



## PLANNING COUNCIL (PC)

## MEETING MINUTES

THURSDAY – SEPTEMBER 28, 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-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		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 S. 6:08pm. 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 September 28, 2017 agenda was motioned. The agenda was approved.
<b>Review and Approval of the Minutes</b>	July 21, 2017 Meeting minutes were motioned and approved.
<b>Recipient/ Jurisdictional Reports</b>	<p><b>David Barmer provided the report for Suburban Maryland</b> The July 2017 financial report submitted to the FOAC reflects the 7 month extension funds. They received expenses from 8 of 8 sub recipients this month and overall expense at the end of July is 76.0%. Part A expenditures are 75.9% and should be 71.4%. Part A MAI expenditures are 77.8% and should be 71.4%.</p> <p><b>Tim Agar provided the report for Northern Virginia</b> Overall spending is at 69% for Part A and 49% for MAI. He noted that Oral Health spending should catch up because of the system of billing tends to catch up at mid-year and end-year cycles. EFA food and meds stockpiles are dwindling; costs should pick up next month.</p> <p><b>Scott S. provided a synopsis report for DC and Recipient reports.</b> DC Part A expenditures are 73.7% and should be 71.4% and West Virginia Part A expenditures are 78.2% and should be 71.4%. He noted that these are spending numbers for a 7-month extended grant period and after September 1<sup>st</sup> we will get numbers from the 'normal' grant year. Fee for Service will start on October 1<sup>st</sup>.</p> <p>The total Part A award for Grant Year 27 is <b>\$32,517,292</b>.</p> <p>For the month of July, Part A expenditures are at 73.4% and should be 71.4%. Part A MAI expenditures are at 62.8% and should be at 71.4%. The overall expenditure for the entire EMA is 73.1% and should be 71.4%.</p> <p>We are in the final stages of closing out GY 26. The Ryan White Part A Comprehensive Site Visit originally scheduled for December 4-7, 2017 has been cancelled. The Ryan White Part A Application is due October 30, 2017. New this year, HRSA has provided a ceiling, or maximum amount of money the DC EMA may request in the grant application. The ceiling is unique to each EMA/TGA. Our ceiling is \$34,143,157.</p> <p>Ka'leef M. noted that HRSA is being very stringent of the Food Invoices. If you do not RSVP for the meeting staff will not be able to order food.</p>



<p><b>RWPC Committee Reports</b></p>	<p><b>Membership /Bylaws Committee</b> – Sharon C. noted that the committee reviewed attendance records and several people will get letters regarding their attendance. They will have 30 days to respond. She noted that there are five open seats currently, none in Virginia as of this day.</p> <p><b>Consumer Access Committee</b> – There was a community chat where Clover Barnes of HAHSTA discussed the Ryan White Program, and Joe Weisfield of DC Medicaid discussed their programs. He noted that there will be a series of topics with presentations over the next few months.</p> <p><b>Needs Assessment &amp; Comprehensive Planning</b> – Ka’leef M. announced Beth Tadesse has moved to Chicago and Meriam Mikre is now the acting Chair of the NACP. Meriam noted that Phase Two of the Needs Assessment process is about to be underway. The committee debriefed from the last process and will have a debrief call with the volunteers of the Needs Assessment. She noted that she will work with Lamont C. to create a proposal for funding on how to advertise for data gathering for the next phase. She noted that they will continue to use the same instruments in order to be able to compare data from Phase One with information gathered in Phase Two.</p> <p><b>Care Strategies Coordination and Standards</b> – Ka’leef M. noted they worked on Outreach Service Standards. They plan to finalize them next month and begin working on EFA and Psychosocial Support Services.</p> <p><b>Fiscal Oversight and Allocations</b> – Scott discussed the PSRA report that was created by Ka’leef. He noted that members should take a look at it and an official vote would occur at the next month’s meeting. He stated that a ‘preliminary’ vote needed to occur tonight in order for the information to be included in the draft Part A Application that HAHSTA Staff is working on. Ka’leef M. walked the council through the document. The preliminary vote passed 18 – yes 0 – no, 1- Abstain</p>
<p><b>Planning Council Government Co-Chair Report</b></p>	<p>Ka’leef discussed the Public Comment form that was distributed back at the June 2017 meeting. Council approved the document with a unanimous vote.</p> <p>Ka’leef discussed that the Ryan Planning Council will be merged with the DC HIV Prevention Planning Group. He noted that at the last meeting there was a preliminary discussion about the committees that would be developed. There was discussion of five (5) committees: Executive/Oversight; Continuum Strategies; Research and Evaluation; Community Engagement, Education and Recruitment; Comprehensive Planning. He noted the new body would be 37 – 43 members. They are looking to have applications by November/December, interviews by January, and a new Mayor’s Order by February.</p> <p>He noted that all members would have to re-apply for the new body.</p>



<b>ANNOUNCEMENTS/OTHER DISCUSSION</b>	
Alis Marachelian announced that she will not be returning for a new term on the Council.	
<b>HANDOUTS</b>	
Agenda dated 9/28/2017 Minutes dated 7/21/2017 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 Conflict of Interest Form Member Profile Form	

<b>MEETING ADJOURNED</b>	7:20 PM
<b>NEXT MEETING</b>	October 26, 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:</b> Ka'leef S. Morse, MHS Government Co-Chair	<b>Date:</b>	