



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	March 27, 2014	5:00pm-8:00pm	
Location/Room	899 North Capitol Street, NE Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	Resigned		Hixon, O. Xavier	x	
Bailey, Steve	x		Hoover, David	x	
Bailous, Stephen	x		Jackson, Herbert	x	
Bishop, Henry		x	Kelly, Renee		x
Black, Ralph	Resigned		Marachelian, Alis	x	
Brown, James		x	Moore, Tarsha		x
Callahan, Keith	x		Morrow, Lora	x	
Cameron, Martha	x		Pilskaya, Anna	Resigned	
Cauthen, Melvin	x		Purdy, David	Resigned	
Chinn, Barbara	x		Roberts-Njoku, Cornett	x	
Davis, Reginald	Resigned		Santirosa, Yolanda	Resigned	
Deely, Maureen		x	Scheraga, Ronald	x	
Dunnington, Geno	x		Schlosberg, Claudia		x
Fischer, Mark	Resigned		Scruggs, Linda	Resigned	
Fon, Shella	x		Smith, E. Robert	x	
Franks-Dunbar, Sharon		x	Smith, Tyranny	x	
Frazier, Debra		x	Solan-Pegler, Nicolette	x	
Goforth, Justin	x		Spears-Johnson, Dedra		x
Hawkins, Patricia	x		Swanda, Ron	x	
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
Puranik, Rashmi		x	Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Hargrove, Javonnia		x	Tommie Thomspson	x	
Newman, Sherryl		x			



HAHSTA Staff		Present	Absent	PC Staff		Present	Absent
Britanik, Justin			x	Baker, Rochelle		x	
Frison, Lawrence			x	Lamont Clark		x	
Fortune, Ebony		x					
Kharfen, Michael		x					
Guests							
Lenora Wright		Kermit Turner		Brandon Nichols		Donna Marshall	
Sharon Coker		Phillip Bailey		Ben Maramara		Bobbie Smith	

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Chair Report ○ Motion - Approval of 2014 PSRA Timeline ○ Grantee Report ○ Presentation – FOAC Architecture ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	There were no Public Comments made during the Public Comment period.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:30 pm and he asked everyone to introduce him or herself for the record. The Council applauded and presented a cake to Nicolette Solan-Pegler in recognition of her dedicated service as a member of The Metropolitan Washington Regional Ryan White Planning Council. Mrs. Solan-Pegler accepted a position as HIV Program Director for the Health Department in a county in Florida and this is the last Council meeting that she will attend.
Review and Approval of the Agenda	It was moved by Geno Dunnington and seconded by Keith Callahan to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	It was moved by Keith Callahan and seconded by Ronald Scheraga to approve the February 2014 Minutes. The minutes were approved unanimously.
Chair Report	<p>Logistic Support Update Mr. Bailous announced that Harris Sharron Harris, Project Manager with Bazilio Cobb Associates (BCA), resigned and that Mr. Thompson is in attendance to represent BCA. He asked the Council to sign the thank you card, in circulation at the table tonight in recognition of her dedicated service to the Council.</p> <p>Motion#1: So moved by Dr. Hawkins that the Council write a thank you letter in recognition of Sharron Harris’ dedicated service.</p> <p>Vote:</p>



	<p>Unanimously approved.</p> <p>Motion#2: So moved by Dr. Hawkins that the Council write a thank you letter in recognition of Nicolette Solan-Pegler’s dedicated service.</p> <p>Vote: Unanimously approved.</p> <p>Prevention and Care Collaboration Mr. Bailous stated that, in response to HRSA’s notice requiring prevention to be included in the next Comprehensive Plan, he met with the DC Prevention Planning Group (PPG) and provided information about the Council. There are plans to invite the PPG to the Council meeting. Also, the Council has started to make contact with prevention groups in other jurisdictions that are a part of the EMA to determine how to better collaborate. He explained some commonalities between both groups and that HRSA wants to ensure that there are no duplications of efforts. Mr. Goforth shared study results from a study in Africa and other studies that were presented at the Retroviruses and Opportunistic Infections (CROI) conference that he attended in Boston. Ms. Solan-Pegler shared that HRSA has a new policy statement on confirmatory testing and she asked that the Council obtain the statement for distribution. Ronald Scheraga requested a copy of the publication of study results presented at the CROI conference for distribution to the Council.</p> <p>Action Item #1: The Council will obtain a copy of HRSA’s new policy on confirmatory testing and distribute it to the Council as well as to providers.</p> <p>Action Item #2: The Council will obtain a copy of publication of study results presented at the CROI conference for distribution to the Council.</p> <p>Approval of PSRA Process and Timeline Mr. Bailous reviewed the Priority Setting & Resources Allocation (PSRA) Process and Timeline document with the Council. He noted that the major change in the model this year is that the data presentation, and Priority Setting Resource Allocation meeting will be held on the same day in the jurisdictions and that the meetings are expected to last about 5 hours. Mr. Bailous noted that he asked all committee chairs to discuss directives and develop suggestions in meetings next month. He explained that suggested directives will be vetted at the Directive’s Workgroups.</p> <p>Motion #1: Mr. Bailous brought the “Approval of PSRA Timeline for 2014” as moved by the Executive Committee, which was seconded by Mr. Dunnington.</p> <p>Vote: Unanimously approved. The Motion is Passed.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Membership Ms. Chinn reported that the committee established a mentor program to mentor new Planning Council members. She asked current Planning Council members to volunteer to be mentors for incoming Planning Council members by completing the form and returning it to her. In response to Ron Swanda’s question about when new members will be appointed, Ms. Chinn said that the Council is waiting for the</p>



Office of Boards and Commission to make a decision.

