



PLANNING COUNCIL (PC)

MEETING MINUTES

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

HILTON GARDEN INN ARLINGTON/COURTHOUSE – 1333 N COURTHOUSE RD ARLINGTON VA 22201

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, Altman	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				
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 6:19pm. 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 agenda was motioned. The agenda was approved.
Review and Approval of the Minutes	Melissa Turner, Margot Isaac and Roxanne Jackson say they were present for the February 23 rd meeting. February 2017 minutes were approved.
Jurisdictional Reports	<p>Suburban Maryland</p> <p>Ravinia Hayes-Cozier provided the Maryland Report. In January applications were reviewed, made final selections and made recommendations for funding. The February report should reflect who was selected to receive funds.</p> <p>In January overall expense was at 83.7%.</p> <p>Part A Regular: Spending is at 84% for actual expense. There were four service categories that were underspent. The four categories are EFA (Housing) and Food Bank/Home Delivered Meals (where there is a budget modification in place and it is expected that the majority of those dollars will be spent), Medical Transportation (where they expect all of the dollars to be spent) and Linguistic Services (where there is only \$1,430 left).</p> <p>Part A MAI: MAI service categories are at 80.5% with only Outpatient Ambulatory is underspent (they expect this category to be fully spent).</p> <p>Northern Virginia</p> <p>Tim Agar provided the Virginia Report. NVRC expects to be spent down at the end of the grant year. They had to shift funds to accommodate needs in Oral Health. Spending is at or near target for OAMC, EIS, MCM, Home Delivered Meals, Legal Services, Medical Transportation and EFA Food & Meds.</p> <p>MAI was 100% spent as of December. Costs for services required by MAI clients in the last two months of the grant year will be accomplished using Part A, and in some cases Part B funds.</p>
Recipient Report	<p>Recipient Report</p> <p>Clover Barnes provided DC/VA and Recipient Reports Issues continue with the EGMS system. For the month of January, (12) of (16) invoices have been received and (4) of (16) invoices have not been received. Some spending may look lower than it actually is because the paperwork hasn't caught up with the actual spending.</p>



	<p><u>For the District of Columbia</u> Part A expenditures are 86.1% and should be 91.7%. Home & Community Based Care is the only category underspent and that is a sub-contracted service so the invoices come in slower. All funds are expected to be spent.</p> <p>Part A MAI expenditures are at 87.5% and should be 91.7%. Medical Transportation and Outreach Services are underspent. Medical Transportation is cyclic because of the SmartTrip reloading.</p> <p><u>West Virginia</u></p> <p>Part A expenditures are at 85.9% and should be 91.7%. They have submitted a request for reprogramming that isn't reflected in this report. West Virginia is expected to spend at 100%.</p> <p>Part A MAI expenditures are at 96.8% and should be 91.7%.</p> <p><u>RECIPIENT REPORT</u></p> <p>The Grant Year ended on February 28th and documents must be submitted to HRSA by May 31. Invoices are closed out during this time. Somewhere around May Clover will present what Carryover funds are left and the Planning Council must decide where those funds should go. They will not come back (from HRSA) until 2019.</p> <p>Part A and MAI service category expenditures. For the month of January; Part A expenditures are at 84.1% and should be 91.7%. Part A MAI expenditures are at 88% and should be at 91.7%. The overall Part A expenditure for the entire EMA is 84.5% and should be 91.7%.</p> <p>Part A EMA-Wide. Expenditures are at 75% and should be 91.7%. Medical transportation is underspent due to the change to SMARTrip cards and the cyclical method used for reloading. Psychosocial Support Services have more expenditures than reflected and are involved in the delayed invoicing through EGMS.</p> <p>Part A MAI EMA-Wide: Expenditures are at 89.1% 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 all members should have a Committee of Record, if not, one will be assigned to them. She noted that there is one slot open for a DC member, and encouraged people from all jurisdictions to apply. Ka'leef M noted Meghan Sullivan resigned and that interviews are rolling.</p> <p>Consumer Access Committee- Lamont C. noted that the March meeting</p>



	<p>did not occur because of the snow storm and the next meeting will occur at the Hilton Garden Inn location on April 18th.</p> <p>Needs Assessment- Beth T noted that Lauren Yorkes from the Virginia Department of Health attended the last meeting to provide Epi data for the Northern Virginia area. Next month they will have a rep from the Maryland Department of Health visit. The survey has been launched online (in English) and the Spanish and Amharic versions should be launching shortly. The Focus Groups and Provider Surveys will be rolling out shortly. A Survey Administration training will occur next Friday.</p> <p>Care Strategies, Coordination and Standards- Ka’leef M. provided Council members with copies of standards for Housing Services, Food Bank Home Delivered Meals, and Medical Transportation. Members have until the next General Body meeting to make any suggestions, any comments or questions should be submitted prior to the next meeting (not the day of).</p> <p>FOAC- Scott S. noted that the PSRA process is starting up again. There will be a Data request meeting on April 4th and there will be two orientation sessions May 18th and June 22nd for Planning Council members. He noted that most meeting will take place in August and asked the people plan to attend those meetings.</p>
<p>Planning Council Government Co- Chair Report</p>	<p>Community Co-Chair</p> <p>Planning Council Retreat Ka’leef M thanked everyone who attended the retreat. He reviewed the structure of how the day went and noted that an “Innovation” Committee was formed tasked with creating what the planning council “should” look like.</p> <p>RWPC/HPPG Integration Ka’leef M. noted that there is a push to merge the two bodies. There was a meeting with HAHSTA Staff and George Washington University to review overall findings about how other EMAs have merged and to discuss how to move forward. He noted Lamont sent an email asking PC members to join a work group for the integration. He stressed that the Planning Council should continue to build itself until the time comes that a merger does happen.</p> <p>Ravinia C. inquired about plans to work with other Prevention groups around the EMA. Ka’leef stated that discussions between health departments are already occurring around how to work together. Ravinia C. asked could Administration Agencies be part of the process. Clover B. noted that this has been occurring at the State level, as we get closer to the detailing, then that will be considered.</p>
<p>ANNOUNCEMENTS/OTHER DISCUSSION</p>	
<p>Scott noted that he is the Interim Co-Chair and he encouraged people to consider becoming the full time Co-Chair.</p> <p>Ka’leef M. sent an email about a webinar HRSA will be hosting on findings on Planning Council</p>	



assessments.

Ka'leef noted the members of the Innovation Committee are Julio Fonseca, Scott Sanders, Melissa Turner, Nathaniel Baker-Holley, Tyranny Smith-Bullock, Sharon Coker, Dustin Baker-Holley, Doug Fogal, Stan Brentini, and Jennifer Zoerkler.

Tim noted that the Cross Part Collaborative will have a Quarterly learning session on Tuesday March 28th at NVRC.

HANDOUTS

Agenda dated 3/23/2017

Minutes dated 2/23/2017

Recipient Report

Recipient Narrative Report

EMA-Wide Roll Up FOAC Allocations and Awards through January 31, 2017

Jurisdictional District of Columbia and West Virginia Report

DC and West Virginia Utilization Report

NOVA Regular FOAC Report through January 31, 2017

NOVA MAI FOAC Report through January 31, 2017

NOVA Client Utilization

Suburban Maryland Regular Part A and MAI FOAC Report through January 31, 2017

Planning Council Attendance document

MEETING ADJOURNED	7:33 PM
NEXT MEETING	April 27, 2017 HAHSTA 899 N Capitol St NE Washington DC 20002