



## PLANNING COUNCIL (PC)

## MEETING MINUTES

THURSDAY – OCTOBER 26, 2017 – 6:00PM TO 8:00PM

899 N CAPITOL ST NE ROOM 406/407 – HAHSTA WASHINGTON DC 20002

<b>ATTENDEES/ROLL CALL</b>					
<b>Planning Council Members</b>	<b>Present</b>	<b>Absent</b>	<b>Planning Council Members</b>	<b>Present</b>	<b>Absent</b>
Adkins, Sarcia	X		Kharfen, Michael	X	
Anderson, Gwen	X		Kier, Randy		X
Baker-Holley, Nathaniel		X	Kurowski, Pamela	X	
Blocker, Lakisa	X		Marachelian, Alis		X
Brentini, Stan		X	Mekonnen, Betelhem	X	
Cannon, 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	X		Smith-Bullock, Tyranny		X
Fonseca, Julio	X		Teague, Christine		X
Fogal, Doug		X	Turner, Melissa	X	
Jackson, Roxanne		X	Zoerkler, Jennifer	X	
<b>Administrative Agent Representatives</b>	<b>Present</b>	<b>Absent</b>	<b>Administrative Agent Representatives</b>	<b>Present</b>	<b>Absent</b>
Agar, Tim	X		Moore, Tarsha		X
Barmer, David	X				
Hayes-Cozier, Ravinia	X				
<b>HAHSTA Staff</b>	<b>Present</b>	<b>Absent</b>	<b>PC Staff</b>	<b>Present</b>	<b>Absent</b>
Barnes, Clover	X		Lamont Clark	X	
Varga, Leah		X	Patrice Bailey	X	
<b>HIGHLIGHTS</b>					
<ul style="list-style-type: none"> <li>○ Chair Report</li> <li>○ Recipient Report</li> <li>○ Jurisdictional Reports</li> </ul>					

<b>AGENDA</b>	
<b>Item</b>	<b>Discussion</b>
<b>Call to Order</b>	The meeting was called to order by Ka'leef M. 6:17pm. He asked for a moment of silence then asked everyone to introduce themselves for the



	record.
<b>Review and Approval of the Agenda</b>	Approval for the October 26, 2017 agenda was motioned. The agenda was approved.
<b>Review and Approval of the Minutes</b>	September 28, 2017 Meeting minutes were motioned and approved.
<b>Recipient/ Jurisdictional Reports</b>	<p><b>Ravinia Hayes-Cozier provided the report for Suburban Maryland</b> The August 2017 financial report submitted to the FOAC reflects 6 months of the 7 month extension funds. We received expenses from 8 of our 8 sub recipients this month and our overall expense at the end of August is 85.74%. Part A expenditures are 85.74% and should be 85.70%. Part A MAI expenditures are 87.87% and should be 85.70%.</p> <p><b>Tim Agar provided the report for Northern Virginia</b> Sub-recipient “bridge” awards for the first four months and the subsequent extension for three additional months have been made. The sub-recipient contracts are fully executed. The Part A five month (October-February) competitive awards have been made and the Schedules are being reviewed. Overall spending is at 81% for Part A and 56% for MAI. MAI spending is a lot lower than expected. MAI expenses will bounce back once all the third party billings are received. Other funding sources are being used ahead of the MAI funds. Part A expenditures are 81% and should be 86%. Part A MAI expenditures are 56% and should be 86%.</p> <p><b>Clover Barnes provided a report for DC and Recipient reports.</b></p> <p><b>District of Columbia</b> The District of Columbia and West Virginia will report expenses through August. For the month of August, (9) of (11) invoices have been received and processed, (2) of (11) invoices has been not been received or processed. Two of the larger providers have not yet submitted invoices for the reporting month due to delays within their internal Accounts Payable process. HAHSTA fiscal staff is working with the providers to obtain the required documents without further delay.</p> <p>Clover noted that Food Bank and Home Delivered Meals had higher utilization which has led to the overspending in that category, but that is only about \$6500.</p> <p><b>West Virginia</b> West Virginia Part A expenditures are 91.7% and should be 85.7%. (Overall Expenditure rates by funding source for the reporting period) Oral Care and Ambulatory Outpatient Medical Care are more than 15% above expected expenditures due to sub-recipients spending all funds as the 7-month extensions come to an end in September.</p> <p><b>Recipient Report</b></p>



