



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	September 27, 2012	5:00 pm-8:00 pm	
Location/Room	441 4 th Street, NW Rm. 1107 Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Bailey, Steve	x		Hixon, O. Xavier	x	
Bailous, Stephen	x		Hoover, David	x	
Bishop, Henry	x		Jackson, Herbert	x	
Black, Ralph	x		Kelly, Renee	x	
Blackmon, Alexis		x	Marachelian, Alis		x
Brown, James	x		Moore, Tarsha	x	
Callahan, Keith	x		Pilskaya, Anna	x	
Cameron, Martha		x	Purdy, David	x	
Cauthen, Melvin		x	Roberts-Njoku, Cornett	x	
Chinn, Barbara	x		Santirosa, Yolanda	x	
Davis, Reginald	x		Scheraga, Ronald	x	
Deely, Maureen	x		Scruggs, Linda	x	
Dunnington, Geno	x		Solan-Pegler, Nicolette	x	
Fischer, Mark	x		Smith, E. Robert	x	
Fon, Shella	x		Smith, Tyranny	x	
Franks-Dunbar, Sharon	x		Spears-Johnson, Dedra		x
Frazier, Debra	x		Swanda, Ron	x	
Hawkins, Patricia		EA			
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
Khalil, Amelia	x		Simmons, Michelle		x
Puranik, Rashmi		x			
Logistical/Technical Support			Logistical/Technical Support		
Harris, Sharron - TCBA	x		Weatherspoon, Octavia - TCBA	x	
Whitaker, Ashley - TCBA	x		Newman, Sherryl - TCBA	x	
Gantz-Mckay, Emily - Mosaica			Berl, Hila		x
HAHSTA Staff	Present	Absent	PC Staff	Present	Absent
Freehill, Gunther	x		Babb, Donald	x	



Guests			
Bobbie Smith	William Rivera	Ronald Morgan	Marshall Rountree
Wallace Corbett	Brandon Nichols	Kim Battle	Anthony Avery
Lora Morrow	Paulette Johnson	Gadon Barrow	Joseph Henson
Phillip Bailey	Laurence Smith		

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Grantee and Administrative Agency Reports ○ Northern Virginia Reprogramming request ○ Adoption of GY20 & GY 21 AEAM Findings ○ Consumer Access Motions ○ Update of the Planning Council Member Vacancies ○ Community Co-Chair Vote

AGENDA	
Item	Discussion
Public Comment	No public comments were provided.
Call to Order	The meeting was called to order by Stephen Bailous, Chair, at 5:31pm
Review and Approval of the Agenda	David Hoover motioned to approve the Agenda and Barbara Chinn seconded. The Agenda was approved by consensus.
Review and Approval of the Minutes	Ronald Scheraga motioned to approve the August 2012 Minutes and James Brown seconded. The August 2012 Minutes were approved by consensus with 1 abstention.
Chair Report	<p>Stephen Bailous, Chair, reported that HAHSTA is continuing to move the process to fill the Planning Council Support positions forward. The two positions, Coordinator and Assistant, are currently going through final clearance before posting. Additionally, he noted that the Assistant position will be posted before the Coordinator.</p> <p>Mr. Bailous also stated that the GY23 Part A Application is moving along well and the grant writer has been able to use a lot of information from the 2012-2014 Comprehensive Plan.</p> <p>The Planning Council Member Planning Retreat will be held on Friday, October 5, 2012 from 2:30 pm – 7:00 pm at the Silver Spring Civic Center.</p> <p>Action Item #1: BCA will send out a reminder for the GY23 Part A Application Page Turner to be held on Wednesday, October 10, 2012.</p>



