

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL
Fiscal Oversight and Allocations Committee**

64 New York Avenue, NE
Washington, DC 20002
April 21, 2009

MINUTES

Council Members	Present	Absent	HAA	Present	Absent
Smith, Laurence - Chair	X		Freehill, Gunther	X	
Burgos, Raul	CC		Planning Council Support		
Wallace Corbett	X		Panes, Sandra	X	
Robert Smith	X		Hill, Mark	X	
Cooke, Robert		X			
Fischer, Mark		X	Administrative Agents		
Menear, Wade	X		Alston, Jonathan	X	
Hawkins, Pat (Dr.)		X	Allison, Glenna	CC	
Smith, E. Robert	X		Dave Barmer	CC	
Solan-Pegler, Nicolette		X	Stacy Balderston,	CC	
David Hoover		X	Simmons, Michelle		
Tony Ruiz	X		Ramey, Devi	X	

CALL TO ORDER

Laurence Smith called the meeting to order at 10:50 a.m.

APPROVAL OF AGENDA

The agenda was approved without any additions.

APPROVAL OF MINUTES

The following corrections to the minutes:

-Page 4 under Grantee Report, the change of funds should be 58.7% not 78.7%

The approval of the minutes was moved to the end of the meeting to allow other changes.

ADMINISTRATIVE AGENT REPORTS

Prior to hearing the reports, Mr. Freehill noted that the current report is preliminary as of 4/13/09.

Northern Virginia: By Stacy Balderston

- **Regular and Rural Funding**

Ms. Balderston reported that Northern Virginia spent all money. Core medical overspent and support services underspent. Mr. L. Smith noted that Planning Council will look at factors that affect the rate of expenditures. Mr. L. Smith also requested a reintroduction of utilization numbers monthly.

- **MAI Funding**

The focus on outreach in the micro RFA is expected to close May 5, 2009. Will be working with a Richmond-based organization to help with data to enhance program. Expected to liquidate most of the 85,000 carryover by July 31, 2009. Substance abuse utilization was significantly higher than allocated amount. Mr. Freehill clarified that Part A based grant to pay for MAI and not the opposite. Ms. Balderston noted that the cluster of services is creating the usage of services.

West Virginia: By Glenna Allison

- **Regular and Rural Funding**

Ms. Allison reported a zero balance of year end expenditures.

- **MAI Funding**

Ms. Allison reported being behind in MAI spending. Will expand target population to include outreach to Hispanics. The program is modeled after an outreach effort already being utilized which targets African Americans. The expectation is to reach Hispanics currently unaware of their HIV status as well as people who know they are HIV positive but not in care. There is a possibility of utilizing the services of a bilingual interpreter from another HIV related program.

Maryland: By Devi Ramey

- **Regular and Rural Funding**

Ms. Ramey noted that the February overall spending is at 97%. Ms. Ramey also noted that the late invoicing is a challenge, there are mechanisms in place for the future and that the last month is always a catch up.

- **MAI**

Ms. Ramey noted all MAI sub-recipients are also funded under regular therefore expecting the rate to go up based on everyone closing out on regular first. The cluster idea has been challenging in MD, and taking steps to see what can be done to address it. Mr. L. Smith noted that the Planning Council may need to look at the cluster recruitment criteria possibly being too narrow. Also noted that the collaboration process may not be sufficient but developing a curriculum. Ms. Ramey noted being in discussion with the Grantee regarding innovative blitz activities to use up the money.

District of Columbia: By Jonathan Alston

- **Regular Funding**

Currently approximate \$1,000,000 underspent. Expected to fully liquidate by April 30.

GRANTEE REPORT

Mr. Freehill reiterated how the MAI spreadsheets are showing the ratio of reported numbers to the expected numbers.

DC has \$466,000 in rollover costs and has already identified a vendor and details expected by the next committee meeting.

OLD BUSINESS

- **Priority Setting & Resource Allocation**

Ms. Panes is coordinating the logistical needs.

- **Data Presentation Requirements & Expectations**

Administrative agents are working with the Grantee, EPI and state EPI staff to coordinate data. Mr. Corbett requested a checklist be created. Only change is the caucus.

Administrative agents have no responsibility in caucusing, Planning Council only. All materials provided will become a part of the archive. Ms. Ramey requested the revisions to the guidance document to add clarity for MD participants.

NEW BUSINESS

- **Update Logistical Support short term**

Short term needs are in place (the Duane Taylor piece). Mr. Freehill is working on second contract – for intermediate needs. Both intermediate and long term contract details will be given in the executive committee meeting.

- **AIDS Watch April 27-29**

In conflict with West Virginia data presentation.

FUTURE ACTIONS

-Address the issue of MAI funding/cluster/service utilization.

ADJOURNMENT

After approving the minutes, Mr. Smith adjourned the meeting at 12:40 p.m. The next meeting will be held on May 19, 2009.