



PLANNING COUNCIL (PC)

MEETING MINUTES

THURSDAY – MAY 25, 2017 – 6:00PM TO 8:00PM

899 NORTH CAPITOL STREET, NE, 4TH FLOOR, WASHINGTON, DC 20002

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, Altmann	X	
Decker, Thomas	X		Sanders, Scott	X	
Dutta, Trina			Smith-Bullock, Tyranny		X
Edmonds, Calie	X		Tadesse, Beth		X
Fonseca, Julio	X		Teague, Christine	X	
Fogal, Doug	X		Turner, Melissa	X	
Jackson, Roxanne		X	Zoerkler, Jennifer	X	
Administrative Agent Representatives			Administrative Agent Representatives	Present	Absent
Puranik, Rashmi	X		Moore, Tarsha	X	
Barner, David	X				
Hayes-Cozier, Ravinia	X				
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Barnes, Clover	X		Lamont Clark	X	
Varga, Leah	X		Patrice Bailey	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 6:15pm. 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 May 25, 2017 agenda was moved, seconded, and approved.
Review and Approval of the Minutes	April 27, 2017 Meeting Minutes were moved, seconded, and approved.
Jurisdictional Reports	<p><u>Suburban Maryland</u></p> <p>Ravinia Hayes-Cozier provided the Maryland Report. Ravinia noted that the 2017-2018 signed NOGA was received and the report is for the month of March 2017. Seven of Nine contracts from providers are back. This reflects the four month extension.</p> <p>Overall expense at the end of March is 17.8%. Part A Regular is at 17.7% and there were four service categories that were underspent: Food Bank Home Delivered Meals, Oral Health, Food Vouchers and Medical Transportation. The total amount underspent in these areas represents about \$22,000.</p> <p>Part A MAI service categories were healthy at 20.2%. The only underspent service category in MAI was Medical Transportation and that represents about \$600.</p> <p>Clover B. noted that there were some issues with getting the Fee-for-Service started so there was a four month extension provided in order to ensure that there was not a gap in services.</p> <p><u>Northern Virginia</u></p> <p>Rashmi Puranik provided the Virginia Report. Rashmi P. stated they have made all the awards for the four month "bridge period" which is March through June.</p> <p>Rashmi noted that the report included invoice data from 10 out of 10 service providers for the month of March and overall spending is at 17%.</p> <p>MAI is spent at 31%. EIS is spent at 100%. A one month award was given in the EIS subcontractor to close out the grant as that provider has not applied for funding through NVRC for this grant year so you won't see EIS moving forward.</p> <p>REPROGRAMMING REQUEST</p> <p>NVRC requests the Planning Council approve the Virginia proposal to reprogram \$10,000 in MAI Psychosocial Services funds into Linguistics.</p>



	<p>The motion was moved, properly second, and approved with a vote of 19 yes 0 no.</p>
<p>Recipient Report</p>	<p>Clover Barnes provided the D.C., West Virginia and Recipient Reports</p> <p>Clover noted that the RFP was done last year, but the Fee-for Service and the new RFA need to come out at the same time. Because there was a delay in the Fee-for-Service, the “bridge funding” was created. Fee-for-Service was slated to begin July 1, but it is unlikely that it will start on that date.</p> <p>The partial NOGA in the amount of \$14,389,243 is what is being used to fund the bridge funding of services. In order to make full awards they have to get the full NOGA from HRSA. At this time HRSA has not done calculations that would tell DC EMA how much they will receive. She spoke with the HRSA Project Officer last week and he was not optimistic that they would receive the full award in the near future. Normally they would have received the full award by this time of year, and she will give any updates as they are provided to her. They are working on different scenarios in to make sure services continue without disruption.</p> <p><u>District of Columbia</u></p> <p>Clover noted they are still working through some challenges with the EGMS. For the month of March, (8) of (11) invoices have been received and processed, (2) of (11) invoices has been received but not processed, (1) of (11) invoices has not been received. One of the invoices not received is from a large provider which in turn makes the numbers look low. With those invoices in they would be at almost 23% spent for Part A.</p> <p>Clover B. noted that MAI will not be on the reports because when they did the new ‘Youth Reach’ program for DC there was a limited amount of funds and they chose not to use those funds for the continuation since most of those things were ending or being absorbed into larger programs. Instead the funding was left whole so that providers could build a more robust program through Youth Reach and award more than one provider. When the RFA awards come out, it will be a whole award prorated, and those organizations who were awarded can have a robust program.</p> <p><u>West Virginia</u></p> <p>Part A expenditures are at 26.0% and should be 25.0%.</p> <p><u>RECIPIENT REPORT</u></p> <p>For the month of March; Part A expenditures are at 15.9% and should be 25%. Part A MAI expenditures are at 26.4% and should be at 25%. The overall expenditure for the entire EMA is 16.2% and should be 25%.</p> <p>The closeout report for FY26 is due next week. Once everything is done they will provide a report back to the Planning Council.</p>