Consumer Access

Mr. Dunnington reported that the DC PWA meetings have reconvened. Maryland and DC PWA’s requested a Provider Directory. Also, The Council no longer has representation from West Virginia and there are some issues in the jurisdiction that may require the committee’s attention. The CAC committee established an ad hoc committee to examine HIV and aging. Last, Mr. Dunnington urged PLWH to attend meetings in their jurisdiction. There were some concerns about “PWA” versus “PLWHA” as well as participation at meetings.

Needs Assessment & Comprehensive Planning (NACP)

Ms. Solan-Pegler reported that the consumer survey pilot dates are April 21, through April 25, 2014. BCA is the administrator and they will train people on how to conduct the survey. Dates for the full implementation of the survey are May 21 through May 25, 2014. Mr. Bailous thanked Ms. Solan-Pegler again for her service as the Council applauded.

Care Strategies and Coordination of Standards (CSCS)

Dr. Hawkins reported that the committee spent time discussing issues that surfaced during the Care Coordination Roundtable; problems with the 10% administrative cost and sharing information about client eligibility for services, just to name a few issues. Also, the committee discussed Emergency Financial Assistance (EFA) and housing issues; Housing Opportunities for Persons with AIDS (HOPWA) Program shortfall in Maryland for PWA; and the criteria difference in EFA housing assistance in Maryland and Virginia. The committee will host a housing mini roundtable at the April meeting that includes housing experts from all three jurisdictions to gain information before hosting a housing roundtable. She urged members to pay attention to reminder notices as the meeting date has not been determined as the committee is waiting on availability of participants. Ms. Solan-Pegler noted that the state’s intent is for providers to work with clients to transition people to appropriate housing. Also, states have received additional Part B funds and state funds from rebate money to help people. Mr. Michael Kharfen said that DC requested technical assistance from HUD to redesign HOPWA programs to focus on creating more affordable housing and collaboration with other entities in the housing.

Bylaws, Policies & Procedures

Ms. Roberts-Njoku, publicized the release of the Code of Conduct Booklet. Should a member have any issues with the code of conduct, the grievance committee is available for discussing issues. Also, she urged committee chairs to inform the committee about suggested recommendations to the bylaws.

Fiscal Oversight & Allocations (FOAC)

Lora Morrow reported that the committee has been reviewing the EMA-Wide spending. Also, Ebony Fortune, Lawrence Frison and Serge Hyacinthe will work with the FOAC chair to develop a schedule for reports due.



	<p>Executive Committee In response to Ron Swanda’s concern that the Executive Committee meeting minutes were not included in the binder, Mr. Bailous noted that at last month’s meeting the committee spent time reviewing and approving the PSRA process.</p>
<p>Grantee Report</p>	<p>Grant Year 24 Award Ebony Fortune reported that HAHSTA received a partial award for Grant Year 24 in the amount of \$8,599,202. There is no word on what the final amount will be or when it will be received.</p> <p>The deadline to respond to the RFA for two service categories; (1) DC specific for Treatment Adherence for Transgenders, and (2) EMA-Wide services for African immigrants is due on Friday, March 28, 2014.</p> <p>Part A Grant Year 23 Ms. Fortune noted that HAHSTA is working on Grant Year 23 closeout. A review of providers’ final invoices is being conducted. HAHSTA is working with one of the largest providers in the EMA to resolve invoicing issues. In response to Ron Swanda’s question on page 2 of the Grantee Report about allocations for EMA WIDE services, Ms. Fortune stated that there is a typo and to strike “three service areas” and insert “four service areas.”</p>
<p>Special Presentation “Architecture of FOAC Report”</p>	<p>Serge Hyacinthe provided a basic review of the architecture of the FOAC report. The objectives of the training were to: (1) address questions that members may have, and (2) jump start a discussion about what is useful, as well as what is not useful and examine different ways of presenting the reports. Following the presentation there was a question and answer period. In response to a member’s request for clarification on the definition of underspent and unspent, Mr. Hyacinthe stated that the unspent amount is the difference between expended less budgeted, whereas the underspent amount is the difference between expected and reported. The Council thanked Mr. Hyacinthe for the presentation.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia Ms. Fortune noted that she did not have any additions to the report.</p> <p>Suburban Maryland Devi Ramey noted that she did not have any additions to the report.</p> <p>Northern VA Rashmi Puranik noted that she did not have any additions to the report. However, she mentioned that they made the Part A MAI award.</p>
<p>ANNOUNCEMENTS</p>	
<ul style="list-style-type: none"> • Dr. Hawkins announced that voting will occur in the District on Tuesday and she urged people to vote. • Mr. Bailous announced that AIDS Watch will be on April 28th and 29th and he urged people to visit Aids United website to register to participate. • David Hoover announced that Gay Men Health Collaborative in Northern Virginia will host another educational presentation at the main library in Arlington, VA. 	
<p>HANDOUTS</p>	
<p>Agenda dated 3/27/2014</p>	



