

**METROPOLITAN WASHINGTON REGIONAL  
HEALTH SERVICES PLANNING COUNCIL**

**Fiscal Oversight and Allocations Committee**

64 New York Avenue, NE

Washington, DC 20002

September 16, 2008

<b>Council Members</b>	<b>Present</b>	<b>Absent</b>	<b>Council Members</b>	<b>Present</b>	<b>Absent</b>
<i>Smith, Laurence, Chair</i>	<b>X</b>		Menear, Wade	<b>X</b>	
Cooke, Robert	<b>X</b>		Ruiz, Tony	<b>X</b>	
Corbett, Wallace	phone		Smith, E. Robert	<b>X</b>	
Graham, Shirley	<b>X</b>		Solan-Pegler, Nicolette	<b>X</b>	
Hoover, David	<b>X</b>				
<b>Administrative Agents</b>			<b>HAA</b>	<b>Present</b>	<b>Absent</b>
Allison, Glenna	phone		Felton, LaDale	<b>X</b>	
Alston, Jon	<b>X</b>		Freehill, Gunther	<b>X</b>	
Hall, Sheronda	phone		Mohram, Rony	<b>X</b>	
Puranik, Rashmi	phone		Panes, Sandra	<b>X</b>	
Ramey, Devi	phone		<b>Guests</b>		
Simmons, Michelle	phone		Scheraga, Ronald	<b>X</b>	

**CALL TO ORDER**

Mr. Smith called meeting to order and the new committee name will be “Fiscal Oversight and Allocations committee”.

**APPROVAL OF AGENDA**

The agenda was approved with the modifications to the generic agenda.

**APPROVAL OF MINUTES**

The August 19, 2008 minutes were approved with the following changes:

“On page 5, 2<sup>nd</sup> paragraph Ms. Temprosa reported that this report reflected XPRES data from March 1, 2008 to June 30, 2008.”

“On page 4, 1<sup>st</sup> paragraph Mr. Freehill reported that the efficiency of the Administrative mechanism needs to be addressed and how it works.”

“On page 4, 1<sup>st</sup> paragraph Ms. Ramey reported that the Administrative Agent in Prince George’s jurisdiction can not move forward until the provider service agreement contracts are completed.”

“On page 4, 2<sup>nd</sup> paragraph delete sentence 6 Ms. Ramey reported that until the Grantee provides service contracts for providers in Maryland that the efficiency of the Grantee working with the jurisdiction is not working.”

“On page 4, 4<sup>th</sup> paragraph Mr. Alston reported that the June report reflects expenditures of 22 of 24 awarded sub-grants.”

**Motion by: Nicolette Solan-Pegler**

**Motion 2<sup>nd</sup> by: Tony Ruiz**

**Motion passed**

### **COMMITTEE BUSINESS**

#### **Northern Virginia Report: Michelle Simmons**

Ms. Simmons reported that the majority of sub-recipient grant agreements have been approved and three grant agreements are in the process of being completed. Services were implemented in Northern Virginia on March 1, 2008. One provider remains under direct management of its Board of Directors, there are no changes in ongoing service delivery reported at this agency. Spending rates for substance abuse, dental and linguistic services are occurring at a higher-than expected rate. The July 2008 financial report includes invoice data from 10 out of 13 providers. There is reported under-spending in medical, drugs, case management (in regular funds) and dental (in rural funds) is expected to resolve itself with negotiation of the three final contracts. Funds have been allocated and awarded in accordance with the service category allocations approved by the Planning Council. Two service categories (transportation and legal services) have \$25,000 each remaining un-awarded.

Ms. Solan-Pegler requested clarification on the transportation and legal service categories spending levels. Ms. Simmons responded that transportation service category is a Part B service category and legal service category is Part A. We are planning to combine these Part A and Part B monies and send out a cross title mini RFA in October 2008. Mr. Freehill recommended that Ms. Simmons work with him regarding the process before sending out this cross title mini RFA. Mr. Smith requested clarification on high spending rates on substance abuse, dental and linguistic services and will there be a reprogramming request in October 2008 for these services. Ms. Simmons reported that she will let the

committee know next month. Mr. Smith requested clarification on three providers that did not report and will there be high spending in specific service categories in the future. Ms. Simmons reported that it will be in medical and case management provider services. Ms. Solan-Pegler reported that at the last Northern Virginia consortium meeting it was discussed how carry over funds would be used. Ms. Simmons reported that we do not use carry over funds for on-going service categories that are heavily personnel loaded. Mr. Freehill reported that we have received preliminary guidance from HRSA regarding using Ryan White Part A and Part B funds for medial transportation for core medical and support service categories. We will update all of the jurisdictions when HRSA sends the final formal guidance.

