



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	November 17, 2016	6:00pm-7:30pm	
Location/Room	441 4 th St NW Washington DC		

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	
Brentini, Stan		X	Morse, Ka'leef	x	
Cannon, Sherla	x		Pannell, Altman		x
Coker, Sharon	x		Sanders, Scott	x	
Criswell, Debbie		X	Smith-Bullock, Tyranny	x	
Decker, Thomas	x		Shields, Guy	x	
Edmonds, Calie		X	Sullivan, Meghan	x	
Fonseca, Julio	X		Tadesse, Beth	x	
Fogal, Doug	X		Teague, Christine		x
Grant, Charles		x	Turner, Melissa	x	
Jackson, Roxanne		x	Zoerkler, Jennifer	x	
Kharfen, Michael		x			
Kier, Randy	x				
Kirkland-Isaac, Margot	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			Lamont Clark	X	
			Alexis Myers	X	

**HIGHLIGHTS**

- Chair Report
- Recipient Report
- Jurisdictional Reports

AGENDA

Item	Discussion
Call to Order	The meeting was called to order by Kaleef M. at 6:13 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	October minutes were approved.
Jurisdictional Reports	<p>Suburban Maryland Ravinia Hayes-Cozier provided the Maryland Report. Contracts to sub-recipients (eight) have been fully executed and implemented. The additional funds of \$218,000 have been added to those contracts.</p> <p>We completed one site visit during the month of September and the remaining two (2) site visits (of eight) are scheduled to be completed prior to January 2017.</p> <p>Overall expenses for is at 53.9%. Compared to FY 25, FY 25 was 49.8% spent after September invoices.</p> <p>In Part A Regular service categories are spent at 54.4 %. There were 3 service categories that were underspent. Child Care 6.4%, Food Vouchers 40.6%, (10.6% increase from the previous month), EFA Housing 43.1%, (5.8% increase from the previous month). These three categories will fluctuate during the year because they are administered as need for support at different times and may increase or decrease in any given month. Child Care didn't have a large amount of funds allotted for a significant impact.</p> <p>MAI categories are spent at 48.7%. There was one underspent service category for the month of September, Oral Health which is at 33.6%. They spoke to their vendors, and one situation is that vendors continue to use Regular dollars instead of MAI dollars. They have worked with them on a plan to use both Regular and MAI dollars.</p> <p>Northern Virginia Tim Agar provided the Virginia Report.</p> <p>Spending is at or near target for OAMC (56%), EIS (53%), MCM (52%), Legal Services</p>



	<p>(58%), Medical Transportation (51%), Substance Abuse (54%), and Outreach (50%). Spending is ahead of goal on Home Delivered Meals (65%). Complete spending (100%) on LPAP is an artifact of moving remaining pharmacy funding to EFA to allow more ad hoc assistance.</p> <p>Under spending concerns in Mental Health (41%), Non-MCM (32%), and EFA (37%) should be tempered as reprogramming dollars were added to these categories. Under spending in Linguistics (29%) and Medical Nutrition Therapy (10%) are more persistent and will be addressed as needed in later reprogramming. While Oral Health (45%) is still somewhat underspent, but invoices tend to show up later in this category.</p> <p>In MAI OAMC (95%) and Oral Health (100%) are essentially spent down, with any costs above the MAI budget in these categories being covered by regular Part A funds.</p>
<p>Recipient Report</p>	<p>Recipient Report Clover Barnes had a family emergency so was not available to provide the DC and the Recipient Report.</p> <p>Scott Sanders noted that overall DC and West Virginia are spending on track. There still continues to be a few issues with the EGMS, cause a few delays in processing. EMA Wide expenditures in Part A Regular and MAI are on track as well. He noted that across jurisdictions the agents are monitoring money and spending the funds well.</p>
<p>Standing Committee Chair Reports</p>	<p>Ka’leef M. noted that new members should visit the various Committees. Those who have been sworn in within the past three months should be choosing a Committee of Record. If they have not chosen one, they will be assigned to one.</p> <p>Membership/Bylaws: Sharon noted they have submitted Bylaws to the Mayor’s Office and once they hear back they will distribute them to the General Body. She also welcomed those members recently sworn in.</p> <p>Consumer Access Committee- Ka’leef M. noted that at the last meeting the group discussed the Ryan White Program, eligibility requirements, documentation needed, and changes in services. They are looking to get housing providers from the jurisdictions to talk about services in their particular area.</p> <p>Needs Assessment- Beth T. noted that the committee has discussed the Comprehensive Needs Assessment Plan. They continue to work on the Unmet Needs Assessment. They presented to the IRB this morning and should be hearing</p>



	<p>back from them in the next day or two.</p> <p>Care Strategies, Coordination and Standards- Ka’leef M noted that the committee continues to work on Service Standards. Currently the Recipient has Medical Case Management, Housing, Food Bank & Home Delivered Meals, and HIPCSA in their office to review and give thoughts to. There will be two special meetings for providers who work on those areas to further work on standards, Tuesday December 13th and January 10th. The goal is to have every service standard reviewed and revised. Those categories that are Fee for Service are first priority.</p> <p>FOAC- Scott S. noted they will start setting parameters for PSRA for next year so that they have plenty of time to make any revisions. Next month at the General Body meeting there will be a training on how to read the Roll-Up report.</p>
<p>Planning Council Government Co-Chair Report</p>	<p>Community Co-Chair</p> <p>Integrated Plan Ka’leef M. noted that within the Integrated Plan there was a section that discussed merging the Ryan White Planning Council with the DC HPPG (Prevention Group). He noted that the plan set a time frame of “before 2021”, there are discussions within HAHSTA of the feasibility of making the merger happen by the end of 2017. That conversation has only been preliminary.</p> <p>Planning Council Retreat Lamont C. noted that after voting, the In Town retreat idea won. He stated they will look at a number of local options and it will need to occur before the end of February 2017.</p> <p>Planning Council Calendar Ka’leef M. pointed out that in March and in June the Planning Council (and CAC) meetings will go to Virginia and Maryland respectively. If they work out well, other meetings will be held in those jurisdictions again later in the year.</p>
<p>ANNOUNCEMENTS/OTHER DISCUSSION</p>	
<p> </p>	
<p>HANDOUTS</p>	
<p>Agenda dated 11/17/2016 Recipient Report Recipient Narrative Report EMA-Wide Roll Up FOAC Allocations and Awards through September 30, 2016</p>	



Jurisdictional District of Columbia and West Virginia Report
DC and West Virginia Utilization Report
NOVA Regular FOAC Report through September 30, 2016
NOVA MAI FOAC Report through September 30, 2016
NOVA Client Utilization
Suburban Maryland Regular Part A and MAI FOAC Report through September 30 , 2016

MEETING ADJOURNED	7:04 PM
NEXT MEETING	January 26, 2016 441 4 th St NW Washington DC