Minutes dated 2/27/2014
 2014 PSRA Timeline
 Motion – PSRA for 2014
 March 2014 Standing Committee Minutes
 Grantee/DC Fiscal Report
 FOAC Spreadsheet
 Presentation - FOAC Architecture
 NOVA Regular FOAC Report through January 31, 2014
 NOVA MAI FOAC Report through January 31, 2014
 NOVA Client Utilization
 Suburban Maryland Regular and MAI FOAC Report through January 31, 2014
 Suburban Maryland – Regular: Actual Expenses Incurred through January 31, 2014
 Suburban Maryland Client Utilization
 Calendars

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Provide copies of the provider list in DC at the next Council meeting.	Lawrence Frison	11/21/2013	12/19/2013	Open
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open

MOTIONS

#	Motion	Motioned By	2 nd By	Approved By
1	So moved that the Council approve the PSRA Timeline for 2014.	Executive Committee	Geno Dunnington	Vote The motion was approved unanimously. The Motion is Passed.

MEETING ADJOURNED	7:23 pm
NEXT MEETING	April 24, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	April 24, 2014	5:00pm-8:00pm	
Location/Room	441 4 th Street, NW Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	Resigned		Hixon, O. Xavier		x
Bailey, Steve	x		Hoover, David	x	
Bailous, Stephen	x		Jackson, Herbert	x	
Bishop, Henry	x		Kelly, Renee		x
Black, Ralph	Resigned		Marachelian, Alis		x
Brown, James		x	Moore, Tarsha	x	
Callahan, Keith	x		Morrow, Lora	x	
Cameron, Martha	x		Pilskaya, Anna	Resigned	
Cauthen, Melvin	x		Purdy, David	Resigned	
Chinn, Barbara	x		Roberts-Njoku, Cornett	x	
Davis, Reginald	Resigned		Santirosa, Yolanda	Resigned	
Deely, Maureen	x		Scheraga, Ronald	x	
Dunnington, Geno	x		Schlosberg, Claudia		x
Fischer, Mark	Resigned		Scruggs, Linda	Resigned	
Fon, Shella		x	Smith, E. Robert	x	
Franks-Dunbar, Sharon		x	Smith, Tyranny		x
Frazier, Debra	x		Solan-Pegler, Nicolette	Resigned	
Goforth, Justin	x		Spears-Johnson, Dedra		x
Hawkins, Patricia	x		Swanda, Ron	x	
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
			Ricardo Brantley	x	
Puranik, Rashmi		x	Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Cooper, Shanice	x		Gantz-McKay, Emily	x	
Hargrove, Javonnica	x				



HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Britanik, Justin	x		Baker, Rochelle	x	
Frison, Lawrence	x		Lamont Clark	x	
Fortune, Ebony		x			
Kharfen, Michael	x				
Guests					
Ronald Morgan	Wille Africa		Anthony Guy	Melissa Turner	
Kim Battle	Robyn West		Gladys Baxley	Chris Keys	
Ben Maramara	Bobbie Smith		Diane Tyranee-Neal	Kermit Turner	
Joseph Henson	Brandon Nichols		Hope Coleman	Wallace Corbett	
Achim Howard	Donna Marschall		Sharon Coker		

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Chair Report ○ Presentation – Understanding the HIV Care Continuum ○ Presentation – Quality Management and Client Satisfaction Survey Summary ○ Grantee Report ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	Martha Cameron announced that that Advocates for Quality (A4Q) will host a Consumer Summit on Wednesday, May 1, 2014 from 9:00 am to 4:00 pm at the Hilton Garden Inn Courthouse Plaza at 1333 N. Courthouse Road, Arlington, VA during the Public Comment period.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:38 pm and he asked everyone to introduce him or herself for the record. As Barbara Chinn, Chair, Membership Committee introduced herself, she reminded the Council of the Code of Conduct.
Review and Approval of the Agenda	It was moved by Lora Morrow and seconded by Keith Callahan to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	Ron Swanda noted to include action items discussed in the body of the minutes to the action item chart on page 6. It was moved by Lora Morrow and seconded by Barbara Chinn to approve the March 2014 Minutes as corrected. The minutes were approved unanimously as corrected.
Chair Report	Directives Update Mr. Bailous reported that the directives process is underway. Members were asked to discuss potential directives in committee meetings and to use the Directive Form