Ms. Simmons reported on Virginia Fiscal MAI funding and that the sub-recipient grant agreement had been approved and services began March 1, 2008. It took time to implement the newly-conceived comprehensive service model for MAI service delivery. We are trying to cluster services and we implemented a new clinic site in Manassas, Virginia that has a large Latino clientele. Spending rates for some services of mental health, substance abuse interpretation and outreach were affected by the startup time required to locate a new clinic site and to hire and train the staff. Client in-take and time-sensitive services were accomplished at the sister site in Prince William county. Clients paperwork was completed ahead of clinic opening so patient care could begin the first day the clinic opened in June 2008. Half of the MAI money was spent to accomplish this cluster of services model. Mr. Freehill reported that the MAI grants are on a three year award period and we are at the end of the first year of the three year MAI grant. Mr. Smith reported that the Virginia Fiscal MAI funding report will be distributed to all committee members for their records next week.

**West Virginia Report: Glenna Allison**

Ms. Allison reported that the West Virginia financial report reflects expenditure data through July 2008. We have a number of clients that do not have insurance and are trying to obtain Medicaid insurance. WV has a high number of clients who are veterans and receive their care at the Veterans hospital. The outreach program continues with outreach workers contacting persons participating in substance abuse programs (methadone and inpatient substance abuse treatment programs) and community homeless programs. The challenges to service delivery continues to be transportation as a barrier to accessing HIV-related, non-HIV related and entitlement services in the community. Many clients are resistant to moving to Jefferson County where HOPWA funding is available because of the lack of transportation. The overall expenditures year-to-date in core medical services is under-spending by 3.44%. The overall expenditure year-to-date in support services is under-spending by 13.2% because they are working with a community program for emergency financial assistance. The overall under-spending for all services is 5.86%. Core medical services expenditures have increased due to an increase of newly diagnosed HIV clients requiring assistance with medical care and medications. Ms. Solan-Pegler requested clarification regarding the AIDS Pharmaceutical Assistance category and Medical Transportation Services category spending. Ms. Allison responded that they may submit a reprogramming request once they determine overall expenditures at the end of September 2008. Mr. Corbett requested

will there be any reprogramming requests coming in October 2008. Ms. Allison responded that they may submit a reprogramming request as soon as they have identified the requirements of their jurisdictions.

Mr. Smith reported that all jurisdictions look at reprogramming requests at the October 2008 meeting.

**Maryland Report: Sheronda Hall & Devi Ramey**

Ms. Ramey reported that the financial report from Maryland is not correct. Mr. Freehill agreed and Ms. Ramey reported that Ms. Hall will provide the narrative report today and an updated financial report will be sent to committee members.

Ms. Hall reported that the majority of the sub-recipient grant agreements have been processed and approved. Services were implemented March 1, 2008 and remain on-going. The challenges to service delivery are that some providers await ratification of their Grant Agreements and restrictions have been placed on the level of service they are able to provide. There continues to be a challenge with both the volume and the serious medical conditions of clients seeking care. A few providers are still being affected by a hiring freeze and training limitations due to state and local budget cuts. A provider reported lack of transportation for some clients to and from their medical appointments.

Ms. Hall reported that the July 2008 financial report expenditure data reflects data received from nine out of 12 sub-recipients. Although all sub-recipients were asked to submit expenditures reports for the month of July, in light of the fact that they have not received their grant agreements, the Administrative Agent did not enforce the submission deadline as a requirement. However, they recently received approval of a majority of the grant agreements and will begin to enforce submission deadline requirement. Based on reported expenditures of nine sub-recipients, ten of the 18 funded program services for Regular indicate spending levels below the acceptable low of 33%: Primary and Specialty Medical Care, Aids Drug Assistance Program, Child Care Services, Medical Transportation, and Respite Care. Two of the 18 funded program services for Regular indicates that a spending level above the acceptable level of 51%, which are Emergency Financial Assistance – Food Vouchers and Emergency Financial Assistance – Housing.