<p>Grantee Report</p>	<p>Grantee Report Gunther Freehill reported that it is the end of the government’s fiscal year. The Part A grant is nearly in place. He reported that all sub grants are in place, however; there is still a small amount (approximately \$7,000) of funds that need to be placed in a sub-grant Prince George’s County in Suburban Maryland. The EMA-wide service categories are still relatively new and there are no fiscal reports to present at this time.</p> <p>Mr. Freehill also reported that there has been no response from HRSA about carryover funds requested in June and he does not yet know what is happening with the Part A MAI funds.</p> <p>DC Fiscal Report Mr. Freehill reported that in DC, the amount of money being spent in the Medical Transportation service category is having lots of over-expenditure due to up front bulk purchases that are utilized over time, however; the proportion of over-expenditures is down from last month. He reported that there is some potential for a future problem with the Medical Transportation service category before the end of the grant year. He urged the Planning Council to keep an eye on this service category and to determine what the best uses of the service category are as there are lots of changes happening with Metro system. He stated that the Planning Council may consider how to utilize disability cards to help with the costs as they plan to conduct a needs assessment.</p> <p>Additionally, Mr. Freehill reported that DC has to offset approximately \$1.2 million for which they have already identified \$832,179 utilizing other funding streams. He noted that there will be opportunities to shift money around later in the year which is a function of the Grantee and not the Planning Council to address.</p> <p>GY23 Part A Application Update Mr. Freehill reported that he is working closely with the application grant writer to ensure that he receives all of the appropriate data from HAHSTA. There still some sections where input from the Planning Council is needed including the Needs Assessment and Priority Setting and Resource Allocation processes and unique service delivery challenges. He noted that the Planning Council will have ample opportunity to provide their responses to these needs.</p> <p>DC ADAP Update Mr. Freehill reported the Pharmacy Network provider list was last updated on September 11, 2012. Anna Pilsksaya asked if the days and hours of operation can be included on the contact information for the ADAP pharmacies.</p> <p>West Virginia Fiscal Report Mr. Freehill reported that he had nothing to add for West Virginia.</p>
------------------------------	--



<p>Jurisdictional Reports</p>	<p>Suburban Maryland No additions were made to the Suburban Maryland fiscal narrative provided in the Planning Council documents. No questions were asked.</p> <p>Northern VA No additions were made to the Northern Virginia narrative provided in the Planning Council documents. No questions were asked.</p>
<p>Motions</p>	<p>GY20 & GY21 Assessment of the Efficiency of the Administrative Mechanism (AEAM) Nicolette Solan-Pegler, Needs Assessment Chair, reported that the GY20 and GY 21 AEAM Report consists of the findings completed by the Committee based on a set of 10 questions that was submitted to the grantee and responded to. These responses were analyzed and put into the report. The next step is for the Needs Assessment Committee to develop written processes and procedures for how to evaluate the GY22 AEAM. It was noted that the statement will be formally submitted to the Grantee for a written response.</p> <p>Motion #1: So moved by Nicolette Solan-Pegler and seconded by Mark Fischer to accept the text of the GY20/GY21 findings of the Assessment of the Efficiency of the Administrative Mechanism with the discussed revisions.</p> <p>Mr. Freehill stated that most of the information that was requested for this report is provided in the monthly fiscal report. He also clarified that the statement is submitted in a section of the Part A application and not as a separate attachment.</p> <p>VOTE: Approve – 23; Oppose-0; Abstain -2 THE MOTION IS PASSED.</p> <p>Quarterly Report Presentation of Off-The-Top Funded Projects Motion #2: Geno Dunnington moved and Mark Fischer seconded to request a presentation on the progress of the three programs that were funded through Off-The-Top (OTT) funds that provide an overview of the design of the projects, progress to date and the timeline for future implementation to be provided in November and would henceforth like to receive a quarterly report of the OTT service categories.</p> <p>VOTE Approve – 25; Oppose – 0; Abstain – 1 THE MOTION IS PASSED.</p> <p>Grievance/Complaint Process & Activity, Trends & Outcomes Motion #3: So moved by Geno Dunnington and seconded by Mark Fischer to request the grantee to provide for the period of March 1, 2012 to the present the grievance/complaint process that is in place including the activity level, trends and</p>



	<p>outcomes.</p> <p>Planning Council member, Reginald Davis, requested the background of the motion. Mr. Dunnington reported that the previous consumer grievance program was disbanded and the Consumer Access Committee would like to determine if there needs to be another process put in place</p> <p>VOTE Approve – 24; Oppose -0; Abstain -1 THE MOTION IS PASSED.</p> <p>Motion #4: So move by Geno Dunnington and seconded by Mark Fischer to request CSCS Committee to request a copy of all Part A providers’ in-house grievance process from HAHSTA for review and to distribute information to consumers.</p> <p>The Committee discussed at length the need for this motion because many Planning Council members felt that the motion is out of the scope of the Planning Council’s authority, however; the Grantee stated that the Planning Council should ask for the information anyway as the grievance procedures should be transparent and should be included in the needs assessment to design a service to help clients navigate the grievance process.</p> <p>VOTE Approve – 18; Oppose -6; Abstain -4 THE MOTION IS PASSED.</p>
<p>Status on Planning Council Member Vacancies</p>	<p>Barbara Chinn reported that the Office of Boards and Commissions is in receipt of written correspondence of the recommendations to fill the four vacancies and the request to terminate due to non-participation as well as other candidates to consider if additional vacancies occur. The letter also addresses the formal correction made by the inadvertent mistake of the Mayor to appoint Planning Council members that did not go through the open nominations process.</p>
<p>Community Co-Chair Vote</p>	<p>Community Co-Chair nominees, Keith Callahan and Mark Fischer, each made speeches expressing why they should be voted as the Planning Council community co-chair. The Community Co-Chair elections followed. The results were the following:</p> <p>Keith Callahan - 9 Mark Fischer – 15 votes Both Candidates – 3 votes Ronald Scheraga – 1 vote</p> <p>The Planning Council voted in Mark Fischer as the Community Co-Chair.</p>
<p>Standing Committee Updates</p>	<p>Consumer Access Committee – Geno Dunnington It was reported that the CAC is trying to ensure continuity of information between its Committee and the jurisdictional PLWHA meetings. Additionally, it was reported</p>