	<p>to record and submit directives for consideration by the Directives Workgroup.</p> <p>Participation in Town Hall and PSRA Process Mr. Bailous stated that full participation in the PSRA process is required, including town hall meetings. He emphasized that Council members are required to participate in PSRA activities, in the jurisdictions that they represent. He further explained that PSRA participation is an attendance requirement.</p> <p>Presentation - Understanding the HIV Care Continuum Justin Goforth, Community Co-Chair, provided a presentation on Understanding the HIV Care Continuum. The presentation highlighted the HIV treatment cascade which shows that there are significant drop-offs at point along the continuum. Mr. Goforth noted the disparities related to both race and age. Further, at each point along the care continuum, the right questions must be asked to help move consumers along the continuum more successfully. Mr. Goforth noted that the White House Office of National AIDS Policy launched the HIV Care Continuum Initiative of the National HIV/AIDS Strategy. He asked members to think about the various organizations that are Ryan White funded and their strengths and opportunities in addressing the care continuum. He noted that the continuum ties to the National HIV/AIDS Strategy and that President Obama signed an Executive Order creating the HIV Care Continuum Initiative.</p> <p>In closing. Mr. Goforth urged the Council, during the PSRA process to think about what service categories could address the gaps in the care continuum and how to put a package together that best matches our specific local needs. Also, if retention in care is the largest drop off along the continuum, what service categories address this issue the best?</p> <p>Following the presentation there were questions and comments. Dr. Hawkins stated that she believes that people are lost to care because of mental health issues. Lora Morrow noted that the primary focus appears to be on one group; MSMs and other groups need help. Other questions asked were about data in CAREWare.</p>
<p>Presentation Quality Management and Client Satisfaction Survey Summary</p>	<p>Justin Britanik, HAHSTA Quality Management Specialist introduced the following speakers from CAP, Inc. for the Quality Management and Client Satisfaction Survey presentation: Diane Tyranee-Neal, Gladys Baxley and Chris Keys.</p> <p>Ms. Tyranee-Neal provided an overview of the Quality Management and Client Satisfaction Survey project. She summarized the purpose of the project, approach and methodology, including the implementation plan slides. In addition, she reviewed demographic information collected during the Quality Management Survey as well as general program indicator slides. Also, she reviewed the chart review slides for the following service categories: Medical Case Management, Primary Medical Care, Oral Health, Mental Health, Early Intervention Services, and Substance Abuse. Last, Ms. Tyranee-Neal summarized strengths, lesser strengths, and opportunities for improvement.</p>



	<p>Ms. Tyranee-Neal turned the presentation over to Ms. Gladys Baxley who reviewed the Client Satisfaction Survey slides. She summarized respondent demographic information, as well as service history, services received, health rating, and overall satisfaction. In summary, participants represented a diverse population; they have access to a broad range of treatment services; they are well-satisfied with their clinical and non-clinical staff; they are well-satisfied with programs’ facilities, and trust their personal information is kept confidential. Overall, participants are very satisfied with the services they receive.</p> <p>Ms. Gladys Baxley turned the presentation over to Mr. Chris Keys who provided an overall summary. Some of the key points highlighted were:</p> <ul style="list-style-type: none"> ○ Client satisfaction scores were almost universally high within the EMA; anecdotal statements of client dissatisfaction were shared with the providers and HAHSTA ○ Areas for improvement, defined as noncompliance rates below 70% were frequently observed in all core service areas, with some program measures and across all three jurisdictions; future surveys will reveal the positive and negative trends within the EMA ○ Recommendations for improvement were submitted by the survey team to the Providers, Administrative Agents and HAHSTA. They were classified in following areas: (1) performance improvement, (2) staff education/accountability, (3) credentialing and (4) survey administration/ readiness <p>Following the presentation there were questions and comments. The Council applauded and thanked the team for their presentation.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Bylaws, Policies & Procedures Ms. Roberts-Njoku announced that the committee has decided to meet quarterly. The next meeting will be held in August.</p> <p>Membership Ms. Chinn asked members to check their emails next week for the Mentor Form. Also, Lamont Clark asked members to check their emails for information from the Office of Boards and Commission.</p> <p>Consumer Access Keith Callahan reported that the committee is preparing for the PSRA process.</p> <p>Needs Assessment & Comprehensive Planning (NACP) Ron Swanda reported that the consumer survey pilot started this week. Mr. Bailous stated that a site visit to administer the survey was held today.</p> <p>Care Strategies and Coordination of Standards (CSCS) Dr. Hawkins reported that the committee held a housing mini roundtable at the April meeting. Renee Kelly of Housing Counseling Services (HCS) provided information about housing programs and Guy Weston of DC CARE provided information about an overview of EFA in the District. The committee recommended a grid be created that list the different programs and criteria; one for clients and</p>