<p>Standing Committee Chair Reports</p>	<p>Membership/Bylaws: Sharon C. stated that there are two Council positions open for the DC Jurisdiction. She encouraged people from all jurisdictions to apply. She noted that some members terms are ending this year and if anyone is considering leaving or needs assistance with anything, they should speak with her and/or Ka'leef.</p> <p>Ka'leef M. noted that committee membership is open to anyone and encouraged people to attend committee meetings and participate.</p> <p>Consumer Access- Julio F. noted the committee discussed topics they would like to hear about for the next 6 or so months. They noted that they would particularly like to have presentations on what is Ryan White Services and on Standards of Care.</p> <p>Needs Assessment- Meriam M. provided updates on the EMA wide Needs Assessment. They have 357 Consumer Surveys and 26 Provider Surveys and have completed four focus groups (Black heterosexual women, two for Black MSM, and one for transgendered women of color). Two more focus groups are coming up (African Immigrants and Latino MSM).</p> <p>Leah V. noted that all information collected by May 31st will be used to inform this years' PSRA, but they will continue to do the Needs Assessment throughout the rest of the year.</p> <p>Doug F. noted there was an issue with the skip pattern on the Spanish version (online) of the survey.</p> <p>Care Strategies, Coordination and Standards- Ka'leef M. noted that the committee did not meet this month and will resume meeting next month.</p> <p>Financial Oversight and Allocations - Scott S. noted that the committee sent out the AEAM to survey how the financial process works throughout the EMA. He noted that the turnout for the PSRA training was very disappointing.</p> <p>The members discussed alternate ways of meeting participation. The council decided that having the PSRA training as part of the next General Body meeting.</p>
<p>Planning Council Government Co- Chair Report</p>	<p>Public Comment Form Ka'leef M. passed around a document that would help formalize the Public Comment Period of the General Body meeting and make it uniform. He asked members to review it and share comments at the next meeting.</p> <p>Conflict of Interest Form Ka'leef provided members with a Conflict of Interest form and asked members to read it, then complete it. He noted this form would help keep transparency during PSRA.</p>



	<p>Innovation Committee Update Ka'leef noted that the committee presented some ideas to the Executive Committee at their meeting (immediately prior to the General Body meeting). Those ideas will be reviewed and discussed at the next meeting.</p> <p>Communications Taskforce Ka'leef M. noted the meeting will be held soon and if anyone is interested they should see Lamont to give him their information. Scott S. stated that a Facebook page was created for the Council and they were running an ad for the Consumer Survey on it.</p>
ANNOUNCEMENTS/OTHER DISCUSSION	
<p>Scott S. announced Joseph's House will have an event (Healing Garden Dedication) on June 24th, all are welcome.</p> <p>Ka'leef M. announced Us Helping Us would be having Black Pride Weekend Events.</p> <p>Jennifer Z. discussed Red Nose Day and passed out red noses to members and a group photo was taken.</p> <p>Lakisa B. discussed Mental Health and HIV.</p>	
HANDOUTS	
<p>Agenda dated 5/25/2017 Minutes dated 4/27/2017 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards Jurisdictional District of Columbia and West Virginia Report DC and West Virginia Utilization Report NOVA Regular FOAC Report NOVA MAI FOAC Report NOVA Client Utilization NOVA Reprogramming Request Motion Suburban Maryland Regular Part A and MAI FOAC Report Public Comment Form Conflict of Interest Form</p>	

MEETING ADJOURNED	7:47 PM
NEXT MEETING	June 29, 2017 Silver Spring Civic Center 1 Veteran Pl Silver Spring MD 20901



I, as Planning Council Government Co-Chair, hereby certify the accuracy of the above minutes:

		Date the Minutes were approved by the Planning Council:
Signature of: Ka'leef S. Morse, MHS Government Co-Chair	Date:	