations meetings next month.</p> <p>Guy S. asked what would options were there for members who don’t have or know how to access Google Docs? Lamont C. noted that he could forward a copy to them via email. Ka’Leef M. noted that anyone should feel free to visit him at HAHSTA to discuss any issues they may have.</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 the needs of the community.</p>
<p>Planning Council Government Co-Chair Report</p>	<p>Community Co-Chair Ka’leef M. stated the 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>ANNOUNCEMENTS/OTHER DISCUSSION</p>	
<p>HANDOUTS</p>	
<p>Agenda dated 06/23/2016 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards through April 30, 2016 Jurisdictional District of Columbia and West Virginia Report DC and West Virginia Utilization Report NOVA Regular FOAC Report through April 30, 2016 NOVA MAI FOAC Report through April 30, 2016 NOVA Client Utilization Suburban Maryland Regular Part A and MAI FOAC Report through April 30 , 2016 June 2016 Standing Committee Minutes</p>	



MEETING ADJOURNED	8:05 PM
NEXT MEETING	July 27, 2016 441 4 th St NW Washington DC