	<p>another one for case managers.</p> <p>Fiscal Oversight & Allocations (FOAC) Mr. Bailous reported that the committee is discussing developing a tool for the Assessment of the Efficiency of the Administrative Mechanism. He invited members to attend the next meeting in May.</p>
<p>Grantee Report</p>	<p>Monthly Reports</p> <p>Grant Year 24 Award - Lawrence Frison reported that HAHSTA has not received the final award for Grant Year 24. There is no word on what the final amount will be or when it will be received. In the District, HAHSTA has level funded its providers.</p> <p>Part A Grant Year 23 - Lawrence Frison reported that HASTA is in the middle of the liquidation period. He noted that HAHSTA has received close out invoices for Northern Virginia and Maryland. A review of providers' final invoices is being conducted. HASTA has not received all of the District's invoices. He anticipated that final amounts will be provided at the FOAC meeting next month.</p> <p>Service Provider List A Handout was provided that list services available by service providers in the District.</p> <p>Update on GY 24 Directives Applications in response to the RFA for two service categories; (1) DC specific for Treatment Adherence for Transgenders, and (2) EMA-Wide services for African immigrants is in review now and HAHASTA anticipates making a selection in a few weeks</p> <p>Other Discussion Dr. Hawkins suggested that the Council reconsiders the 75/25 Waiver Application. She argued that if the application is delayed the Council will have to do two sets of allocations.</p> <p>Motion #1: So moved by Dr. Hawkins and seconded by Maureen Deely that the Council directs HAHSTA to develop a 75/25 Waiver Application for the EMA.</p> <p>There was discussion on the motion. Again, members raised concerns about meeting the criteria for waiver eligibility, because Northern Virginia anticipants having a waiting list for AIDS Drug Assistance Program (ADAP) services. Mr. Bailous stated that the EMA does not have a waiting list. Also, members raised concerns about re - allocations and whether the application can be prepared by jurisdiction.</p> <p>VOTE: Approve – 13; Oppose-3; Abstain – 1 The Motion is Passed.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia Mr. Frison reported that West Virginia has spent down their total award and there are not issues to report.</p> <p>Suburban Maryland</p>



	<p>Devi Ramey noted that she provided the Council with an additional handout that shows Maryland GY24 Awards. Also, she introduced Ricardo Brantley, Quality Assurance Coordinator for Suburban Maryland.</p> <p>Northern VA Tim Agar noted that he did not have any additions to the report.</p>
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ANNOUNCEMENTS

- David Hoover announced that the Alexandria Health Department added a Rainbow Tuesdays Clinic which provides testing and treatment. In addition, AIDS Watch will be held on April 28th and 29th and he urged people to participate.

HANDOUTS

Agenda dated 4/24/2014
 Minutes dated 3/27/2014
 Directives Brief Summary
 Directives Form
 Directives Guiding Principles
 2014 PSRA (GY25) Timeline Grid
 Grantee/DC Fiscal Report
 FOAC Spreadsheet
 April 2014 Standing Committee Minutes
 NOVA Regular FOAC Report through February 28, 2014
 NOVA MAI FOAC Report through February 28, 2014
 NOVA Client Utilization
 NOVA Part A GY24 Awards
 Suburban Maryland Regular and MAI FOAC Report through February 28, 2014
 Suburban Maryland – Regular: Actual Expenses Incurred through February 28, 2014
 Suburban Maryland Client Utilization
 Maryland GY24 Awards
 Calendars – May and June 2014

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Provide copies of the provider list in DC at the next Council meeting.	Lawrence Frison	11/21/2013	12/19/2013	Closed
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open



MOTIONS				
#	Motion	Motioned By	2 nd By	Approved By
1	So moved that the Council directs HAHSTA to develop the 75/25 Waiver Application for the EMA.	Dr. Hawkins	Maureen Deely	Vote In Favor - 13; Oppose-3; Abstain -1 The Motion is Passed.

MEETING ADJOURNED	7:49 pm
NEXT MEETING	May 29, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	May 29, 2014	5:00pm-8:00pm	
Location/Room	441 4 th Street, NW Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Bailey Phillip	x		Hixon, O. Xavier		
Bailous, Stephen	x		Hoover, David	x	
Bishop, Henry	x		Kelly, Renee	x	
Blocker, Lakisa	x		Marachelian, Alis	x	
Budd, Earline	x		Marschall, Donna	x	
Callahan, Keith	x		Morrow, Lora		x
Cameron, Martha	x		Nash, Brittany	x	
Cauthen, Melvin	x		Nichols, Brandon	x	
Coker, Sharron	x		Roberts-Njoku, Cornett	x	
Deely, Maureen	x		Sanders, G. Scott	x	
Dunnington, Geno	x		Scheraga, Ronald	x	
Fonseca Julio	x		Shields, Guy Anthony	x	
Frazier, Debra	x		Schlosberg, Claudia		x
Goforth, Justin	x		Smith, Laurence	x	
Hawkins, Patricia	x		Swanda, Ron	x	
Higgs John	x				
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
Puranik, Rashmi		x	Ricardo Brantley		x
			Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Newman, Sherryl	x		Morehead, Glenn	x	
Hargrove, Javonnia	x		Gantz-McKay, Emily	x	
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Britanik, Justin	x		Baker, Rochelle	x	
Frison, Lawrence	x		Lamont Clark	x	
Fortune, Ebony		x			
Kharfen, Michael	x				