	<p>Part A expenditures are at 83.7% and should be 85.7%. Part A MAI expenditures are at 62.8% and should be at 71.4%. The overall expenditure for the entire EMA is 71.2% and should be 85.7%.</p> <p>Due to a request for further information from HRSA regarding invoices, the fiscal portion of the closeout report is still pending. A full close out report will be provided as soon as available. She spoke with the HRSA Project Officer and he hopes to have this completed within the next week or so.</p> <p>Clover reminded those in attendance that they need to RSVP for every meeting that they come to because this is the way HRSA will adjudicate the invoices.</p> <p>Ryan White Application is due on Monday and Michael is in the process of reviewing. This year HRSA has given each EMA a maximum they can apply for. The DC EMA will apply for the maximum, \$34,143,157.</p> <p>The DC EMA has applied for a 75/25 Waiver of Core Medical Services, this waiver was approved. This will allow them to provide more support services.</p> <p>Today they received notice that they are officially of 'draw-down' restriction which now allows them to not have to send in every receipt, invoice, etc. when asking for reimbursement. This also means reimbursements will come back faster. It was asked if there was a process in place to ensure that DC would not get back on restriction, Clover noted that there are still internal audits done and HRSA will still conduct audits as well.</p>
<p><b>RWPC Committee Reports</b></p>	<p><b>Membership /Bylaws Committee</b> – Ka’leef M. noted that the Council is still accepting applications and is particularly seeking non-aligned consumers. He noted that there were interviews conducted recently and they will nominate three people, two from Maryland and one from West Virginia. People have received letters about their attendance and they should respond. If they do not respond they will move forward with recommendation for removal. He noted that because of lack of committee members, the functions of the Membership Committee have been recommended to be moved under the Executive Committee. He motioned for approval from the council. The motion was 2<sup>nd</sup> and voted in 18 yes, 0 - No</p> <p>Renate asked why were applications still being taken for the current council when the new planning body was being formed and everyone would have to apply for that. Ka’leef noted that there was work that needed to be done and if for some reason the merger plans get delayed there is still a functioning body ready to continue the work. Lamont C. noted that both HRSA and the Mayor’s office still continue to inquire about any vacancies.</p> <p><b>Consumer Access Committee</b> – Julio F. noted that Ka’leef M. joined the meeting to present on Medical and Non-Medical Case Management services. The next meeting will have someone from HAHSTA discuss the Consumer grievance process/</p> <p><b>Needs Assessment &amp; Comprehensive Planning</b> – Meriam M. noted that</p>



	<p>they had a debrief call with NACP members, Survey Volunteers, and members of George Washington University staff. They discussed lessons learned and how to focus their efforts on how to best move forward with the Needs Assessment.</p> <p><b>Care Strategies Coordination and Standards</b> – Ka’leef M. noted they worked on Outreach Service Standards and they began discussing the EFA standard.</p> <p><b>Fiscal Oversight and Allocations</b> – Scott S. noted that the council needs to make the final approval of the PSRA Roll Up for 2017. A motion was made to approve the Roll-Up. The motion passed 17 yes, 0 no.</p> <p>Scott S. discussed the AEAM report with the council. He noted that all members would have to re-apply for the new body. He made note that the reallocation process was an area of particular concern and the FOAC committee has talked about how to make that process more efficient and will vote on it next month.</p>
<p><b>Planning Council Government Co- Chair Report</b></p>	<p>Ka’leef M. discussed planning body integration with the council.</p> <p>Sherla C. asked when will the interviews for the new body occur? Ka’leef first noted that there is a workgroup with members from both bodies that have been working towards the end goal. He noted that the plan is to have the application available in November, begin interviews in December/January, and have people appointed by March 1, 2018. He noted that it is a brand new body.</p> <p>Antonio W. asked what is the merger? Ka’leef explained what the two bodies were; how there has been a push for the HIV Continuum over the last 3 to 4 years; how the two bodies came together to create an Integrated Plan for the EMA; and how a few other EMA’s have already merged their Prevention and Care bodies and how the DC EMA is moving forward with merging their councils into a new body.</p> <p>Michel M. asked about how the financing aspect of the new body would work? Michael K. noted that the HPPG never did actual allocations of funds and recently CDC has changed their role and responsibilities. Through the Integrated Planning process it was noted that there was opportunity to optimize all of the funding that the bodies receive in order maximize the services that can be provided to people within the EMA.</p> <p>Ka’leef M. noted the Chicago EMA will be coming in November to share their best practices from their merger of the two planning bodies.</p> <p>A question was asked about how members from Virginia and Maryland Prevention Groups would be added. Ka’leef M. noted that the discussion with those Prevention groups have been occurring and they will be included in the new body.</p> <p>Ka’leef M. noted that recruitment for the new body should be everyone’s job.</p>



<b>ANNOUNCEMENTS/OTHER DISCUSSION</b>	
Food and Friends will be selling pies.	
Michael K. noted that Congress will be working on budgets and it looks like level funding for Ryan White Part A and B, but the funding for ACA is still unclear. This may have potential implications on Virginia and Maryland, but not really in the District. The President declared a Federal Emergency for the Opioid Epidemic. There is a cut proposed to HOPWA of \$30,000,000.	
<b>HANDOUTS</b>	
Agenda dated 10/26/2017 Minutes dated 9/28/17 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 AEAM Report PSRA 2017 Roll Up Report	

<b>MEETING ADJOURNED</b>	7:40 PM
<b>NEXT MEETING</b>	November 16, 2017 HAHSTA 899 N Capitol St NE, 4 <sup>th</sup> Fl. Washington DC 20002

<b>I, as Planning Council Government Co-Chair, hereby certify the accuracy of the above minutes:</b>		
		<b>Date the Minutes were approved by the Planning Council:</b>
<b>Signature of: Ka'leef S. Morse, MHS Government Co-Chair</b>	<b>Date:</b>	