	<p>that there will be a discussion regarding HOPWA in October.</p> <p>Needs Assessment – Nicolette Solan-Pegler It was reported that the Committee is continuing to develop the timeline for the mandated responsibilities of the Committee and develop the schedule for the evaluation of the Assessment of the Efficiency of the Administrative Mechanism (AEAM). The Committee would also like to start gleaning information regarding the Affordable Care Act to determine possible service issues after 2014.</p> <p>Care Strategy – Pat Hawkins It was reported that the Committee has convened an Ad Hoc Committee to develop standards of care for the Case Manager Assistants.</p> <p>Financial Oversight & Allocations – Xavier Hixon Nothing to add.</p> <p>Membership – Barbara Chinn Nothing to add.</p>
--	---

ANNOUNCEMENTS

- Call Housing Counseling Services to schedule an appointment for financial assistance at (202)667-2681
- MD PLWHA meeting will be cancelled in October and will resume in November

HANDOUTS

Agenda dated 9/27/2012
 Minutes dated 8/30/2012
 Draft 2012 Planning Council Retreat Agenda
 2012 Planning Council Retreat Flyer
 GY23 Final Allocations Decisions Letter of Transmittal
 GY23 EMA-Wide Directives Motion Form
 GY 23 Part A Service Categories
 GY 23 Part A and Part A MAI EMA-Wide Combined Allocations
 EMA-Wide and Jurisdictional FOAC Reports through July 2012
 Grantee/DC Fiscal Report
 DC ADAP Pharmacy Services Protocol – September 2012
 ADAP Pharmacy Directory – as of 9/11/2012
 Suburban Maryland Regular and MAI FOAC Report through July 31, 2012
 Suburban Maryland Actual Expenses Incurred through July 31, 2012
 NOVA FOAC MAI Report through July 31, 2012
 NOVA FOAC Part A Report through July 31, 2012
 NOVA Client Utilization
 Motion: Approval of the GY20/GY21 AEAM Findings
 Motion: Quarterly Report Presentation of OTT Funded Projects
 Motion: Grievance/Complaint Process & Activity, Trends & Outcomes
 Motion: Part A Providers In-House Grievance Process
 Standing Committee Minutes
 October 2012 Planning Council Calendar



ACTION ITEMS – Open					
#	Item	Assigned To	Date Assigned	Due Date	Status
1	Send out a reminder for the GY23 Part A Application Page Turner to be held on Wednesday, October 10, 2012.	BCA	9/27/2012	ASAP	Closed

MOTIONS				
#	Motion	Motioned By	2 nd By	Approved By
1	So moved to accept the text of the GY20/GY21 findings of the Assessment of the Efficiency of the Administrative Mechanism with the discussed revisions.	Nicolette Solan-Pegler	Mark Fischer	Approve – 23; Oppose-0; Abstain -2 THE MOTION IS PASSED.
2	So moved to request a presentation on the progress of the three programs that were funded through Off-The-Top (OTT) funds that provide an overview of the design of the projects, progress to date and the timeline for future implementation to be provided in November and would henceforth like to receive a quarterly report of the OTT service categories.	Geno Dunnington	Mark Fischer	Approve – 25; Oppose – 0; Abstain – 1 THE MOTION IS PASSED.
3	So moved to request the grantee to provide for the period of March 1, 2012 to the present the grievance/complaint process that is in place including the activity level, trends and outcomes.	Geno Dunnington	Mark Fischer	Approve – 24; Oppose -0; Abstain -1 THE MOTION IS PASSED.
4	So moved to request CSCS Committee to request a copy of all Part A providers' in-house grievance process from HAHSTA for review and to distribute information to consumers.	Geno Dunnington	Mark Fischer	Approve – 18; Oppose -6; Abstain -4 THE MOTION IS PASSED.

MEETING ADJOURNED	7:57 pm
NEXT MEETING	October 25 at 5:15 pm Location: 441 4 th Street, NW Rm. 1107 Washington, DC. 20001