Guests			
Achim Howard	Victor Vmilian	Alice Jennings	Wallace Corbett
Bobbie Smith	Connie Trexler	Tracey Jennings	Moore, Tarsha
Kim Battle	Dedra Spears-Johnson	Jamile Jennings	Chinn, Barbara
Robert Cooke	Kermit Turner	Zhim Brulm	Smith, E. Robert
Joseph Henson	Rachel Thwm	Salvatore Minutelli	Melissa Turner
Sofire D. Awana	Midral Barthlo	Bessie Hayes	Margaux Delotte-Bennett
Qazi Nisar	Marshall Rountree	Robin Hawkins	Carrie Stolrfus
Ben Maramara	Wille Africa	Justin Barlow	James Devbliss

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Swearing In of New Council Members ○ Chair Report ○ Presentation – DC PG ○ Motion: - Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance Eligibility ○ Motion – Addendum to Standards of Care for Ambulatory Primary Care ○ Motion – Recommendation for Adjustment to Allocations of Funds for Maryland ○ Motion – Increase in WVA Allocations to \$450,000 ○ Grantee Report ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	There were no public comments.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:15 pm. He reminded members of the Code of Conduct displayed on the projector screen. Then he asked everyone to introduce him or herself for the record. Several returning Council members welcomed new members as they made introductions.
Review and Approval of the Agenda	It was moved by David Hoover and seconded Maureen Deely to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	Corrections to the April 24, 2014 meeting is as follows: Renee Kelly was in attendance at the meeting. It was moved by Ron Swanda and seconded by Justin Goforth to approve the April 2014 Minutes as corrected. The minutes were approved as corrected by consensus with 1 abstention.
Swearing In of New Council Members	The 2014-2016 Council members were sworn in. After being sworn in by Daryl Gorman, Director, Office of Boards and Commissions (OBC), the group took a photograph.
Presentation	Melissa Turner and Margaux Delotte-Bennett provided a presentation about the DC



	<p>HIV Prevention Planning Group (HPPG) The presentation included :</p> <ul style="list-style-type: none"> • A brief overview the HIV planning process • Description of the HIV planning objective, activities, principles and monitoring questions that constitute accountability requirements; and • A description of the roles and responsibilities of DOH HASTA, DC HPPG and the CDC. <p>Following the presentation there were questions and comments. In response to David Hoover’s question about Pre-exposure prophylaxis (PrEP), Margo stated that the CDC has issued guideline that the group will review. Justin Goforth suggested creating a joint membership between the Council and PPG or having a liaison as a way to start the collaboration. Mr. Bailous thanked the presenters for providing their presentation.</p>
<p style="text-align: center;">Chair Report</p>	<p>Recertification Process</p> <p>Mr. Bailous begin his report by welcoming new and returning Council members. Next, he noted that Planning Council Members are required to certify their eligibility for reimbursement on an annual basis. This year recertification will be conducted along with the annual signing of compliance documents as a Planning Council member at the June 29, 2014 Council meeting. Members were asked to bring documents such as driver’s license or non-driver’s id, government issued id card or passport to identify them. For a proof of address, they were asked to bring documents such as vehicle registration, utility bill or lease or rental agreement. In response to Mr. Cauthen question about sending documents prior to June 29th, Mr. Bailous stated that BCA will provide members with instructions on where to send documents.</p> <p>Council Roles and Responsibilities</p> <p>Mr. Bailous provided a presentation about the Planning Council. He noted that the presentation tonight is a broad overview. However, a two part orientation will be provided on June 13, 2014 there will be an orientation for new members and in September there will be a full orientation for the entire Planning Council. The presentation tonight included an explanation of the Ryan White HIV/AIDS program, the Metropolitan Washington Regional Ryan White Planning Council and its goals, legislative mandated activities and the structure of the Council. In addition, the presentation included Council members’ requirements. PC members are required to participate as active members of at least one standing committee. Therefore, members were asked to begin attending committee meetings and rank committees of their choice of interest that they would like to join. Assignments will be made in July. Members asked for a copy of the presentation.</p> <p>Action Item #1: Logistical Support staff will distribute the Metropolitan Washington Regional Ryan White Planning Council Orientation Presentation to the Council members.</p> <p>Calendar Review</p> <p>Mr. Bailous noted that calendars are provided at every committee meeting as well as at the full Council meeting. He urged members to review the calendars and to check for reminder notices as they often indicate meeting changes. He highlighted</p>



important dates that everyone should mark on the calendar for the next couple of months.

Motions

Mr. Bailous noted that all of the motions presented to the full Council were approved by the Executive Committee and briefly explained how motions are forwarded.