Mr. Corbett requested clarification on the cost and allocation of services by providers. Ms. Ramey reported that the exiting clients are receiving Ryan White care services. It is a challenge for some providers to accept new clients because of lack of resources at an agency. Mr. Smith requested a report regarding the status of a provider that is at the maximum capacity for providing Ryan White care services in the jurisdiction.

Ms. Ramey reported on MAI grant and that the sub-recipients have not received approval to deliver services yet because the intergovernmental agreement has not been ratified. Ms. Ramey reported projections that the MAI grant would provide overall \$348,000 and spending projection for the four month award would be 74%. Once the intergovernmental agreements are ratified they will send out sub-recipients grant agreements.

**District of Columbia: Jon Alston**

Mr. Alston reported that the District of Columbia funds 24 Ryan White Part A sub-grants. All programs are providing services and there are no reported challenges to service delivery. Mr. Alston reported that the July report reflects reported expenditures of 20 of 24 awarded sub-grants. Late invoicing is being addressed by formal correspondence from HAA staff indicating non-compliance with the ten business day submission of monthly invoices as annotated in the grant agreements. The projected expenditures y-t-d is \$5,166,577 or 42% of the allocated funds. The actual y-t-d expenditures is \$4,107,050 or 33.1% of the allocated funds, which based on the projections results in an under expenditure of \$1,059,507 or 8.5% for combined service are expenditures. Several service areas such as home delivered food is over spending at 8.3%, and the following services are under-spending and they are home health care professional nursing is 22.2%, child care services is 19.7% and treatment adherence counseling is 13.4%. Ms. Solan-Pegler requested clarification on the food bank service category and Mr. Alston reported that they have reprogrammed the funds to home delivered food service category.

**Grantee Report: Gunther Freehill**

Mr. Freehill reported on off-the top that the Planning Council has allocated three sources of funds for services throughout the EMA. In addition, the grantee has allocated three percent of the CARE Act Part A grant to “Planning Council Support”. The allocations for these three service areas and the Planning Council Support allocations are as follows:

- |                                                     |                     |
|-----------------------------------------------------|---------------------|
| 1. Referral for Health Care and Supportive Services | \$75,000 allocated  |
| 2. Ambulatory Outpatient Medical Care (EMA-wide)    | \$74,968 allocated  |
| 3. Psychosocial Support Services (PWA advocacy)     | \$225,000 allocated |
| 4.                                                  |                     |

**EMA-wide allocation discussion**

Mr. Smith reported that the committee is now moving into a fifteen minute EMA-wide discussion regarding percentage of allocation and which formula would be used. Some of the questions came forward in a conference call last week where Mr. Smith recommended that the questions come to the Fiscal Oversight committee. It is the primary responsibility of the Planning Council and the Grantee using HRSA guidelines to determine appropriate procedures of allocating funds.

Mr. Scheraga reported that the Northern Virginia Commission met and voted unanimously on the allocation of Ryan White services in their May 2008 Northern Virginia meeting. We realize that the Planning Council is in the process of updating their Bylaws and the Northern Virginia Commission will adhere to those that relate to the allocation process for the EMA. Ms. Nicolette Solan-Pegler reported that she was speaking on behalf of people of color in the Northern Virginia jurisdiction and that the three Planning Council members, specifically Tony Ruiz, E. Robert Smith and Ms. Solan-Pegler were not included in the planning and allocation process. Mr. Corbett reported that if this is a real problem that it should be put in writing. Mr. Corbett reported that all issues will be resolved for next year’s allocation process in the EMA. Mr. Hoover recommended that if there is a problem that it should be addressed directly to the

Northern Virginia Commission before being brought to the Planning Council. Mr. Menear reported that the formula used for allocating of funds in the EMA was not clear.

Mr. Smith recommended that all issues from the jurisdictions need to made to the Planning Council in writing and they will investigate the process of allocation of Ryan White services in the EMA and then we will come back to the committee with their findings and recommendations.

**ADJOURNMENT**

Mr. Smith adjourned the meeting.

FINAL