

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL
Needs Assessment & Comprehensive Planning**

**64 New York Avenue, NE
Washington, DC 20002
April 14, 2009**

Minutes

Council Members	Present	Absent	HAA	Present	Absent
Bishop, Henry – Chair	X		Temprosa, Luau	CC	
Corbett, Wallace	CC		Griffin, Angelique	X	
Fischer, Mark			McElroy, Katherine	X	
Hawkins, Pat	X				
Hoover, David	CC		Administrative Agents		
Pleasant, Danielle	CC		Alston, Jonathan		
Smith, E. Robert	X		Allison, Glenna		
Smith, Laurence	X		Balderston, Stacy	CC	
PC Support Staff			Ramey, Devi		
Sandra Panes	X				

CALL TO ORDER

Henry Bishop called the meeting to order at 11:05 am

APPROVAL OF AGENDA

APPROVAL OF MINUTES

The minutes were approved by consensus with no changes.

OLD BUSINESS

- **Client Survey Status**

1. Duane Taylor contracting his organization will be in charged to do the Satisfaction Client Survey – Keith Stitt the Senior Deputy Director came to the meeting and reported that the contract is being worked out and should have an answer as to whether or not the provider signed the contract

Duane Taylor reported that the survey results will be on time for the EMA priority setting. Since the survey tool was approved by Planning Council and is finished. The next step is test the instrument and includes the needed corrections (Duane Taylor indicated that during the Consumer Access meeting the instrument will be test). During May the final survey will be distributed among the providers

The committee discussed about privacy issues and incentives for the consumer that complete the survey. Then it should be a meeting with consumers in each jurisdiction or at the Planning Council meeting when they will receive instructions. The Clients surveys should be coded by provider. Then the Duane Taylor can provide a report back to providers.

2. The work plan implementation, which was submitted by Mark Fischer, will be updated within 48 hours of Duane Taylor signing the contract.
3. Mr. Corbett asked question: role of NAPWA, if we can utilize them? Answer – No. Because it would be outside of their normal role. We would have to look at the grant agreement to ensure.

- **Assessment of Administrative Mechanism**

In relation with the recommendation presented on the final report; the members discussed about requesting more specificity regarding the Administrative Agents role versus the Grantee role. As well as developing a list of immediate needs.

1. Moved to Executive Committee. The following motion:

Motion: That any changes that are necessary to the assessment administrative mechanism document would be approved through the Executive committee.

Motion by David Hoover.
Seconded by Pat Hawkins.
Motion passed unanimously.

- **Priority Setting and Resources Allocation**

1. **Calendar**

-Support Staff distributed calendars

-Mr. L. Smith noted that the administrative agents worked with the Grantee and Planning Council support to set the dates to be in concert with other meetings and obligations.

Motion – Dr. Henry Bishop moved to approve the calendar.

Motion by Pat Hawkins.
Seconded by Robert Smith.

Discussion: Ms. Balderston asked about changing ballot due date. Was told to give PC Coordinator any updated information.

Motion passed unanimously.

NEW BUSINESS

- **Data Presentation Task Force Update – P. Hawkins/L. Smith**

1. Katherine McElroy, Evaluation & Monitoring, Division Manager

- Katherine McElroy was introduced to the committee.
- There is an issue of providers counting Alliance clients for Ryan White Services. It was suggested to investigate how many Ryan White clients are in Alliance
- Ms. McElroy informed that currently HAA can not cross tab data.
- Ms. Pleasant asked: Is there a process required by providers to ensure that Ryan White is the payer of last resort? **Answer: 12% of primary care is allowed for specialists. The Ryan White providers should have contracts with sub-grantees and funds to pay them.**
- Dr. Hawkins suggested the issue gets addressed in CSCS and further explained the need for providers, and consumers and grantee and administrative agents to be on the committee.
- Dr. Hawkins requested for the Data Presentation on May 28, the Utilization data start with Core Services, any information by gender and demographics should be included and a future meeting with Katherine McElroy will be schedule to go over service utilization data.
- Angelique Griffin will present a draft of the data slides for review and will give a mock presentation before May 21.

ADJOURNMENT

Henry Bishop adjourned the meeting. Robert Smith and Pat Hawkins seconded.