Motion #1: Addendum to Standards of Care for Ambulatory Primary Care

Mr. Bailous brought forward the Care Strategies and Coordination of Standards (CSCS) Committee’s motion to add an addendum to the Standards of Care for Ambulatory Care. Dr. Hawkins read the text of the motion and the purpose aloud. The text of the motion reads as follows: “That if an Ambulatory Primary Care Provider has more than 20% of their primary medical caseload over the age of 50, they must demonstrate that they have the capacity to screen and treat these complex cases on site or through a referral network or consultation for geriatric services.”

There was discussion. Geno Dunnington asked about the implementation date and Henry Bishop asked about the type of specialty services that is being requested. In favor of the motion, Ron Scheraga provided data from the Kaiser Family Foundation that estimates that half of the Americans infected with the HIV virus will be over 50 years old, and this will present challenges in the clinical management of this populations with HIV. Mr. Bailous called the question.

VOTE:

**Approve – 21; Oppose-1; Abstain – 5
The Motion is Passed.**

Motion #2: Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance

Mr. Bailous brought forward the Care Strategies and Coordination of Standards (CSCS) Committee’s motion to add an addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance. Dr. Hawkins read the text of the motion and the purpose aloud. The text of the motion reads as follows: “That the Planning Council adopt the addendum to EFA Standards of Care for rental assistance eligibility that: (a) A Summons or Writ of Eviction are no longer required for rental assistance eligibility; (b) Applicants must present verification of delinquent rental balance such as delinquency notice, itemized statement from landlord/rental company; and (c) Applications will not be accepted within the first month of delinquency.

There was discussion. Renee Kelly noted to deleted “ERAP” and replace with EFA in the purpose of the motion/need for action. Maureen Deely asked if the amount of funds increase. Mr. Bailous called the question.

VOTE:

**Approve – 25; Oppose-0; Abstain – 1
The Motion is Passed.**



	<p>Motion #3: Recommendation for Adjustment to Allocations of Funds for Maryland</p> <p>Mr. Bailous brought forward the Financial Oversight and Allocations Committee’s (FOAC) motion for recommendation for Adjustment to Allocations of Funds for Maryland. Mr. Bailous read the text of the motion and the purpose aloud. The text of the motion reads as follows: “Adjust the allocation of funds for MD. This may mean future adjustments based on the percentage allocations.” Devi Ramey explained the data to justify the motion. She reviewed the spreadsheet in tab 6 and noted that in summary, the Suburban Maryland agency is reallocating the current awards based on the award from the grantee. There was discussion. Debra Frazier asked for clarification on the spreadsheet. Mr. Bailous called the question.</p> <p>VOTE: Approve – 26; Oppose-0; Abstain – 0 The Motion is Passed.</p> <p>Motion #4: Increase in WVA Allocations to \$450,000</p> <p>Mr. Bailous brought forward the Financial Oversight and Allocations Committee’s (FOAC) motion to request an increase in WVA allocation to \$450,000. Mr. Bailous read the text of the motion and the purpose aloud. The text of the motion reads as follows: “Requests that the WVA allocation be increased to \$450,000 for GY24 and that the base allocation be increased to \$450,000 moving forward.</p> <p>There was discussion. In response to Ms. Frazier’s concern about the justification for the motion, Mr. Bailous referred her to the FOAC report. Mr. Bailous called the question.</p> <p>VOTE: Approve – 25; Oppose-0; Abstain – 1 The Motion is Passed.</p>
<p>Grantee Report</p>	<p>Mr. Frison introduced himself and briefly highlighted programs that he is working on at HAHSTA. The he proceed to provide an overview of the monthly report.</p> <p>He reported that HAHSTA received the final award for Grant Year 24 in the amount of \$30,737,892. The Washington DC EMA received an overall 3% increase in Part A funds with the majority of the increase coming from the supplemental portion of the award; the competitive piece of the application. The administrative agents have been notified of their final award amounts and HAHSTA is preparing the modification documents. The Chair along with Planning Council members and guest applauded the grantee for their efforts in preparing the application and receiving a 3% increase.</p> <p>In addition, Mr. Frison announced that here were a number of vacancies at HAHSTA. He noted that the Bureau of Chief position is closed.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia</p> <p>Mr. Frison noted that he did not have any additions to the report.</p> <p>Suburban Maryland</p> <p>Devi Ramey noted that she did not have any additions to the report.</p>



	<p>Northern VA Tim Agar noted that he did not have any additions to the report.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Bylaws, Policies & Procedures Ms. Roberts-Njoku announced that the committee’s next meeting will be held in August.</p> <p>Membership Ms. Chinn reminded the returning members that the committee is still looking for mentors. She asked members to complete and submit the Mentor Form to the committee.</p> <p>Consumer Access Geno Dunnington reported that the committee is preparing for the PSRA process. As an EMA, members of the Council will rank service categories at the June 17, 2014 meeting.</p> <p>Needs Assessment & Comprehensive Planning (NACP) Lamont Clark, Planning Council Staff, reported that 60 consumer surveys have been completed as part of the pilot. The Planning Council Staff, logistical support team, Council Chair and one Council member conducted the consumer surveys. The committee is in the process of implementing the full survey. The committee is looking at Community Health Workers to help administer the survey.</p> <p>David Hoover proposed that the committee gather information from HAHSTA about how many people with HIV living in the District are now on Medicaid or ACCESS so that the Council can determine where to focus Ryan White funds to persons with no insurance, i.e. Undocumented persons. In addition, the committee was asked to look at the use of formulas for allocations given that Medicaid expansion is not occurring in Virginia.</p> <p>Care Strategies and Coordination of Standards (CSCS) Dr. Hawkins reported that the committee has been working on gaining an understanding about housing access in the EMA. The committee would like to provide training on housing, including access and eligibility to consumers at the Consumer Access meetings. Also, the committee put forth 2 Directives for consideration. At the next meeting that will be held in July; the committee will be looking at navigating through Medicaid. Due to the Medicaid expansion, it is hard for people to navigate.</p> <p>Fiscal Oversight & Allocations (FOAC) Lamont Clark, Planning Council Staff, reported that the committee is working on the Assessment of the Efficiency of the Administrative Mechanism survey and the Planning Council budget.</p>
<p>Planning Council Member Recognition</p>	<p>Mr. Bailous presented an award to Dedra-Spears Johnson in recognition of her commitment, and tireless dedication to improving the lives of people impacted by HIV/AIDS while serving on the Metropolitan Washington Regional Ryan White Planning Council. Other outgoing Council members were not present to receive their award. They will be mailed to them.</p>



ANNOUNCEMENTS

- Maureen Deely announced that an education program about taking charge of your health will be held on Wednesday June 18, 2014 at 10:30 am at Silver Spring Civic Center, 1 Veterans Place, Silver Spring, MD.
- Debra Frazier announced that the US Census Bureau is hiring.
- David Hoover announced that he received a promotion and he is working in the Transition Clinic.
- Dr. Hawkins announced that the Committee on Health Council will hold a hearing on bills related to the District’s medical marijuana program on Thursday, June 12, 2014 at 11:00 am at the Wilson Building, located at 1350 Pennsylvania Avenue, N.W.
- Tim Agar announced that the annual EMA Quarterly Summit will be held on June 18, 2014.

HANDOUTS

Agenda dated 5/29/2014
 Minutes dated /24/2014
 Presentation – DC PG
 Motion: - Addendum to the Emergency Financial Assistance (EFA) Standard of Care for Rental Assistance Eligibility
 Motion – Addendum to Standards of Care for Ambulatory Primary Care
 Motion – Recommendation for Adjustment to Allocations of Funds for Maryland
 Motion – Increase in WVA Allocations to \$450,000
 Grantee/DC Fiscal Report
 HRSA Notice of Grant Award
 FOAC Spreadsheet
 NOVA Regular FOAC Report through March 31, 2014
 NOVA MAI FOAC Report through March 31, 2014
 NVRC Report on Use of 2013-14 Carryover/Supplemental Award
 NOVA Client Utilization
 NOVA Part A GY24 Awards
 Suburban Maryland Regular and MAI FOAC Report through March 31, 2014
 Suburban Maryland FOAC Spreadsheets
 May 2014 Standing Committee Minutes
 Calendars – June and July 2014

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Distribute the Metropolitan Washington Regional Ryan White Planning Council Orientation Presentation to the Council members.	BCA Logistical Support Staff	5/29/2014	5/30/2014	Closed
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open



MOTIONS				
#	Motion	Motioned By	2nd By	Approved By
1	So moved that if an Ambulatory Primary Care Provider has more than 20% of their primary medical caseload over the age of 50, they must demonstrate that they have the capacity to screen and treat these complex cases on site or through a referral network or consultation for geriatric services.			Vote In Favor - 21; Oppose-1; Abstain -5 The Motion is Passed.
2	That the Planning Council adopt the addendum to EFA Standards of Care for rental assistance eligibility that: (a) A Summons or Writ of Eviction are no longer required for rental assistance eligibility; (b) Applicants must present verification of delinquent rental balance such as delinquency notice, itemized statement from landlord/rental company; and (c) Applications will not be accepted within the first month of delinquency.			Vote In Favor - 25; Oppose-0; Abstain -1 The Motion is Passed
3	Adjust the allocation of funds for MD. This may mean future adjustments based on the percentage allocations.			Vote In Favor - 26; Oppose-0; Abstain -0 The Motion is Passed
4	Requests that the WVA allocation be increased to \$450,000 for GY24 and that the base allocation be increased to \$450,000 moving forward			Vote In Favor - 25; Oppose-0; Abstain -1 The Motion is Passed

MEETING ADJOURNED	7:52 pm
NEXT MEETING	June 26, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.